

TWAIN HARTE COMMUNITY SERVICES DISTRICT Fire Committee Meeting

Chair: *Dennis Mitchell*

Co-Chair: *Charlotte Bohlman*

**THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
January 2, 2025 9:30 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/83153745745>
- Meeting ID: 831 5374 5745
- Telephone: (669) 900-6833

AGENDA

- 1. Review the draft Fiscal Year 2024-25 Fire Fund mid-year budget adjustment.**
- 2. Review bid results for the Training Site Stormwater Improvements Project.**
- 3. Adjourn.**

HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING

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

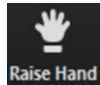
- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference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

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

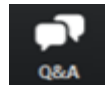
SUBMITTING PUBLIC COMMENT

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.



Raise Hand Icon:



Q&A Icon:

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

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

MEETING ETIQUETTE

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

ACCESSIBILITY

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

WRITTEN MEETING MATERIALS

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

www.twainhartecsd.com

Twain Harte Community Services District
2024-2025 Mid-Year Budget Adjustment

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	FY 24/25	Proposed	% Diff	FY 24/25	Proposed	% Diff	FY 24/25	Proposed	% Diff	FY 24/25	Proposed	% Diff	FY 24/25	Proposed	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,632,581	\$ 1,634,400	0%	\$ 1,358,123	\$ 1,353,900	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,988,300
Fees	18,800	20,100	7%	13,800	15,600	13%	-	-	0%	10,000	12,000	20%	-	-	0%	47,700
Taxes & Assessments	42,623	43,400	2%	-	-	0%	1,373,715	1,387,200	1%	157,091	157,700	0%	-	-	0%	1,588,300
Grants & Donations	-	16,800	16800%	-	4,500	4500%	222,270	292,100	31%	461,452	571,700	24%	-	-	0%	885,100
Other Revenue	46,000	63,300	38%	20,000	32,000	60%	48,000	491,200	923%	3,500	-	-100%	1,000	1,000	0%	587,500
Total Program Revenue	\$ 1,740,004	\$ 1,778,000	2%	\$ 1,391,923	\$ 1,406,000	1%	\$ 1,643,985	\$ 2,170,500	32%	\$ 632,043	\$ 741,400	17%	\$ 1,000	\$ 1,000	0%	\$ 6,096,900
Admin Revenue Allocation	470	470	0%	250	250	0%	180	180	0%	100	100	0%	(1,000)	(1,000)	0%	-
GRAND TOTAL REVENUE	\$ 1,740,474	\$ 1,778,470	2%	\$ 1,392,173	\$ 1,406,250	1%	\$ 1,644,165	\$ 2,170,680	32%	\$ 632,143	\$ 741,500	17%	\$ -	\$ -	0%	\$ 6,096,900
Operating Expenses																
Salaries	\$ 352,518	\$ 360,178	2%	\$ 189,603	\$ 191,191	1%	\$ 619,077	\$ 869,431	40%	\$ 19,942	\$ 20,091	1%	\$ 407,529	\$ 397,887	-2%	\$ 1,838,778
Benefits	211,484	212,191	0%	114,632	113,158	-1%	379,285	402,229	6%	11,374	11,393	0%	233,850	235,118	1%	974,089
Equip, Auto, Maint, & Repairs	200,700	200,600	0%	69,700	68,600	-2%	127,790	216,000	69%	31,050	31,050	0%	12,000	12,800	7%	529,050
Materials & Supplies	51,200	51,200	0%	6,100	6,200	2%	10,800	9,900	-8%	1,900	1,900	0%	4,300	4,200	-2%	73,400
Outside Services	43,200	43,200	0%	28,000	28,000	0%	26,200	29,700	13%	4,500	4,500	0%	99,300	105,200	6%	210,600
Other (Utilities, Prop/Liab Ins, TUD)	255,200	265,600	4%	700,300	699,500	0%	120,600	122,900	2%	34,700	32,500	-6%	85,900	86,300	0%	1,206,800
Debt Service	110,539	110,539	0%	16,939	16,939	0%	-	-	0%	-	-	0%	-	-	0%	127,478
Total Program Expenses	\$ 1,224,841	\$ 1,243,508	2%	\$ 1,125,274	\$ 1,123,588	0%	\$ 1,283,753	\$ 1,650,160	29%	\$ 103,466	\$ 101,434	-2%	\$ 842,879	\$ 841,505	0%	\$ 4,960,195
Administrative Cost Allocation	396,153	395,507	0%	210,720	210,376	0%	151,718	151,471	0%	84,288	84,150	0%	(842,879)	(841,505)	0%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,620,994	\$ 1,639,015	1%	\$ 1,335,994	\$ 1,333,964	0%	\$ 1,435,471	\$ 1,801,631	26%	\$ 187,754	\$ 185,584	-1%	\$ -	\$ -	0%	\$ 4,960,194
TOTAL OPERATING BALANCE	\$ 119,480	\$ 139,455		\$ 56,179	\$ 72,286		\$ 208,694	\$ 369,049		\$ 444,389	\$ 555,916		\$ -	\$ -		
Capital Expenses																
Capital Outlay	798,000	865,000	8%	393,000	392,000	0%	335,000	476,600	42%	552,000	654,700	19%	-	-	0%	2,388,300
Total Capital Expenses	\$ 798,000	\$ 865,000	8%	\$ 393,000	\$ 392,000	0%	\$ 335,000	\$ 476,600	42%	\$ 552,000	\$ 654,700	19%	\$ -	\$ -		\$ 2,388,300
GRAND TOTAL EXPENSES	\$ 2,418,994	\$ 2,504,015	4%	\$ 1,728,994	\$ 1,725,964	0%	\$ 1,770,471	\$ 2,278,231	29%	\$ 739,754	\$ 840,284	14%	\$ -	\$ -	0%	\$ 7,348,494
Transfer To/(From) Reserve	\$ (678,520)	\$ (725,545)		\$ (336,821)	\$ (319,714)		\$ (126,306)	\$ (107,551)		\$ (107,611)	\$ (98,784)		\$ -	\$ -		\$ (1,251,594)

Twain Harte Community Services District
2024-2025 Mid-Year Budget Adjustment
FIRE - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	24/25 Approved	24/25 Proposed	\$	%	
Fees					
Facility/Ground Usage Fees			-	0%	
TOTAL FEES	\$ -	\$ -	\$ -	0%	

Taxes & Assessments					
Secured & Unsecured Taxes	\$ 662,887	\$ 676,400	\$ 13,513	2%	Trending Higher
Property Assessments	710,828	710,800	(28)	0%	
TOTAL TAXES & ASSESSMENTS	\$ 1,373,715	\$ 1,387,200	\$ 13,485	1%	

Grants & Donations					
Grant Revenue	222,270	292,100	\$ 69,830	31%	Actual grant remaining based on 23-24 actuals
Donation Revenue			-	0%	
TOTAL GRANTS & DONATIONS	\$ 222,270	\$ 292,100	\$ 69,830	31%	

Other Revenue					
Strike Team	\$ -	\$ 434,200	\$ 434,200	434200%	Actual Strike team invoiced thru 12/2024
Training Revenue	15,000	15,000	-	0%	
Miscellaneous Revenue	14,000	14,000	-	0%	
Interest Revenue	19,000	28,000	9,000	47%	Trending Higher
Sale of Assets	-	-	-	0%	
Insurance Proceeds	-	-	-	0%	
TOTAL OTHER REVENUE	\$ 48,000	\$ 491,200	\$ 443,200	923%	

GRAND TOTAL REVENUE	\$ 1,643,985	\$ 2,170,500	\$ 526,515	32%	
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Admin Transfer Out	\$ 180	\$ 180	\$ -		
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GRAND TOTAL WITH ADMIN	\$ 1,644,165	\$ 2,170,680	\$ 526,515	32%	
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Twain Harte Community Services District
2024-2025 Mid-Year Budget Adjustment
FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	24/25 Approved	24/25 Proposed	\$	%	
Salaries - 51XXX					
Regular Time	\$ 432,442	\$ 391,909	(40,533)	-9%	Less seasonal engineers/More interns
Workers Comp Reimb Wages	\$ -	\$ -	0	0%	
Standby Pay	500	500	0	0%	
Overtime	34,000	30,000	(4,000)	-12%	Trending lower
Holiday Overtime	20,508	16,979	(3,529)	-17%	Less seasonal engineers/More interns
FLSA Overtime	41,615	35,788	(5,827)	-14%	Less seasonal engineers/More interns
Sick Leave/Vacation Pay/ATO	10,000	10,000	0	0%	
Temp/Relief Pay	8,000	8,000	0	0%	
Intern Stipend	63,000	106,500	43,500	69%	More Interns
Reserve Stipends	3,500	3,500	0	0%	
Striketeam Pay	0	79,828	79,828	79828%	Reimbursable Strike team assignments
Striketeam Intern Pay	0	180,914	180,914	180914%	Reimbursable Strike team assignments
Response Incentive Pay	1,500	1,500	0	0%	
Uniform Allowance	4,013	4,013	0	0%	
Cell Phone Stipend	-	-	0	0%	
TOTAL SALARIES	\$ 619,077	\$ 869,431	\$ 250,353	40%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 86,631	\$ 88,961	2,330	3%	Increases higher than estimated
HRA Reimbursement	26,074	26,074	0	0%	
CALPERS Retirement	113,610	113,072	(537)	0%	
FICA	38,383	53,905	15,522	40%	Reimbursable Strike team assignments
Medicare	8,977	12,607	3,630	40%	Reimbursable Strike team assignments
Workers Comp	104,384	106,734	2,350	2%	Higher than estimated
Unemployment Ins/ETT	1,227	877	(350)	-29%	
TOTAL BENEFITS	\$ 379,285	\$ 402,229	\$ 22,944	6%	

Twain Harte Community Services District

2024-2025 Mid-Year Budget Adjustment

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	24/25 Approved	24/25 Proposed	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 6,200	\$ 14,100	7,900	127%	Station Generator needs major repair
Facilities Maintenance & Repair	13,200	16,200	3,000	23%	Need to remove hazard tree by station
Vehicle Maintenance & Repair	28,700	97,700	69,000	240%	Unanticipated Major Repairs on all Engines
Fuel	22,500	26,000	3,500	16%	Strike Team related fuel costs
Equipment Under \$5,000	22,500	19,000	(3,500)	-16%	Equipment savings
Personal Protective Equipment	34,690	43,000	8,310	24%	Structural gear for more interns than expected
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 127,790	\$ 216,000	\$ 88,210	69%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 2,000	(500)	-20%	
Postage	500	400	(100)	-20%	
Food Supplies	500	1,500	1,000	200%	Strike Team Related Meals
Janitorial Supplies	3,800	3,000	(800)	-21%	
Medical Supplies	3,500	3,000	(500)	-14%	
TOTAL MATERIALS & SUPPLIES	\$ 10,800	\$ 9,900	\$ (900)	-8%	
Outside Services - 55XXX					
Legal Fees	\$ 6,000	\$ 6,000	\$ -	0%	
IT Services	2,700	2,700	0	0%	
Engineering Services	9,000	9,000	0	0%	
Medical Exams	1,500	5,000	3,500	233%	Overrages for more interns
Background Checks	1,500	1,500	0	0%	
Other Professional Services	5,500	5,500	0	0%	
TOTAL OUTSIDE SERVICES	\$ 26,200	\$ 29,700	\$ 3,500	13%	

Twain Harte Community Services District

2024-2025 Mid-Year Budget Adjustment

FIRE - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	24/25 Approved	24/25 Proposed	\$	%	
Other - 56XXX					
Utilities	\$ 16,100	\$ 16,600	500	3%	
Phone/Communications	9,300	9,500	200	2%	
Software Licenses & Maintenance	9,400	10,400	1,000	11%	Increase in incident tracking software
Property/Liability Insurance	46,300	46,300	0	0%	
Dues & Memberships	3,300	3,900	600	18%	
Licenses & Certifications	2,000	2,000	0	0%	
Training, Conferences & Travel	17,500	17,500	0	0%	
Training - Reimbursable	15,000	15,000	0	0%	
Advertising & Public Education	1,700	1,700	0	0%	
TOTAL OTHER	\$ 120,600	\$ 122,900	\$ 2,300	2%	

GRAND TOTAL EXPENSES	\$ 1,283,753	\$ 1,650,160	\$ 366,407	29%	
Admin Transfer Out	\$ 151,718	\$ 151,471	\$ (247)	0%	
GRAND TOTAL WITH ADMIN	\$ 1,435,471	\$ 1,801,631	\$ 366,160		

Capital Outlay - 57XXX					
Training/Admin Parking Lot	281,000	405,000	124,000	44%	Rollover from last FY + Higher Bids
Utility 722 Replacement	42,000	42,000	0	0%	
Lucas Machine	\$ -	17,600	17,600	17600%	Rollover from last FY
Community Center Improvements	12,000	12,000	0	0%	
TOTAL CAPITAL OUTLAY	\$ 335,000	\$ 476,600	\$ 141,600	42%	

GRAND TOTAL WITH CAPITAL	\$ 1,770,471	\$ 2,278,231	\$ 507,760		
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APPARENT BID RESULTS

OFFICE AND TRAINING SITE STORMWATER IMPROVEMENTS

TWAIN HARTE COMMUNITY SERVICES DISTRICT

PROJECT 400-57-0001

BID OPEN DATE: 12/30/24

Engineer's Estimate: \$309,900

BID 1	BID 2	BID 3
Peterson Excavation Inc. P.O. Box 303 Tuolumne, CA 95379	The Design Build Inc. 1930 Del Paso Road, Suite 121B Sacramento, CA 95834	Njirich & Sons, Inc. 19970 Kelly Dr. Sonora, CA 95370

 Apparent Low Bidder*

BASE BID

ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	MOBILIZATION, DEMOBILIZATION & CONSTRUCTION COORDINATION	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 28,500.00	\$ 28,500.00	\$ 39,431.00	\$ 39,431.00
2	DEMOLITION, CLEARING & GRUBBING	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 25,800.00	\$ 25,800.00	\$ 25,800.00	\$ 25,800.00
3	EARTHWORK	1	LS	\$ 32,000.00	\$ 32,000.00	\$ 29,744.00	\$ 29,744.00	\$ 46,000.00	\$ 46,000.00
4	BIOSWALES & RAIN GARDEN	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 30,350.00	\$ 30,350.00	\$ 18,600.00	\$ 18,600.00
5	CONCRETE ADA PARKING & WALKWAY	1	LS	\$ 35,000.00	\$ 35,000.00	\$ 17,175.00	\$ 17,175.00	\$ 18,000.00	\$ 18,000.00
6	DECOMPOSED GRANITE WALKWAY	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 27,175.00	\$ 27,175.00	\$ 19,200.00	\$ 19,200.00
7	PERMEALBE PARKING LOT	9,441	SF	\$ 9.00	\$ 84,969.00	\$ 5.50	\$ 51,925.50	\$ 9.00	\$ 84,969.00
8	RAINWATER SYSTEM	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 65,800.00	\$ 65,800.00	\$ 33,000.00	\$ 33,000.00
9	IRRIGATION SYSTEM	2	LS	\$ 25,000.00	\$ 25,000.00	\$ 8,816.00	\$ 8,816.00	\$ 20,000.00	\$ 20,000.00
10	PLANTING	1	LS	\$ 39,000.00	\$ 39,000.00	\$ 22,500.00	\$ 22,500.00	\$ 45,000.00	\$ 45,000.00
*TOTAL BASE BID					\$ 305,969.00		\$ 307,785.50		\$ 350,000.00

ADDITIVE BID

1	REMOVE & REPLACE EXISTING ADA CONCRETE RAMP, CURB & WALKWAY	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 12,900.00	\$ 12,900.00	\$ 9,324.00	\$ 9,324.00
2	ADDITIONAL PERMEABLE PARKING	486	SF	\$ 9.00	\$ 4,374.00	\$ 5.50	\$ 2,673.00	\$ 16.00	\$ 7,776.00
TOTAL ADDITIVE BID					\$ 14,374.00		\$ 15,573.00 ***		\$ 17,100.00
TOTAL BASE + ADDITIVE BID					\$ 320,343.00		\$ 323,358.50		\$ 367,100.00

NOTES

* Award is based on lowest, responsive BASE BID.

** The apparent low bid has not yet been verified completely for responsiveness.

*** For BID 2, the totals for Additive Bid Item #2 and the Total Additive Bid were corrected according to the unit price listed, per Section 8 (Comparison of Bids) in the Instruction to Bidders