

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 October 9, 2024 - 9:00 A.M.

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

- Videoconference Link: <https://us02web.zoom.us/j/83687033398>
- Meeting ID: 836 8703 3398
- Telephone: (669) 900-6833

AGENDA

The Board may take action on any item on the agenda.

1. Call to Order

2. Pledge of Allegiance & Roll Call

3. Reading of Mission Statement

4. Public Comment

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

5. Consent Agenda

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

6. New Business

- A. Presentation and discussion of year-end financial report for Fiscal Year 2023-24.
- B. Discussion/action to adopt Resolution #24-28 – Designation of Fiscal Year 2023-24 Year End Balances to Reserves.
- 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.

7. Reports

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

8. Adjourn

HOW TO VIRTUALLY PARTICIPATE IN THIS MEETING

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

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


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

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SUBMITTING PUBLIC COMMENT

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

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

Raise Hand Icon: 

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



Board Meeting Agenda Item Summary

October 9, 2024

ITEM #:	05A	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Presentation and Approval of Financial Statements through September 30, 2024		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Receive and approve the financial statements through September 30, 2024

SUMMARY:

This item presents Fiscal Year (FY) 2024-25 financial statements for all District Funds through September 30, 2024. As a general summary of the financial statements:

- Operating expenses for all Funds except the Sewer and Admin Fund are above the target of 25% 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 26% of budget.
- Fire Fund operating expenses are also much higher than target due to high wildfire activity and participation in mutual aid assignments (strike team). As of September 30th, strike team labor expenses total \$239,000, which will be reimbursed with additional revenue for administration and equipment. The Fire Fund would be 34% of budget without strike team expenses.
- Bank balances are healthy and in line with expectations. The month of September included several transfers to fund the District's new CA CLASS investment account. 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

24/25 OPERATING EXPENDITURE SUMMARY
As of September 30, 2024

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 25%)
Park	103,466	28,204	75,262	27.26%
Water	1,171,841	366,973	804,868	31.32%
Sewer	1,125,274	160,733	964,541	14.28%
Fire	1,283,753	683,481	600,272	53.24%
Admin	842,879	213,676	629,203	25.35%
TOTAL	\$ 4,527,213	\$ 1,453,067	\$ 3,074,146	32.10%

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
24/25 CAPITAL EXPENDITURE SUMMARY
As of September 30, 2024**

Fund	TOTAL Budget*	YTD Expended	Budget Balance	% Spent (Target 25%)
Park	552,000	207,441	344,559	37.58%
Water	798,000	14,221	783,779	1.78%
Sewer	393,000	-	393,000	0.00%
Fire	335,000	65,628	269,372	19.59%
Admin		-	-	
TOTAL	\$ 2,078,000	\$ 287,290	\$ 1,790,710	13.83%

Reflects Budget Adjustment #1 - Approved 9/9/24

TWAIN HARTE COMMUNITY SERVICES DISTRICT
BANK BALANCES
As of September 30, 2024

Account	Beginning Balance	Receipts	Disbursements	Transfers	Current Balance
Five Star - Operating	700,179	320,573	(325,393)	(100,000)	595,359
US Bank - Operating	976	995	(40)		1,931
Five Star - Money Market	395,359	1,655		(95,000)	302,014
CA CLASS - Investment	-	1,483		1,195,000	1,196,483
LAIF - Investment	1,843,451			(1,000,000)	843,451
TOTAL	\$ 2,939,965	\$ 324,706	\$ (325,433)	\$ -	\$ 2,939,237



Board Meeting Agenda Item Summary

October 9, 2024

ITEM #:	05B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Approval of the Minutes of the Regular Meeting Held on September 11, 2024.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s: _____		

RECOMMENDED ACTION:

Approve the minutes of the Regular Meeting held on September 11, 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 September 11, 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 September 11, 2024

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting
September 11, 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 Knudson
Director Bohlman
Director Dearborn

STAFF:

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

AUDIENCE: 12 Attendees

PUBLIC COMMENT ON NON-AGENDIZED ITEMS:

No public comment.

PRESENTATIONS:

Badge pinning for Fire Captain Dixon.

CONSENT AGENDA:

- A. Presentation and approval of financial statements through August 31, 2024.
- B. Approval of the minutes of the Regular Meeting held on August 14, 2024.

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

SECOND: Director Mannix

AYES: Sipperley, Knudson, Mannix, Bohlman, Dearborn

NOES: None

ABSTAIN: None

NEW BUSINESS:

- A. Discussion/action to adopt Resolution #24-24 – Rejecting all Construction Bids for the Office and Training Site Stormwater Improvement (Project #400-57-0001).

MOTION: Director Dearborn made a motion to adopt Resolution #24-24 – Rejecting all Construction Bids for the Office and Training Site Stormwater Improvement (Project #400-57-0001).

SECOND: Director Bohlman

AYES: Sipperley, Knudson, Mannix, Bohlman, Dearborn

NOES: None

ABSTAIN: None

- B. Discussion/action to adopt Resolution #24-25 – Approving the Department of Forestry and Fire Protection Agreement #7GF24103 for Services Under the Volunteer Fire Capacity Program.

MOTION: Director Bohlman made a motion to adopt Resolution #24-25 – Approving the Department of Forestry and Fire Protection Agreement #7GF24103 for Services Under the Volunteer Fire Capacity Program.

SECOND: Director Dearborn

AYES: Sipperley, Knudson, Mannix, Bohlman, Dearborn

NOES: None

ABSTAIN: None

- C. Discussion/action to adopt Resolution #24-26 – Approving a Fiscal Year 2024-25 Fire Fund Budget Adjustment for the Volunteer Fire Capacity Grant Program.

MOTION: Director Mannix made a motion to adopt Resolution #24-26 – Approving a Fiscal Year 2024-25 Fire Fund Budget Adjustment for the Volunteer Fire Capacity Grant Program.

SECOND: Director Bohlman

AYES: Sipperley, Knudson, Mannix, Bohlman, Dearborn

NOES: None

ABSTAIN: None

- D. Discussion/action to adopt revisions to Policy #2002 – Discrimination.

MOTION: Director Mannix made a motion to adopt revisions to Policy #2002 – Discrimination.

SECOND: Director Dearborn

AYES: Sipperley, Knudson, Mannix, Bohlman, Dearborn

NOES: None

ABSTAIN: None

- E. Discussion/action to adopt revisions to Policy #2041 – Early Return to Work Policy.

MOTION: Director Bohlman made a motion to adopt revisions to Policy #2041 – Early Return to Work Policy.

SECOND: Director Mannix

AYES: Sipperley, Knudson, Mannix, Bohlman, Dearborn

NOES: None

ABSTAIN: None

- F. Discussion/action to adopt revisions to Policy #2080 – Classification of Personnel.

MOTION: Director Dearborn made a motion to adopt revisions to Policy #2080 – Classification of Personnel.

SECOND: Director Mannix

AYES: Sipperley, Knudson, Mannix, Bohlman, Dearborn

NOES: None

ABSTAIN: None

- G. Discussion/action to adopt revisions to Policy #2111 (Health and Welfare Benefits) and rescind Policy #2110 (Dental Benefits).

MOTION: Director Bohlman made a motion to adopt revisions to Policy #2111 (Health and Welfare Benefits) and rescind Policy #2110 (Dental Benefits).

SECOND: Director Mannix

AYES: Sipperley, Knudson, Mannix, Bohlman, Dearborn

NOES: None

ABSTAIN: None

H. Discussion/action to adopt revisions to Policy #3030 – Injury and Illness Prevention Program.

MOTION: Director Dearborn made a motion to adopt revisions to Policy #3030 – Injury and Illness Prevention Program.

SECOND: Director Mannix

AYES: Sipperley, Knudson, Mannix, Bohlman, Dearborn

NOES: None

ABSTAIN: None

I. Discussion/action to adopt Resolution #24-27 – Approving a Fiscal Year 2024-25 Water Fund Budget Adjustment for Emergency Repair of Shadybrook Reservoir.

MOTION: Director Bohlman made a motion to adopt Resolution #24-27 – Approving a Fiscal Year 2024-25 Water Fund Budget Adjustment for Emergency Repair of Shadybrook Reservoir.

SECOND: Director Dearborn

AYES: Sipperley, Knudson, Mannix, Bohlman, Dearborn

NOES: None

ABSTAIN: None

REPORTS:

President and Board Member Reports

- Director Mannix reported on attending the 9/09/24 LAFCO Meeting with GM Trott
- President Sipperley reported on attending the 8/21/24 IRWM JPA WAC Meeting.

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 10:46 a.m.

Respectfully submitted,

APPROVED:

Kimberly Silva, Board Secretary

Gary Sipperley, President



Board Meeting Agenda Item Summary

October 9, 2024

ITEM #:	06A	ITEM TYPE:	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action <input type="checkbox"/> Both
SUBJECT:	Presentation and discussion of year-end financial report for Fiscal Year 2023-24.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Accept the Fiscal Year 2023-24 Year-End Financial Report.

SUMMARY:

Fiscal Year (FY) 2023-24 has closed and the attached 2023-24 Year-End Report provides the unaudited financial position of the District as of June 30, 2024. The Year-End Report also provides a comparison of actual revenue and expenses to budgeted revenue and expenses for each of the District's funds. Detailed descriptions of variances between budget and actuals are provided in detailed revenue and expense sheets in the report. The following describes some of the major reasons for variances between budget and actuals:

Revenue

- Grant revenue is lower than anticipated mainly due to completing grant projects under budget or due to multi-year grant projects that are completely budgeted in a single year, but require budget to be rolled into the following fiscal year when the project will be fully complete.
- Interest revenue was higher due to higher interest rates. The Park Fund is the exception since it paid interest to the other funds while it borrowed money, awaiting grant reimbursement.
- The Fire Fund experienced much higher than normal revenue due to strike team assignments.

Operating Expenses

- The Water, Sewer, Park and Admin Funds had savings due to longer staff vacancies than anticipated.
- The Fire Fund experienced increased salary expenses due to strike team assignments.
- The cost for Admin Fund accounting services was much less than anticipated.
- All funds realized savings through efficient operations and effective management.

Capital Expenses

- Capital expenses are lower than budgeted due to multi-year projects that are completely budgeted in FY 23-24, but will not be completed until FY 24-25.

FINANCIAL IMPACT:

The financial position of all funds at the end of FY 23-24 is better than originally planned. The final budget anticipated a withdrawal from reserves would be required to balance every fund; however, actuals show that every fund has a positive fund balance to transfer to reserve accounts.

ATTACHMENTS:

- Fiscal Year 2023-24 Year End Report

Twain Harte Community Services District 2023-2024 Year End Report																
	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Actuals	% Diff	Approved	Actuals	% Diff	Approved	Actuals	% Diff	Approved	Actuals	% Diff	Approved	Actuals	% Diff	ACTUALS
Revenue																
Service Charges	\$ 1,506,218	\$ 1,495,329	-1%	\$ 1,189,867	\$ 1,194,332	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,689,661
Fees	18,800	16,149	-14%	13,800	13,425	-3%	-	-	0%	7,100	7,160	1%	-	-	0%	36,734
Taxes & Assessments	41,382	42,134	2%	-	-	0%	1,329,463	1,341,543	1%	152,245	153,172	1%	-	-	0%	1,536,849
Grants & Donations	1,506,007	1,405,553	-7%	25,000	7,446	-70%	301,251	85,433	-72%	2,869,979	2,250,358	-22%	-	-	0%	3,748,790
Other Revenue	53,850	87,108	62%	23,150	44,561	92%	290,106	445,982	54%	3,500	(11,095)	-417%	1,000	1,134	13%	567,690
Total Program Revenue	\$ 3,126,257	\$ 3,046,273	-3%	\$ 1,251,817	\$ 1,259,764	1%	\$ 1,920,820	\$ 1,872,958	-2%	\$ 3,032,824	\$ 2,399,595	-21%	\$ 1,000	\$ 1,134	13%	\$ 8,579,724
Admin Revenue Allocation	470	533	13%	250	284	14%	180	204	13%	100	113	13%	(1,000)	(1,134)	13%	-
GRAND TOTAL REVENUE	\$ 3,126,727	\$ 3,046,806	-3%	\$ 1,252,067	\$ 1,260,048	1%	\$ 1,921,000	\$ 1,873,162	-2%	\$ 3,032,924	\$ 2,399,708	-21%	\$ -	\$ -	0%	\$ 8,579,724
Operating Expenses																
Salaries	\$ 338,149	\$ 328,399	-3%	\$ 180,375	\$ 174,330	-3%	\$ 694,587	\$ 734,074	6%	\$ 20,299	\$ 16,851	-17%	\$ 426,891	\$ 408,303	-4%	\$ 1,661,957
Benefits	195,239	174,696	-11%	107,650	95,864	-11%	346,966	341,609	-2%	18,072	9,736	-46%	219,244	203,893	-7%	825,798
Equip, Auto, Maint, & Repairs	169,200	113,879	-33%	87,200	61,421	-30%	165,550	156,844	-5%	24,370	13,791	-43%	14,700	9,377	-36%	355,312
Materials & Supplies	49,400	42,216	-15%	6,000	5,156	-14%	13,800	12,176	-12%	1,500	733	-51%	3,900	3,218	-17%	63,499
Outside Services	460,650	446,743	-3%	27,850	6,446	-77%	25,700	23,851	-7%	4,500	4,481	0%	64,900	36,274	-44%	517,795
Other (Utilities, Prop/Liab Ins, TUD)	254,100	216,135	-15%	611,400	602,462	-1%	106,000	102,272	-4%	29,300	24,733	-16%	77,350	69,426	-10%	1,015,028
Debt Service	110,683	110,683	0%	16,958	16,958	0%	-	-	0%	-	-	0%	-	-	0%	127,641
Total Program Expenses	\$ 1,577,420	\$ 1,432,751	-9%	\$ 1,037,433	\$ 962,637	-7%	\$ 1,352,603	\$ 1,370,826	1%	\$ 98,041	\$ 70,325	-28%	\$ 806,985	\$ 730,491	-9%	\$ 4,567,030
Administrative Cost Allocation	379,282	343,331	-9%	201,746	182,623	-9%	145,257	131,488	-9%	81,373	73,049	-10%	(806,985)	(730,491)	-9%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,956,702	\$ 1,776,082	-9%	\$ 1,239,179	\$ 1,145,260	-8%	\$ 1,497,860	\$ 1,502,314	0%	\$ 179,414	\$ 143,374	-20%	\$ -	\$ -	0%	\$ 4,567,030
TOTAL OPERATING BALANCE	\$ 1,170,024	\$ 1,270,724		\$ 12,888	\$ 114,788		\$ 423,140	\$ 370,848		\$ 2,853,510	\$ 2,256,334		\$ -	\$ -		
Capital Expenses																
Capital Outlay	1,789,850	1,014,091	-43%	316,800	20,283	-94%	471,400	181,382	-62%	2,940,427	2,229,568	-24%	-	-	0%	3,445,324
Total Capital Expenses	\$ 1,789,850	\$ 1,014,091	-43%	\$ 316,800	\$ 20,283	-94%	\$ 471,400	\$ 181,382	-62%	\$ 2,940,427	\$ 2,229,568	-24%	\$ -	\$ -		\$ 3,445,324
GRAND TOTAL EXPENSES	\$ 3,746,552	\$ 2,790,173	-26%	\$ 1,555,979	\$ 1,165,543	-25%	\$ 1,969,260	\$ 1,683,696	-15%	\$ 3,119,841	\$ 2,372,942	-24%	\$ -	\$ -	0%	\$ 8,012,354
Transfer To/(From) Reserve	\$ (619,826)	\$ 256,633		\$ (303,912)	\$ 94,505		\$ (48,260)	\$ 189,466		\$ (86,917)	\$ 26,766		\$ -	\$ -		\$ 567,370

Twain Harte Community Services District
2023-2024 Year End Report
WATER - REVENUE

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Service Charges					
Water Service Charge	\$ 1,506,218	\$ 1,495,329	\$ (10,889)	-1%	Lower water use than estimated
TOTAL SERVICE CHARGES	\$ 1,506,218	\$ 1,495,329	\$ (10,889)	-1%	
Fees					
Late Fee	\$ 10,000	\$ 10,464	\$ 464	5%	
Door Notice Fee	2,700	2,840	140	5%	
Hookup Fees	3,500	90	(3,410)	-97%	No new connections
Reconnection Fees	1,500	1,925	425	28%	
Property Transfer Fee	1,000	945	(55)	-6%	
Returned Check Fee	100	(115)	(215)	-215%	
TOTAL FEES	\$ 18,800	\$ 16,149	\$ (2,651)	-14%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 41,382	\$ 42,134	\$ 752	2%	
Davis Grunsky Assessment			-	0%	
TOTAL TAXES & ASSESSMENTS	\$ 41,382	\$ 42,134	\$ 752	2%	
Grants & Donations					
Grant Revenue - Misc	\$ 1,506,007	\$ 1,405,553	\$ (100,454)	-7%	MG Tank #2 grant project completed under budget
Grant Revenue - Wells			\$ -	0%	
TOTAL GRANTS & DONATIONS	\$ 1,506,007	\$ 1,405,553	\$ (100,454)	-7%	
Other Revenue					
Miscellaneous Revenue	\$ 16,000	\$ 25,573	\$ 9,573	60%	Sold more water to TUD than anticipated
Interest Revenue	32,000	50,485	18,485	58%	Higher Interest rates than projected
Lease Revenue			-	0%	
Sale of Assets	5,850	11,050	5,200	89%	Sold an additional surplus vehicle
TOTAL OTHER REVENUE	\$ 53,850	\$ 87,108	\$ 33,258	62%	
GRAND TOTAL REVENUE	\$ 3,126,257	\$ 3,046,273	\$ (79,984)	-3%	
Admin Transfer Out	\$ 470	\$ 533	\$ 63		
GRAND TOTAL WITH ADMIN	\$ 3,126,727	\$ 3,046,806	\$ (79,921)	-3%	

Twain Harte Community Services District
2023-2024 Year End Report
WATER - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 292,434	\$ 285,815	(6,619)	-2%	New operators started later than expected
Standby Pay	10,385	10,509	124	1%	
Overtime	20,000	20,967	967	5%	
Sick Leave/Vacation Pay	9,500	9,446	(54)	-1%	
Compensated Absence	0	(3,418)	(3,418)	-3418%	Budget typically covered in SL/Vacation Pay
Uniform Allowance	4,712	3,987	(725)	-15%	
Cell Phone Stipend	1,118	1,093	(25)	-2%	
TOTAL SALARIES	\$ 338,149	\$ 328,399	\$ (9,750)	-3%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 88,019	\$ 73,475	(14,544)	-17%	New operators started later than expected
HRA Reimbursement	24,918	21,840	(3,078)	-12%	Healthcare savings
CALPERS Retirement	41,177	39,634	(1,543)	-4%	New operators started later than expected
FICA	20,823	19,821	(1,002)	-5%	New operators started later than expected
Medicare	4,870	4,636	(234)	-5%	
Workers Comp	14,341	14,341	-	0%	
Unemployment Ins/ETT	1,091	949	(142)	-13%	
TOTAL BENEFITS	\$ 195,239	\$ 174,696	\$ (20,543)	-11%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 7,400	\$ 5,426	(1,974)	-27%	Less repair than anticipated
Facilities Maintenance & Repair					
Source of Supply	14,300	12,342	(1,958)	-14%	Less repair than anticipated
Pumping	4,100	4,056	(44)	-1%	
Water Treatment	18,000	3,794	(14,206)	-79%	No meter calibrations needed
Transmission & Distribution	53,200	31,347	(21,853)	-41%	Experienced less emergencies than budgeted
General & Administrative	3,300	3,268	(32)	-1%	
Vehicle Maintenance & Repair	24,900	23,000	(1,900)	-8%	Less repair than anticipated
Janitorial Cleaning Fees	400	325	(75)	-19%	
Fuel	23,700	14,473	(9,227)	-39%	Lower Fuel prices than estimated
Equipment Under \$5,000	17,900	14,024	(3,876)	-22%	Vegetation management equip not needed
Personal Protective Equipment	2,000	1,824	(176)	-9%	Less PPE needed than budgeted
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 169,200	\$ 113,879	\$ (55,321)	-33%	

Twain Harte Community Services District
2023-2024 Year End Report
WATER - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 1,200	\$ 1,044	(156)	-13%	
Postage	5,000	4,786	(214)	-4%	
Food Supplies	400	30	(370)	-93%	
Chemical Supplies	42,500	35,959	(6,541)	-15%	
Janitorial Supplies	300	397	97	32%	Less water and chemicals used than estimated
TOTAL MATERIALS & SUPPLIES	\$ 49,400	\$ 42,216	\$ (7,184)	-15%	
Outside Services - 55XXX					
Legal Fees	2,500	728	(1,772)	-71%	Ordinance needed less review than anticipated
IT Services	1,700	918	(782)	-46%	
Engineering Services	452,600	441,501	(11,099)	-2%	Only part of Water Standards completed in FY 23-24
Medical Exams	550	789	239	43%	
Other Professional Services	3,300	2,807	(493)	-15%	
TOTAL OUTSIDE SERVICES	\$ 460,650	\$ 446,743	\$ (13,907)	-3%	
Other - 56XXX					
Utilities	\$ 43,100	\$ 32,758	(10,342)	-24%	Made energy-efficient operational adjustments
Phone/Communications	7,700	8,218	518	7%	
Computer Licenses & Maintenance	19,800	16,855	(2,945)	-15%	Received billing software discount
Property/Liability Insurance	45,600	45,363	(237)	-1%	
Property Tax	500	474	(26)	-5%	
Memberships/Publications/Subscriptions	11,900	11,469	(431)	-4%	
Licenses & Certifications	1,400	728	(672)	-48%	
Training, Conferences & Travel	4,100	3,099	(1,001)	-24%	Less expensive than anticipated
Uncollectable accounts	500	-	(500)	-100%	
Advertising & Public Education	3,400	2,375	(1,025)	-30%	Less expensive than anticipated
Laboratory Fees	27,300	24,681	(2,619)	-10%	Lab cost increases not as high as anticipated
Regulatory Fees	20,000	13,615	(6,385)	-32%	Fees less due to DAC designation for extra year
Purchased Water	53,700	42,781	(10,919)	-20%	Less water used than anticipated
Bank & Credit Card Fees	11,500	10,139	(1,361)	-12%	Fees less than estimated
Claims	3,600	3,580	(20)	-1%	
TOTAL OTHER	\$ 254,100	\$ 216,135	\$ (37,965)	-15%	

Twain Harte Community Services District
 2023-2024 Year End Report
WATER - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 20,353	\$ 20,353	0	0%	
Principal on Long Term Debt	90,330	90,330	0	0%	
TOTAL DEBT SERVICE	\$ 110,683	\$ 110,683	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 1,577,420	\$ 1,432,751	\$ (144,669)	-9%	
Admin Transfer Out	\$ 379,282	\$ 343,331	\$ (35,951)		
GRAND TOTAL WITH ADMIN	\$ 1,956,702	\$ 1,776,082	\$ (180,620)	-9%	

Twain Harte Community Services District
 2023-2024 Year End Report
WATER - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Capital Outlay - 57XXX					
FH Improvements	15,000	-	(15,000)	-100%	No fire hydrants needed replacement
SCADA Upgrade	365,000	-	(365,000)	-100%	Initiated design - rolled over to FY 24-25
Refurbish Treatment Filters	21,650	21,634	(16)	0%	
Truck #4 Plow	6,200	6,117	(83)	-1%	
Transfer of 2008 Chevy from Fire	0	2,925	2,925	2925%	Transferred old vehicle from Fire
Cedar Pines Pressure Zone Upgrades	100,000	-	(100,000)	-100%	Project needed feasibility analysis
Turbidimeter Replacement	40,000	39,603	(397)	-1%	
WTP Motor Control Center Upgrade	153,000	876	(152,124)	-99%	Manufacturer delays - rolled over to FY 24-25
MG Tank #2 Rehabilitation & Recoat	1,089,000	942,936	(146,064)	-13%	Completed under budget
TOTAL CAPITAL OUTLAY	\$ 1,789,850	\$ 1,014,091	\$ (775,759)	-43%	
GRAND TOTAL WITH CAPITAL	\$ 3,746,552	\$ 2,790,173	\$ (956,379)	-26%	

Twain Harte Community Services District
2023-2024 Year End Report
SEWER - REVENUE

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	22/23 Approved	23/24 Actuals	\$	%	
Service Charges					
Sewer Service Charge	1,189,867	1,194,332	4,465	0%	Added ADU's & Multi-Units
TOTAL SERVICE CHARGES	\$ 1,189,867	\$ 1,194,332	\$ 4,465	0%	
Fees					
Late Fee	\$ 6,500	\$ 7,595	\$ 1,095	17%	More late bills than anticipated
Door Notice Fee	2,700	2,900	200	7%	
Hookup Fees	2,000	-	(2,000)	-100%	No new connections
Reconnection Fees	1,500	1,925	425	28%	
Inspection Fees			-	0%	
Property Transfer Fee	1,000	945	(55)	-6%	
Returned Check Fee	100	60	(40)	-40%	
TOTAL FEES	\$ 13,800	\$ 13,425	\$ (375)	-3%	
Grants & Donations					
Grant Revenue	25,000	7,446	\$ (17,554)	-70%	Was not awarded a Sewer Construction Grant
TOTAL GRANTS & DONATIONS	\$ 25,000	\$ 7,446	\$ (17,554)	-70%	
Other Revenue					
Interest Revenue	20,000	38,611	18,611	93%	Higher interest rates than estimated
Sale of Assets	3,150	5,950	2,800	89%	Sold an additional surplus vehicle
Other			-	0%	
TOTAL OTHER REVENUE	\$ 23,150	\$ 44,561	\$ 21,411	92%	
GRAND TOTAL REVENUE	\$ 1,251,817	\$ 1,259,764	\$ 7,947	1%	
Admin Transfer Out	\$ 250	\$ 284	\$ 34		
GRAND TOTAL WITH ADMIN	\$ 1,252,067	\$ 1,260,048	\$ 7,981		

Twain Harte Community Services District

2023-2024 Year End Report

SEWER - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 155,864	\$ 152,209	(3,655)	-2%	New operators started later than expected
Standby Pay	9,785	10,289	504	5%	
Overtime	6,600	6,028	(572)	-9%	
Sick Leave/Vacation Pay	5,000	4,938	(62)	-1%	
Compensated Absence	0	(1,858)	(1,858)	-1858%	Budget typically covered in SL/Vacation Pay
Intern Stipend	0	0	0	0%	
Uniform Allowance	2,524	2,135	(389)	-15%	
Cell Phone Stipend	602	589	(13)	-2%	
TOTAL SALARIES	\$ 180,375	\$ 174,330	\$ (6,045)	-3%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 47,063	\$ 39,345	(7,718)	-16%	New operators started later than expected
HRA Reimbursement	13,848	11,760	(2,088)	-15%	Healthcare savings
CALPERS Retirement	22,163	21,095	(1,068)	-5%	New operators started later than expected
FICA	11,152	10,538	(614)	-6%	
Medicare	2,608	2,464	(144)	-6%	
Workers Comp	10,150	10,150	0	0%	
Unemployment Ins/ETT	666	512	(154)	-23%	
TOTAL BENEFITS	\$ 107,650	\$ 95,864	\$ (11,786)	-11%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 8,600	\$ 5,700	(2,900)	-34%	Less repair than anticipated
Facilities Maintenance & Repair					
Lift Station	21,090	13,058	(8,032)	-38%	Need to replace pump in FY 24-25 instead of rebuild
Collections	20,500	9,319	(11,181)	-55%	Less major emergencies than budgeted
General & Administrative	1,610	1,606	(4)	0%	
Vehicle Maintenance & Repair	14,400	17,670	3,270	23%	Moved Truck repair costs charged to Water
Janitorial/Cleaning Fees	200	175	(25)	-13%	
Fuel	12,200	7,798	(4,402)	-36%	Lower Fuel prices than estimated
Equipment Under \$5,000	7,000	4,946	(2,054)	-29%	Vegetation management equip not needed
Personal Protective Equipment	1,600	1,149	(451)	-28%	Less PPE needed than budgeted
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 87,200	\$ 61,421	\$ (25,779)	-30%	

Twain Harte Community Services District

2023-2024 Year End Report

SEWER - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 800	\$ 532	\$ (268)	-34%	
Postage	4,500	4,354	(146)	-3%	
Food Supplies	300	0	(300)	-100%	
Janitorial Supplies	400	270	(130)	-33%	
TOTAL MATERIALS & SUPPLIES	\$ 6,000	\$ 5,156	\$ (844)	-14%	
Outside Services - 55XXX					
Legal Fees	\$ 1,500	\$ 392	\$ (1,108)	-74%	Ordinance required less review than estimated
IT Services	1,300	599	(701)	-54%	
Engineering Services	22,000	2,201	(19,799)	-90%	Sewer Standards completion rolled into FY 24-25
Medical Exams	350	425	75	21%	
Other Professional Services	2,700	2,829	129	5%	
TOTAL OUTSIDE SERVICES	\$ 27,850	\$ 6,446	\$ (21,404)	-77%	
Other - 56XXX					
Utilities	\$ 7,900	\$ 6,851	\$ (1,049)	-13%	Less LS pumping than anticipated
Phone/Communications	3,700	4,367	667	18%	
Computer Licenses & Maintenance	17,100	14,983	(2,117)	-12%	Received billing software discount
Property/Liability Insurance	27,500	27,322	(178)	-1%	
Property Tax	0	0	0	0%	
Dues & Memberships	6,200	5,167	(1,033)	-17%	Less expensive than anticipated
Licenses & Certifications	1,100	138	(962)	-87%	
Training, Conferences & Travel	3,000	1,378	(1,622)	-54%	Less expensive than anticipated
Uncollectable accounts	500	0	(500)	-100%	
Advertising & Public Education	2,800	2,211	(589)	-21%	
Regulatory Fees	500	411	(89)	-18%	
Sewer Service Charge	530,300	530,257	(43)	0%	
Bank & Credit Card Fees	10,800	9,377	(1,423)	-13%	Fees less than estimated
Claims			0	0%	
TOTAL OTHER	\$ 611,400	\$ 602,462	\$ (8,938)	-1%	

Twain Harte Community Services District

2023-2024 Year End Report

SEWER - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ 690	\$ 690	\$ 0	0%	
Principal on Long Term Debt	16,268	16,268	(0)	0%	
TOTAL DEBT SERVICE	\$ 16,958	\$ 16,958	\$ (0)	0%	

GRAND TOTAL EXPENSES	\$ 1,037,433	\$ 962,637	\$ (74,796)	-7%	
Admin Transfer Out	\$ 201,746	\$ 182,623	\$ (19,123)	-9%	
GRAND TOTAL WITH ADMIN	\$ 1,239,179	\$ 1,145,260	\$ (93,919)	-8%	

Capital Outlay - 57XXX					
SCADA Upgrade	\$ 95,000	\$ -	\$ (95,000)	-100%	Initiated design - rolled over to FY 24-25
Push Camera	15,500	15,414	(86)	-1%	
Lift Station Backup Pump	28,000	0	(28,000)	-100%	Long lead times - rolled over to FY 24-25
TH Pipeline Replacement Project	25,000	0	(25,000)	-100%	Did not receive construction grant
Sewer Main Re-Lining/Replacement	150,000	0	(150,000)	-100%	Rolled into FY 24-25 to do longer section
Truck #4 Plow	3,300	3,294	(6)	0%	
Transfer 2008 Chevy from Fire	0	1,575	1,575	1575%	Transferred old vehicle from Fire
I&I Manhole Repair/Replacement			0	0%	
TOTAL CAPITAL OUTLAY*	\$ 316,800	\$ 20,283	\$ (296,517)	-94%	
Admin Capital Transfer		\$ -	\$ -	0%	
GRAND TOTAL WITH CAPITAL	\$ 1,555,979	\$ 1,165,543	\$ (390,436)	-25%	

Twain Harte Community Services District

2023-2024 Year End Report

FIRE - REVENUE

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Fees					
Facility/Ground Usage Fees	-	-	-	0%	
TOTAL FEES	\$ -	\$ -	\$ -	0%	

Taxes & Assessments					
Secured & Unsecured Taxes	\$ 637,450	\$ 650,390	\$ 12,940	2%	Property taxes higher than estimated
Property Assessments	692,012	691,153	(859)	0%	
TOTAL TAXES & ASSESSMENTS	\$ 1,329,463	\$ 1,341,543	\$ 12,080	1%	

Grants & Donations					
Grant Revenue	283,628	67,701	\$ (215,927)	-76%	Only completed a portion of grant project
Donation Revenue	17,623	17,732	109	1%	
TOTAL GRANTS & DONATIONS	\$ 301,251	\$ 85,433	\$ (215,818)	-72%	

Other Revenue					
Strike Team	\$ 198,534	\$ 326,804	\$ 128,270	65%	More strike team assignments than budgeted
Training Revenue	5,000	9,775	4,775	96%	Conducted more training than anticipated
Miscellaneous Revenue	13,740	15,235	1,495	11%	More County coverage than anticipated
Interest Revenue	19,000	35,837	16,837	89%	Interest rates higher than anticipated
Sale of Assets	22,000	26,500	4,500	20%	Transferred old truck to water/sewer
Insurance Proceeds	31,832	31,831	(1)	0%	
TOTAL OTHER REVENUE	\$ 290,106	\$ 445,982	\$ 155,876	54%	

GRAND TOTAL REVENUE	\$ 1,920,820	\$ 1,872,958	\$ (47,862)	-2%	
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Admin Transfer Out	\$ 180	\$ 204	\$ 24		
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GRAND TOTAL WITH ADMIN	\$ 1,921,000	\$ 1,873,162	\$ (47,838)	-2%	
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Twain Harte Community Services District

2023-2024 Year End Report

FIRE - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 462,162	\$ 458,366	(3,796)	-1%	Employee transition to disability retirement earlier
Workers Comp Reimb Wages	\$ (13,180)	\$ (13,180)	0	0%	
Standby Pay	500	0	(500)	-100%	
Overtime	33,300	31,999	(1,301)	-4%	Employee transition to disability retirement earlier
Holiday Overtime	20,859	21,468	609	3%	
FLSA Overtime	37,070	33,064	(4,006)	-11%	Less than anticipated due to vacations, etc.
Sick Leave/Vacation Pay/ATO	15,000	15,692	692	5%	
Compensated Absence	0	(6,787)	(6,787)	-6787%	Budget typically covered in SL/Vacation Pay
Temp/Relief Pay	3,200	2,291	(909)	-28%	
Intern Stipend	43,300	36,750	(6,550)	-15%	Intern vacancies
Reserve Stipends	3,500	971	(2,529)	-72%	Less reserve use than anticipated
Striketeam Pay	42,716	67,740	25,024	59%	More strike team assignments than budgeted
Striketeam Intern Pay	39,169	80,497	41,328	106%	More strike team assignments than budgeted
Response Incentive Pay	1,500	200	(1,300)	-87%	Need for response incentive less than anticipated
Uniform Allowance	5,011	4,916	(95)	-2%	
Cell Phone Stipend	480	87	(393)	-82%	
TOTAL SALARIES	\$ 694,587	\$ 734,074	\$ 39,487	6%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 91,191	\$ 85,717	(5,474)	-6%	Employee transition to disability retirement earlier
HRA Reimbursement	31,203	31,637	434	1%	
CALPERS Retirement	112,260	108,264	(3,996)	-4%	Employee transition to disability retirement earlier
FICA	43,362	45,930	2,568	6%	More strike team assignments than budgeted
Medicare	10,141	10,742	601	6%	
Workers Comp	57,407	57,407	0	0%	
Unemployment Ins/ETT	1,402	1,912	510	36%	
TOTAL BENEFITS	\$ 346,966	\$ 341,609	\$ (5,357)	-2%	

Twain Harte Community Services District

2023-2024 Year End Report

FIRE - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 5,250	\$ 5,121	(129)	-2%	
Facilities Maintenance & Repair	8,700	8,494	(206)	-2%	
Vehicle Maintenance & Repair	71,200	67,441	(3,759)	-5%	Less repair needed than estimated
Fuel	22,500	17,022	(5,478)	-24%	Lower Fuel prices than estimated
Equipment Under \$5,000	41,700	42,403	703	2%	
Personal Protective Equipment	16,200	16,363	163	1%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 165,550	\$ 156,844	\$ (8,706)	-5%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,500	\$ 1,716	(784)	-31%	
Postage	500	362	(138)	-28%	
Food Supplies	5,300	5,316	16	0%	
Janitorial Supplies	2,500	2,018	(482)	-19%	
Medical Supplies	3,000	2,764	(236)	-8%	
TOTAL MATERIALS & SUPPLIES	\$ 13,800	\$ 12,176	\$ (1,624)	-12%	
Outside Services - 55XXX					
Legal Fees	\$ 6,500	\$ 6,097	\$ (403)	-6%	
IT Services	2,500	1,267	(1,233)	-49%	Less IT support needed than anticipated
Engineering Services	9,000	8,962	(38)	0%	
Medical Exams	1,800	1,256	(544)	-30%	
Background Checks	1,500	2,001	501	33%	
Other Professional Services	4,400	4,268	(132)	-3%	
TOTAL OUTSIDE SERVICES	\$ 25,700	\$ 23,851	\$ (1,849)	-7%	

Twain Harte Community Services District

2023-2024 Year End Report

FIRE - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Other - 56XXX					
Utilities	\$ 13,700	\$ 13,439	(261)	-2%	
Phone/Communications	8,000	8,422	422	5%	
Software Licenses & Maintenance	9,300	6,242	(3,058)	-33%	New software less than anticipated
Property/Liability Insurance	41,000	40,483	(517)	-1%	
Dues & Memberships	5,500	5,456	(44)	-1%	
Licenses & Certifications	1,500	1,523	23	2%	
Training, Conferences & Travel	25,300	25,232	(68)	0%	
Advertising & Public Education	1,700	1,475	(225)	-13%	
TOTAL OTHER	\$ 106,000	\$ 102,272	\$ (3,728)	-4%	

GRAND TOTAL EXPENSES	\$ 1,352,603	\$ 1,370,826	\$ 18,223	1%	
Admin Transfer Out	\$ 145,257	\$ 131,488	\$ (13,769)	-9%	
GRAND TOTAL WITH ADMIN	\$ 1,497,860	\$ 1,502,314	\$ 4,454		

Capital Outlay - 57XXX					
Lucas Machine	\$ 19,000	\$ -	(19,000)	-100%	Payment cue when battery received - Roll to FY 24-25
Training/Admin Parking Lot	331,000	63,348	(267,652)	-81%	Partial project completion - roll to to FY 24-25
Community Center Improvements	66,900	67,162	262	0%	
Backwall Excavation & Sealing	36,000	36,000	0	0%	
Engine 722 Replacement (OES)	8,500	7,698	(802)	-9%	
Fire Station Walls/Flooring	10,000	7,174	(2,826)	-28%	Completed under budget
TOTAL CAPITAL OUTLAY	\$ 471,400	\$ 181,382	\$ (290,018)	-62%	

GRAND TOTAL WITH CAPITAL	\$ 1,969,260	\$ 1,683,696	\$ (285,564)		
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Twain Harte Community Services District

2023-2024 Year End Report

PARK - REVENUE

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Fees					
Facility/Ground Usage Fees	7,100	7,160	60	1%	
TOTAL FEES	\$ 7,100	\$ 7,160	\$ 60	1%	
Taxes & Assessments					
Secured & Unsecured Taxes	\$ 33,046	\$ 33,684	\$ 638	2%	
Property Assessments	119,199	119,488	289	0%	
TOTAL TAXES & ASSESSMENTS	\$ 152,245	\$ 153,172	\$ 927	1%	
Grants & Donations					
Grant Revenue	2,851,479	2,227,393	\$ (624,086)	-22%	Only a portion of grant projects completed
Donation Revenue	18,500	22,965	4,465	24%	More donations than anticipated
TOTAL GRANTS & DONATIONS	\$ 2,869,979	\$ 2,250,358	\$ (619,621)	-22%	
Other Revenue					
Sale of Assets	-	-	\$ -	0%	
Interest Revenue	3,500	(11,095)	(14,595)	-417%	Money borrowed from other funds while waiting for grant reimbursement
TOTAL OTHER REVENUE	\$ 3,500	\$ (11,095)	\$ (14,595)	-417%	
GRAND TOTAL REVENUE	\$ 3,032,824	\$ 2,399,595	\$ (633,229)	-21%	
Admin Transfer Out	\$ 100	\$ 113	\$ 13		
GRAND TOTAL WITH ADMIN	\$ 3,032,924	\$ 2,399,708	\$ (633,216)		

Twain Harte Community Services District
2023-2024 Year End Report
PARK - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 18,820	\$ 16,154	\$ (2,666)	-14%	New operators started later than expected
Overtime	250	-	(250)	-100%	
Sick Leave/Vacation Pay	500	435	(65)	-13%	
Compensated Absence		(17)	(17)	-17%	
Uniform Allowance	729	242	(487)	-67%	
Cell Phone Stipend	-	37	37	37%	
TOTAL SALARIES	\$ 20,299	\$ 16,851	\$ (3,448)	-17%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 8,782	\$ 6,490	\$ (2,292)	-26%	New operators started later than expected
HRA Reimbursement	5,473	31	(5,442)	-99%	Healthcare savings
CALPERS Retirement	1,678	1,373	(305)	-18%	New operators started later than expected
FICA	1,259	1,003	(256)	-20%	New operators started later than expected
Medicare	294	234	(60)	-21%	
Workers Comp	444	444	0	0%	
Unemployment Ins/ETT	142	161	19	14%	
TOTAL BENEFITS	\$ 18,072	\$ 9,736	\$ (8,336)	-46%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 500	\$ -	(500)	-100%	
Facilities Maintenance & Repair			-	0%	
Baseball Field	3,500	608	(2,892)	-83%	Less repairs than anticipated
Tennis Courts	2,000	139	(1,861)	-93%	Less repairs than anticipated
Park	6,700	2,826	(3,874)	-58%	Less repairs than anticipated
Community Center	1,150	1,373	223	19%	
Landscaping Services	1,140	1,140	-	0%	
Janitorial/Cleaning Services	1,430	1,430	-	0%	
Equipment Under \$5,000	7,950	6,275	(1,675)	-21%	Less equipment needing replacement
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 24,370	\$ 13,791	\$ (10,579)	-43%	

Twain Harte Community Services District
2023-2024 Year End Report
PARK - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Materials & Supplies - 54XXX					
Janitorial Supplies	\$ 1,500	\$ 733	\$ (767)	-51%	
TOTAL MATERIALS & SUPPLIES	\$ 1,500	\$ 733	\$ (767)	-51%	
Outside Services - 55XXX					
Engineering Services	\$ 4,500	\$ 4,481	\$ (19)	0%	
TOTAL OUTSIDE SERVICES	\$ 4,500	\$ 4,481	\$ (19)	0%	
Other - 56XXX					
Utilities					
Baseball Field	8,600	6,833	(1,767)	-21%	Adjusted watering to use less water
Park	8,500	6,984	(1,516)	-18%	Adjusted watering to use less water
Community Center	2,400	1,699	(701)	-29%	
Phone/Communications	600	541	(59)	-10%	
Computer Licenses & Maint Agmts	-	-	-	0%	
Property/Liability Insurance	5,000	4,954	(46)	-1%	
Advertising & Public Education	4,200	3,722	(478)	-11%	
TOTAL OTHER	\$ 29,300	\$ 24,733	\$ (4,567)	-16%	
GRAND TOTAL EXPENSES	\$ 98,041	\$ 70,325	\$ (27,716)	-28%	
Admin Transfer Out	\$ 81,373	\$ 73,049	\$ (8,324)		
GRAND TOTAL WITH ADMIN	\$ 179,414	\$ 143,374	\$ (36,040)	-20%	
Capital Outlay - 57XXX					
TH Meadows Park	\$ 2,563,527	\$ 2,079,036	\$ (484,491)	-19%	Mostly complete - rolled into FY 24-25
Tennis/Pickleball Court Expansion	\$ 310,000	\$ 83,555	\$ (226,445)	-73%	Partially complete - rolled into FY 24-25
Community Center Improvements	\$ 66,900	\$ 66,977	\$ 77	0%	
TOTAL CAPITAL OUTLAY	\$ 2,940,427	\$ 2,229,568	\$ (710,859)	-24%	
GRAND TOTAL WITH CAPITAL	\$ 3,119,841	\$ 2,372,942	\$ (746,899)	-24%	

Twain Harte Community Services District

2023-2024 Year End Report

ADMIN - REVENUE

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Other Revenue					
Grant Revenue			\$ -	0%	
Miscellaneous Revenue	1,000	1,134	134	13%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 1,134	\$ 134	13%	
GRAND TOTAL REVENUE	\$ 1,000	\$ 1,134	\$ 134	13%	

Twain Harte Community Services District

2023-2024 Year End Report

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
Salaries - 51XXX					
Regular Time	\$ 391,398	\$ 391,545	147	0%	
Overtime		160	160	160%	
Uniform Allowance	113	71	(42)	-37%	
Sick Leave/Vacation Pay	26,500	19,444	(7,056)	-27%	Less payout than anticipated
Compensated Absence		(10,801)	(10,801)	-10801%	Budget typically covered in SL/Vacation Pay
Director Stipends	8,880	7,880	(1,000)	-11%	Less meetings than anticipated
Cell Phone Stipend	0	4	4	4%	
TOTAL SALARIES	\$ 426,891	\$ 408,303	\$ (18,588)	-4%	
Benefits - 52XXX					
Health & Vision Insurance	\$ 74,785	\$ 66,584	\$ (8,201)	-11%	Employee started later than anticipated
HRA Reimbursement	26,161	22,544	(3,617)	-14%	Healthcare savings
Retirement	78,909	76,787	(2,122)	-3%	Employee started later than anticipated
FICA	27,651	26,695	(956)	-3%	
Medicare	6,498	6,253	(245)	-4%	
Workers Comp	3,946	3,946	0	0%	
Unemployment Ins/ETT	1,294	1,084	(210)	-16%	
TOTAL BENEFITS	\$ 219,244	\$ 203,893	\$ (15,351)	-7%	
Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,500	\$ 1,581	\$ 81	5%	
Facilities Maintenance & Repair	4,000	1,563	(2,437)	-61%	Less repairs needed than anticipated
Janitorial/Cleaning Services	500	500	0	0%	
Fuel	2,200	1,891	(309)	-14%	
Equipment Under \$5,000	6,500	3,842	(2,658)	-41%	Deferred Board ipad replacement to FY 24-25
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 14,700	\$ 9,377	\$ (5,323)	-36%	
Materials & Supplies - 54XXX					
Office Supplies	\$ 2,000	\$ 2,145	\$ 145	7%	
Postage	1,500	770	(730)	-49%	
Janitorial Supplies	400	303	(97)	-24%	

Twain Harte Community Services District

2023-2024 Year End Report

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		DIFFERENCE		REASON FOR DIFFERENCE
	Approved	Actuals	\$	%	
TOTAL MATERIALS & SUPPLIES	\$ 3,900	\$ 3,218	\$ (682)	-17%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 48,700	\$ 22,603	\$ (26,097)	-54%	RGS Accounting services less than anticipated
Legal Fees	8,500	7,467	(1,033)	-12%	Needed less than anticipated
IT Services	5,600	4,524	(1,076)	-19%	Needed less IT support than anticipated
Medical Exams		147	147	147%	
Other Professional Services	\$ 2,100	\$ 1,533	(567)	-27%	
TOTAL OUTSIDE SERVICES	\$ 64,900	\$ 36,274	\$ (28,626)	-44%	
Other - 56XXX					
Utilities	\$ 9,300	\$ 7,323	\$ (1,977)	-21%	Less electric and propane used than estimated
Phone/Communications	5,000	5,366	366	7%	
Software Licenses & Maintenance	20,000	19,260	(740)	-4%	
Property/Liability Insurance	14,400	14,398	(2)	0%	
Dues & Memberships	5,200	5,240	40	1%	
Licenses & Certifications	650	180	(470)	-72%	
Training, Conferences & Travel	21,000	15,918	(5,082)	-24%	Travel savings and one less training than budgeted
Advertising & Public Education	1,000	285	(715)	-72%	
Bank/Investment Fees	800	1,456	656	82%	
TOTAL OTHER	\$ 77,350	\$ 69,426	\$ (7,924)	-10%	
GRAND TOTAL EXPENSES	\$ 806,985	\$ 730,491	\$ (76,494)	-9%	
Admin Transfer Out	\$ (806,985)	\$ (730,491)	\$ (76,494)		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			



Board Meeting Agenda Item Summary

October 9, 2024

ITEM #:	06B	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	Discussion/action to adopt Resolution #24-28 – Designation of Fiscal Year 2023-24 Year End Balances to Reserves.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Adopt Resolution #24-28 – Designation of Fiscal Year 2023-24 Year End Balances to Reserves.

SUMMARY:

District Policy #3011 (Reserve Policy) establishes reserve accounts for the purpose of ensuring available cash for normal operations and sufficient funding to meet future obligations, such as capital improvement, debt service, and regulatory requirements. Since its adoption in 2014, the Board has designated year-end fund balances to committed reserve accounts in accordance with Governmental Accounting Standards Board Statement No. 54. With the close of Fiscal Year (FY) 2023-24, it is now necessary for the Board to designate FY 23-24 year-end fund balances to and from the committed reserve accounts established in Policy #3011.

To meet the goals of Policy #3011 and the District’s 5-year Capital Outlay Plan, staff recommends the Board designate fund balances to the reserve accounts below and in the attached Proposed Reserve Summary.

The Water Fund year-end fund balance of \$256,633 be transferred to each of the following reserve accounts:

- \$9,018 to the Rate/Revenue Stabilization Reserve
- \$25,570 to the Operating Reserve
- \$222,045 to Capital Improvement/Asset Replacement Reserve

The Sewer Fund year-end balance of \$94,505 be transferred to each of the following reserve accounts:

- \$20,480 to the Rate/Revenue Stabilization Reserve
- \$30,485 to the Operating Reserve
- \$43,540 to Capital Improvement/Asset Replacement Reserve

The Fire Fund year-end balance of \$189,466 be transferred to each of the following reserve accounts:

- \$49,562 to Operating Reserve
- \$139,904 to Capital Improvement/Asset Replacement Reserve

The Park Fund year-end balance of \$26,766 be transferred to each of the following reserve accounts:

- \$8,217 to Operating Reserve
- \$18,549 to Capital Improvement/Asset Replacement Reserve

FINANCIAL IMPACT:

Detailed in the attached Reserve Summary.

ATTACHMENTS:

- Resolution #24-28 – Designation of Fiscal Year 2023-24 Year End Balances to Reserves

**TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 24-28**

**DESIGNATION OF FISCAL YEAR 2023-24 YEAR-END
BALANCES TO RESERVES**

WHEREAS, on April 10, 2014, the Board of Directors of the Twain Harte Community Services District (District) strengthened its financial stability by establishing Committed Reserve Accounts through adoption of Policy #3011, "Reserves Policy"; and

WHEREAS, since the adoption of Policy #3011, the board has designated fiscal year-end fund balances to said Committed Reserve Accounts through formal action, as required by Governmental Accounting Standards Board Statement No. 54; and

WHEREAS, Fiscal Year (FY) 2023-24 has closed and year-end fund balances need to be allocated to/from Committed Reserve Accounts established in Policy #3011.

NOW, THEREFORE, BE IT RESOLVED, by the Twain Harte Community Services District Board of Directors that FY 2023-24 year-end fund balances be allocated to Reserve Accounts as follows (detailed in the attached Proposed Reserve Summary):

1. Transfer the Water Fund year-end balance of \$256,633 as follows:
 - \$9,018 to the Rate/Revenue Stabilization Reserve; and
 - \$25,570 to the Operating Reserve; and
 - \$222,045 to Capital Improvement/Asset Replacement Reserve; and
2. Transfer the Sewer Fund year-end balance of \$94,505 as follows:
 - \$20,480 to the Rate/Revenue Stabilization Reserve; and
 - \$30,485 to the Operating Reserve; and
 - \$43,540 to Capital Improvement/Asset Replacement Reserve; and
3. Transfer the Fire Fund year-end balance of \$189,466 as follows:
 - \$49,562 to Operating Reserve; and
 - \$139,904 to Capital Improvement/Asset Replacement Reserve; and
4. Transfer the Park Fund year-end balance of \$26,766 as follows:
 - \$8,217 to Operating Reserve
 - \$18,549 to Capital Improvement/Asset Replacement Reserve

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District at their Regular Meeting held on October 9, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Gary Sipperley, Board President

Kimberly Silva, Board Secretary

RESERVE SUMMARY

As Of June 30, 2023

	Water	Sewer	Fire	Parks	Total
Non-Spendable					
Invested in Capital Assets	\$ 2,295,169	\$ 939,336	\$ 1,727,687	\$ 1,552,470	\$ 6,514,662
Inventory	\$ 2,910	\$ 927	\$ -	\$ -	\$ 3,837
Total Non-Spendable	\$ 2,298,079	\$ 940,263	\$ 1,727,687	\$ 1,552,470	\$ 6,518,499
Restricted					
Restricted Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Total Restricted	\$ -	\$ -	\$ -	\$ -	\$ -
Committed					
Capital Improvement/Asset Replacement Reserve	\$ 1,688,161	\$ 862,038	\$ 547,232	\$ 366,939	\$ 3,464,370
Rate/Revenue Stabilization Reserve	\$ 154,240	\$ 115,332	\$ 66,651	\$ 12,235	\$ 348,458
Water Rights Reserve	\$ 120,083	\$ -	\$ -	\$ -	\$ 120,083
Total Committed	\$ 1,962,484	\$ 977,370	\$ 613,883	\$ 379,174	\$ 3,932,911
Assigned					
Operating Reserve	\$ 363,929	\$ 303,514	\$ 664,678	\$ 85,661	\$ 1,417,781
Pension Liability	\$ (116,067)	\$ (62,500)	\$ (140,435)	\$ -	\$ (319,002)
Total Assigned	\$ 247,862	\$ 241,014	\$ 524,243	\$ 85,661	\$ 1,098,779
PROPOSED ENDING BALANCE - FY 22/23	\$ 4,508,424	\$ 2,158,646	\$ 2,865,813	\$ 2,017,305	\$ 11,550,188

23/24 Recommended Transfer To/(From) Reserve

Water Rights Reserve					\$ -
Rate/Revenue Stabilization Reserve	\$ 9,018	\$ 20,480			\$ 29,499
Operating Reserve	\$ 25,570	\$ 30,485	\$ 49,562	\$ 8,217	\$ 113,834
Capital Improvement/Asset Replacement Reserve	\$ 222,045	\$ 43,540	\$ 139,904	\$ 18,549	\$ 424,037
TOTAL TRANSFERS TO/(FROM) RESERVE	\$ 256,633	\$ 94,505	\$ 189,466	\$ 26,766	\$ 567,370

PROPOSED RESERVE SUMMARY

As Of June 30, 2024

	Water	Sewer	Fire	Parks	Total
<u>Non-Spendable</u>					
Invested in Capital Assets	\$ 3,226,715	\$ 893,084	\$ 1,741,201	\$ 3,727,327	\$ 9,588,327
Inventory	\$ 25,694	\$ 8,103	\$ -	\$ -	\$ 33,797
Total Non-Spendable	\$ 3,252,409	\$ 901,187	\$ 1,741,201	\$ 3,727,327	\$ 9,622,124
<u>Restricted</u>					
Restricted Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Total Restricted	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Committed</u>					
Capital Improvement/Asset Replacement Reserve	\$ 1,910,206	\$ 905,577	\$ 687,136	\$ 385,489	\$ 3,914,703
Rate/Revenue Stabilization Reserve	\$ 163,258	\$ 135,812	\$ 66,651	\$ 12,235	\$ 377,956
Water Rights Reserve	\$ 120,083	\$ -	\$ -	\$ -	\$ 120,083
Total Committed	\$ 2,193,547	\$ 1,041,390	\$ 753,787	\$ 397,724	\$ 4,386,447
<u>Assigned</u>					
Operating Reserve	\$ 389,498	\$ 333,998	\$ 714,240	\$ 93,877	\$ 1,531,615
Pension Liability	\$ (116,067)	\$ (62,500)	\$ (140,435)	\$ -	\$ (319,002)
Total Assigned	\$ 273,431	\$ 271,498	\$ 573,805	\$ 93,877	\$ 1,212,613
PROPOSED ENDING BALANCE - FY 23/24	\$ 5,719,387	\$ 2,214,075	\$ 3,068,793	\$ 4,218,928	\$ 15,221,183



Board Meeting Agenda Item Summary

October 9, 2024

ITEM #:	06C	ITEM TYPE:	<input type="checkbox"/> Discussion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Both
SUBJECT:	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.		
RELATION TO STRATEGIC PLAN:	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Advances Goal/Objective #'s:		

RECOMMENDED ACTION:

Approve the 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.

SUMMARY:

In past years, the District has utilized the services of Tuolumne County Sheriff inmate work crew program to perform vegetation management and other District projects. The inmate work crews work efficiently and inexpensively, making them a great resource for completing a variety of the District's operational tasks. After several years of not offering the inmate work crew program, the County Sheriff Department has reintroduced the program and made it available to public agencies.

The District currently has several projects, such as vegetation management and meter box cleaning that are perfect projects for the inmate work crews. District staff has also been in discussion with the Sheriff about utilizing the inmate work crews to help with the labor-intensive project to resurface the Twain Harte Tennis Courts. In order to utilize the inmate work crews for these District projects, the District must enter into an agreement with Tuolumne County.

The attached agreement enables the District to utilize the services of the Tuolumne County Sheriff inmate work crews through October 30, 2026, at a rate of \$600 per day. Approving this agreement would enable several District projects to be completed quickly and inexpensively.

FINANCIAL IMPACT:

Approval of the agreement for inmate work crews has no impact on the District's budget. Staff will only utilize inmate work crews within the bounds of adopted budgets. Utilization of inmate work crews will likely result in budget savings.

ATTACHMENTS:

- 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.

**AGREEMENT
BETWEEN
THE COUNTY OF TUOLUMNE
ON BEHALF OF THE SHERIFF'S OFFICE
JAIL INDUSTRY AUTHORITY PROGRAM
WITH
TWIN HARTE COMMUNITY SERVICES DISTRICT
FOR
INMATE WORK CREW**

THIS AGREEMENT ("Agreement") is made and entered into this 9th day of October 2024, by and between the County of Tuolumne ("County") on behalf of its Sheriff's Office of the Jail Industry Authority program services and the Twain Harte Community Services District ("Agency"), collectively the "parties".

WITNESSETH:

WHEREAS, the Tuolumne County Board of Supervisors authorized the Sheriff to create a Jail Industry Authority pursuant to Penal Code 4325, in order to operate industrial, agricultural, or service enterprises or programs employing prisoners in the county jail, and

WHEREAS, the Sheriff's Office created and operates a Jail Industry Authority program wherein jail prisoners provide industrial, agricultural, or services to entities or individuals, and

WHEREAS, Twain Harte Community Services District desires to purchase said services from the County of Tuolumne Jail Industry Authority program,

NOW, THEREFORE, in consideration of their mutual covenants and conditions, the parties hereto agree as follows:

1. SERVICES

The Jail Industry Authority ("JIA") shall perform the services as described in Exhibit A, "Scope of Work," which is attached hereto and incorporated herein by reference. The JIA shall provide all staffing and materials necessary to perform the Scope of Work.

2. TERM

The term of this agreement shall commence on October 9, 2024, and terminate on October 30, 2026, subject to two (2) one-year extensions by written amendment signed by both parties.

3. COMPENSATION

The JIA shall be compensated for services performed in the amount of \$600.00 per day. The JIA's hourly rates are listed in Exhibit B, "Cost Proposal." Twain Harte Community Services District shall pay the JIA within thirty (30) days of receipt of an approved invoice.

4. INSURANCE

Each of the parties to this Agreement is an entity which is self-insured and/or carries liability insurance. Each party will provide liability coverage for its negligent or intentionally wrongful acts and/or omissions in the performance of its duties under this Agreement.

5. TERMINATION AND RIGHTS UPON TERMINATION

- A. This Agreement may be terminated upon mutual written consent of the parties, or as a remedy available at law or in equity. In the event of the termination of this Agreement, JIA shall immediately be paid all fees earned as of the effective date of termination.
- B. Either party may terminate this Agreement for convenience upon Twain Harte Community Services District with 30 days' notice to the other party. Upon termination for convenience, JIA shall be entitled to compensation for services performed acceptably up to the effective date of termination, as set forth in Exhibit B.

6. NON-ASSIGNMENT

Neither party shall assign, transfer or subcontract this agreement nor their rights or duties under this Agreement without the prior written consent of the other party.

7. RECORDS

All Parties subject to this Agreement shall maintain a record of services provided in sufficient detail to permit an evaluation of the Agreement. All such records shall be made available during normal business hours to authorized representatives of County, JIA, State and Federal governments during the term of this Agreement and during the period of record retention for the purpose of program review and/or fiscal audit.

8. COMPLIANCE WITH LAW/POLICIES

- A. The parties shall comply with all applicable laws, rules, and regulations, including but not limited to the California Penal Code and Title 15. County jail inmates will be providing services under this Agreement as set forth in Exhibit A. the law provides certain prohibitions on the public regarding interactions with inmates. It is a crime to aid or abet an inmate in escaping or bringing weapons, drugs, or drug paraphernalia into the jail. It is a crime to give or take letters from inmates without the authorization of the Sheriff. Failing to comply with the law could result in criminal prosecution.
- B. The Sheriff or his/her designee shall have the absolute right to suspend work under this Agreement or terminate this Agreement for safety or emergency related reasons and shall not be held in breach for taking such actions. Should the parties agree to a medication of the work or term based on security/emergency related reasons, such agreement shall be set forth in a signed written agreement amending this Agreement.

9. INDEPENDENT CONTRACTOR

It is understood that the JIA, in performance of the services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the Twain Harte Community Services District.

10. NO THIRD PARTY BENEFICIARIES

The JIA and Twain Harte Community Services District agree it is their specific intent that no other person or entity shall be a party or a third party beneficiary of this Agreement or any attachment or addenda to this Agreement.

11. INDEMNIFICATION

Each party hereto agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents, or employees to the full extent required by law.

12. NOTICE

Any and all notices, reports or other communications to be given to County or Twain Harte Community Services District shall be given to the person representing the respective parties at the following address:

ENTITY:	COUNTY:
Twain Harte Community Services District	Tuolumne County Sheriff's Office
Lewis Giambruno	Chris Hurtado
22912 Vantage Point Dr.	12915 Justice Center Drive
Twain Harte, CA 95383	Sonora, Ca 95370

13. PUBLIC RECORDS ACT

Twain Harte Community Services District is aware that this Agreement and any documents provided to the County and/or JIA may subject to the California Public Records Act and may be disclosed to member of the public upon request. It is the responsibility of the Twain Harte Community Services District to clearly identify information in those documents that it considers to be confidential under the California Public Records Act. To the extent that the County/JIA agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

14. ENTIRE AGREEMENT AND MODIFICATION

This Agreement contains the entire agreement of the parties relating to the subject matter of this Agreement and supersedes all prior agreements and representations with respect to the subject matter hereof. This Agreement may only be modified by a written amendment hereto, executed by both parties. If there are exhibits attached hereto, and a conflict exists between the terms of this Agreement and any exhibit, the terms of this Agreement shall control.

15. ENFORCEABILITY AND SEVERABILITY

The invalidity or enforceability of any term or provisions of this Agreement shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

16. DISPUTES

Should it become necessary for a party to this Agreement to enforce any of the provisions hereof, the prevailing party in any claim or action shall be entitled to reimbursement for all expenses so incurred, including reasonable attorney's fees.

It is agreed by the parties hereto that unless otherwise expressly waived by them, any action brought to enforce any of the provisions hereof or for declaratory relief hereunder shall be filed and remain in a court of competent jurisdiction in the County of Tuolumne, State of California.

17. CAPTIONS

The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

18. COUNTERPARTS

This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

19. OTHER DOCUMENTS

The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

20. CONTROLLING LAW

The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.

21. AUTHORITY

Each party and each party’s signatory warrant and represent that each has full authority and capacity to enter into this Agreement in accordance with all requirements of law. The parties also warrant that any signed amendment or modification to the Agreement shall comply with all requirements of law, including capacity and authority to amend or modify the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

COUNTY OF TUOLUMNE	
By: Tracie Riggs County Administrative Officer	By: Gary Sipperley, Board President Twain Harte Community Services District
APPROVED AS TO LEGAL FORM:	Sheriff:
By: [Sara Carrillo], County Counsel	By: David Vasquez

Exhibit A

SCOPE OF WORK

Only the services which are checked below are contained within the Scope of Work of this Agreement. If a service listed below does not contain a corresponding check next to it, it is not incorporated into the Scope of Work and will not be performed unless a written amendment to this Agreement is entered into between the parties.

- Remove bushes and shrubs from project sites.
- Pile brush into piles.
- Stack wood in designated area.
- Chip brush and spread clippings.
- Landscaping using weed eaters, trimmers, and pole saws.
- Remove all debris using a blower, including asphalt and concrete areas.
- Power wash buildings.
- Replace trim and boards.
- Paint buildings and trim.
- Install Fence post.
- Install Fencing.
- Paint fencing.
- Install gates.
- Others:
 - Remove dirt to expose water lines as requested by the Agency.
 - Assist with preparation and installation of tennis and bocce court surfacing.



Board Meeting Agenda Item Summary

October 9, 2024

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

RECOMMENDED ACTION:

None.

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

None.



Board Meeting Agenda Item Summary

October 9, 2024

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

RECOMMENDED ACTION:

None.

SUMMARY:

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

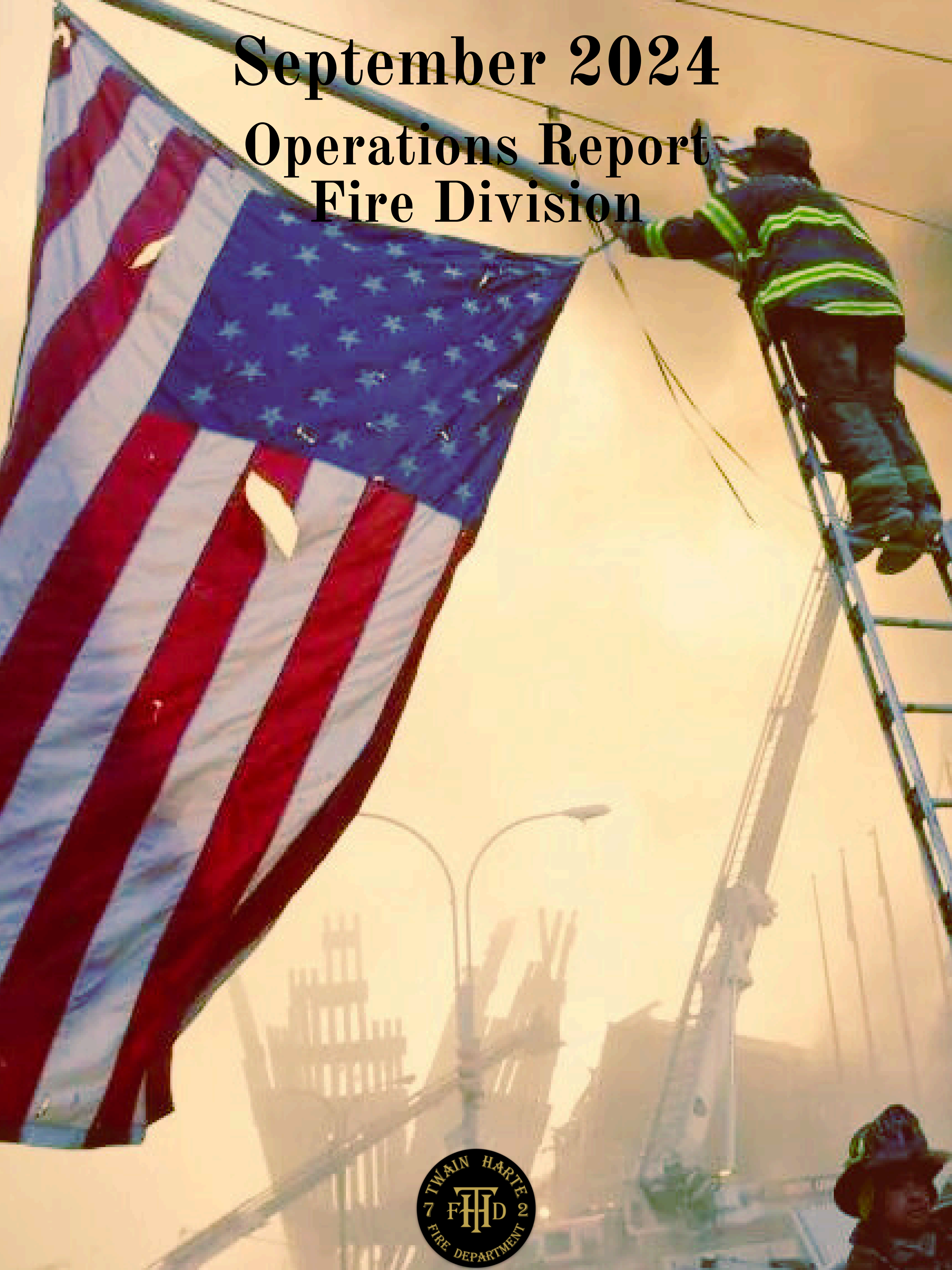
FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Fire Operations Report
- CERT Monthly Newsletter

September 2024 Operations Report Fire Division



September Staffing

Full-Time Captains-3

Intern Operators-1

Relief Captains-5

Reserve Firefighters-6

Intern Firefighters-5



Congratulations



We are excited to announce that Intern Operator Drew Giglio has accepted a full-time position with the Grass Valley Fire Department. We couldn't be prouder of Drew's achievement and wish him all the best as he embarks on this new chapter in his career.



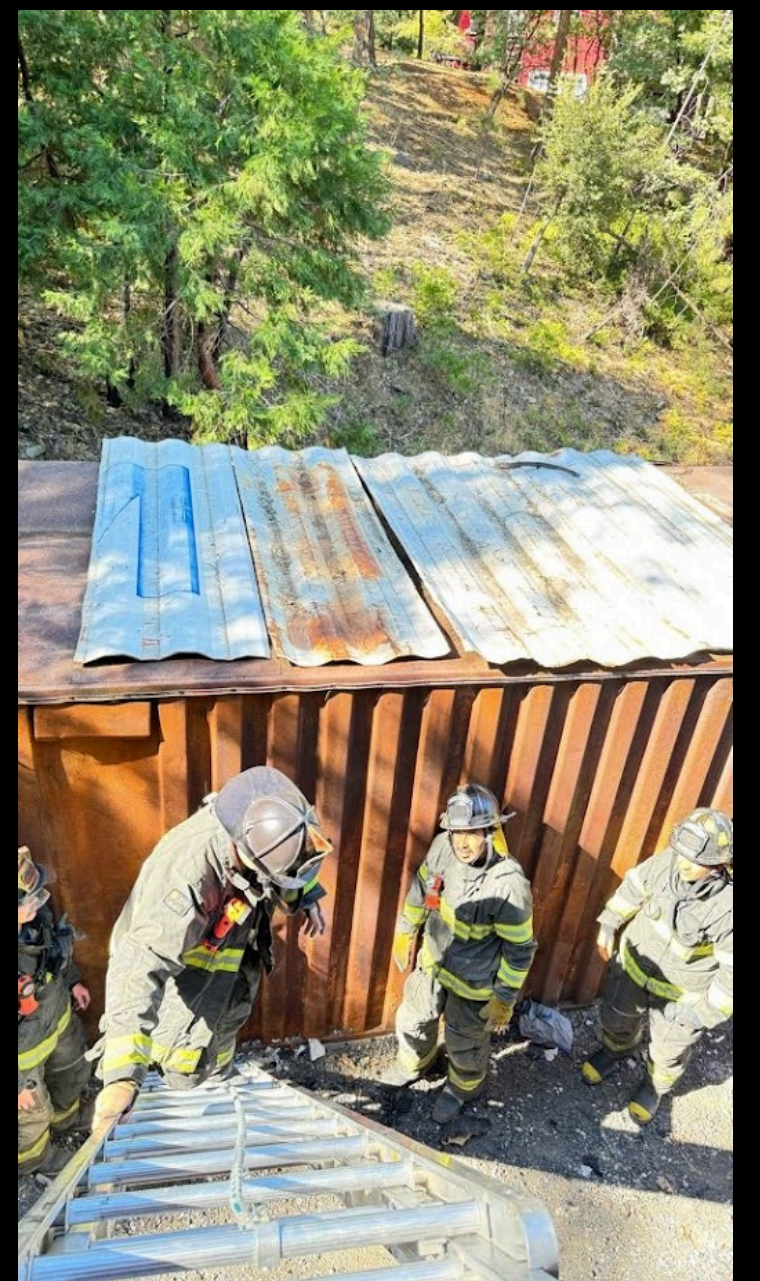
Welcome to the Team



Congratulations to A-Shift Intern Aaron Dahl on completing his 6-month introduction period! Firefighter Dahl passed his final evaluations with flying colors, and we are incredibly fortunate to have him on our team.



September Training Hours-155



Fleet



E-722 encountered mechanical problems and was returned to Stockton for warranty repairs. It has since been repaired and is back in service.



September responses-47



September 2024 Incidents by Type



EMS Incidents-31



Fires-5



Public Service Assist-6



Emergency Standby-3



False Alarm-2

Incident Response by Districts

September 2024



Twain Harte District 34%



Tuolumne County Fire-64%



Cal Fire-1%



Mi Wuk-1%

TWAIN HARTE AREA



SERVING OUR COMMUNITY

MONTHLY UPDATE

September 2024

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

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NOTES FROM THE PROGRAM MANAGER

by Carol Hallett



We are embarking on the 4th quarter (football reference) of the year, which means 2024 is winding down. I can tell that Autumn is upon us as we watch the changing of the fall colors just beginning... or should I say Autumn colors? Fall is a dangerous word to say at our age (I did not call us old).

Nature always astonishes me. I am simply amazed each season is special and each year they are uniquely different. I thought last month that those squirrels would eat all the pinecones while they were green but the pine trees are full and the cones are brown. I only have a couple of small squirrels running around the yard this year. We instead have an abundance of blackbirds which I assume have kept the squirrel population in check. Nature is changing.

Change is happening and this month was full of new adventures and change. Read about what is happening with THCSD projects, THFD fire deployments & changes, Sewer and Water fixes, events successes, and goals accomplished. Not to mention THA-CERT deployments, trainings and demonstrations. We also made time to change up our storage, reorganizing and alphabetizing. You might want to take time to make the recipe of the month which is great to take to a party when asked to bring a dish to share. It is a unique salad, crispy and refreshing.

There is so much packed into this newsletter I hope you enjoy it all. There are more changes happening every day.

Remember that November 3rd we change our clocks and it is time to have THA-CERT check your smoke detectors and/or change your batteries.

"To improve is to change; to be perfect is to change often."
Winston Churchill



Huge pinecones

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

THCSD GENERAL MANAGER REPORT

by Tom Trott, THCSD General Manager



GM REPORT

September 11, 2024



ADMIN ACTIVITIES

- FY 23-24 Year End Closing
- FY 23-24 Audit Preparation
- Grant Reporting, Reimbursements, Coordination
- Fire Training Parking Lot Bidding
- Shadybrook Dam Damage Repairs
- Public Records Requests
- Cyber Security Training/Grant Research

MEETINGS OF INTEREST

- 8/22 Audit Preparation Meetings
- 8/30 Cyber Security Eval/Grant Meeting
- 9/4 TH Meadows Maintenance Training
- 9/4 Bid Opening – Office Stormwater Project
- 9/9 County LAFCO 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 into the fall.

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

Initial radio The Project will provide remote monitoring and control of the District's water treatment plant, pump stations, tanks and sewer lift stations.

Fire Training Parking Lot

Budget: \$331,000

Construction bids were received for this grant-funded project that includes permeable parking, bioswales and rainwater capture to fix drainage issues and provide more parking for fire trainings. Bids were higher than budgeted, requiring a re-evaluation of design.

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 / Award: Fall 2024

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

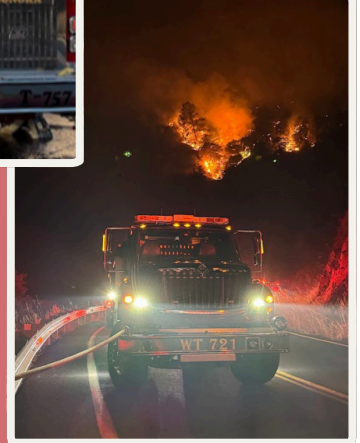
by Neil Gamez, THFD Fire Chief



Aug. Training Hours: 117
Aug. Responses: 46
• EMS Incidents: 30
• Fires: 3
Public Service Assists: 9
Emergency Standby: 4



E-721 & C-720
dispatched to structure
fire at the Sonora waste
transfer station.



Incident Responses
by District
Twain Harte: 34%
Tuolumne County: 65%
Cal Fire: 1%

WT-721 & C-720 Dispatched to the
Canyon Fire in Tuolumne City.

Staffing
Full-Time Captains: 3
Intern Operators: 2
Relief Captains: 5
Reserve Firefighters: 6
Intern Firefighters: 5



Fleet & Facilities



THFD and Water/Sewer
installed the new Community
Center sign.



PINNING CAPTAIN DIXON

by Neil Gamez, THFD Fire Chief



The Twain Harte Fire Department proudly announces that Fire Captain Dixon has officially completed his 18-month probationary period with the department. During this time, Captain Dixon has consistently demonstrated strong leadership, commitment to safety, and deep dedication to the community.

During his probation, Captain Dixon led several emergency operations, contributing to improved response times and enhanced team coordination. His ability to manage high-pressure situations while maintaining clear communication with his team has been invaluable. He has also played a key role in training recruits and enhancing our department's preparedness for various emergencies.

Captain Dixon's success during his probation period is a testament to his hard work, professionalism, and passion for service. We look forward to his continued leadership and contributions to the department in the years to come.

Captain Dixon received his leather helmet, a tradition of THFD and a gift from THA-CERT & Fire Assoc. He was pinned by his wife at our last THCS board meeting. It was a moving and proud moment.



Please join us in congratulating Captain Dixon on this milestone achievement!

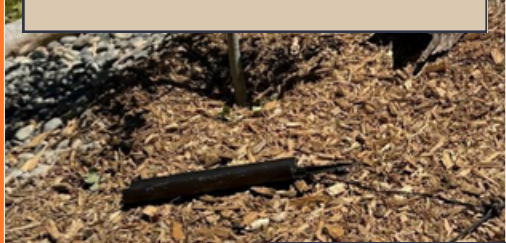
THCS WATER & SEWER REPORT

by Lewis Giambruno, THCS Operations Manager



It was a very busy month. We work underground, above ground and around the merry-go-round. Our team is there to help make our town even better.

Vandalism: Lights torn out at the new Meadows Park.



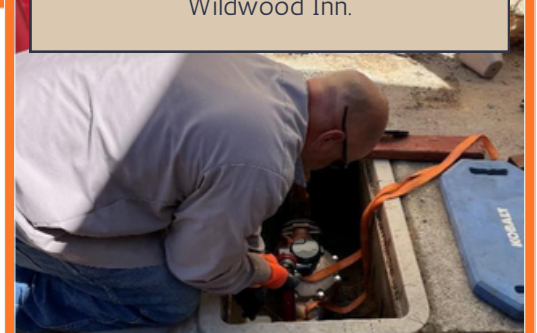
Water main repair made in Sherwood Forest.



Robert Smith and Rick Diaz reinstalled the refurbished merry-go-round.



Rick Diaz replaced a two-inch meter at Wildwood Inn.



WE MADE IT, THANKS TO YOU

by Carol Hallett, Program Manager



At the beginning of the year, we set a lofty goal for fundraising to the tune of \$20K. It seemed crazy at the time but we had a need and we wanted to fill it!

The goal was achievable because of the generosity of our sponsors as well as the hard work of our volunteers. We hosted 3 fundraisers this year and we exceeded our goal. So we were able to purchase 3 AED's for Twain Harte Fire Department and 10 AED's for our community. The Chief and I are making the list where we will be hanging these AED's I know that they will make a life altering difference for all those that travel around our community. Thank you one and all for your support and love for our community.

Pancake Breakfast



**THANK YOU
TO OUR
SPONSORS**

**TUOLUMNE
MARKET**

SAVEMART 7-11
Twain Harte



PriceCo Foods
Expect Low Prices!
Sonora



Outhouse Race

Sponsors

Anonymous Family
Hallett Family
Kerr Roofing
Hurst Ranch
Grocery Outlet
Business First
PriceCo
Safeway
R&A Construction
Terry Northcutt



Adventist Health
Black Oak Casino
Blue Mountain
Dodge Ridge
Eproson House
Haughton Family
Jet AG Farms
Postma Farms
Lemonnier Family

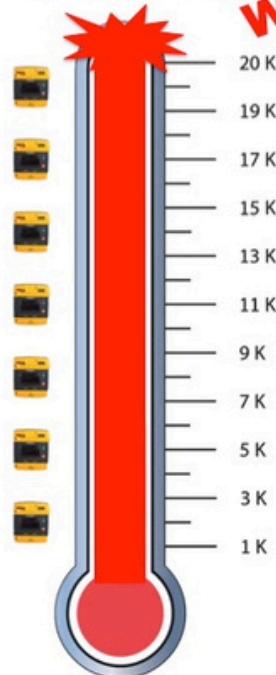
Sonora Area Foundation
Twain Harte Chamber of Commerce

FHFD Twain Harte Fire Dept.

Please help us reach our goal!

GOAL!

We did it!



AED

Art & Wine Festival

Sponsors

The Harte of the Kitchen

Anonymous Family

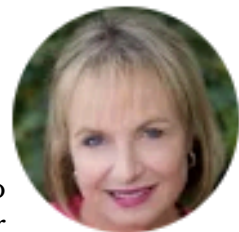
Lemonnier Family

Business First



GO BAG DEMO

By Carol Ann Bisnett, Tellara Firewise Member



FIREWISE USA's TELLARA Neighborhood in East Sonora was pleased to welcome Carol Hallett of Twain Harte Area CERT as part of our agenda for approximately 32 neighbors and friends on September 12, 2024 at St. Matthew Lutheran Church for our annual meeting.

Carol presented quite a practical and thoughtful "Go Bag" demonstration using her two bags, including electronics and personal items. Everyone and every family is different and needs to think about their individual needs in case of evacuation including medications, important papers, changes of clothes, TP, cash, toys, pet food, emergency phone numbers, thumb drives containing important photos and documents, a back-up hard drive backup, passports, extra charging cords and much more.



Here in Tuolumne County, we recently experienced a sudden very real evacuation in the middle of the night due to the Canyon Fire. Each of us seriously needs to consider what is necessary for our personal "Go Bags" to keep permanently near an exit of our home, and also in vehicles.



During an actual emergency, we may have only a few minutes to grab things under stress and LEAVE for an unknown period of time. I don't know about you, but I don't think too clearly under stress in the middle of the night! As a member of the TELLARA Firewise Committee, I can attest to

the fact that Carol Hallett's Go Bag presentation encouraged me to think more seriously and creatively about what to pack ahead of time PRIOR to any actual need for a quick evacuation of my home. Now, I just need to DO IT! My simple plastic bag full of some documents will not be sufficient.

Other presenters with excellent information on keeping our properties "defensible" were Emily Kilgore of CALFIRE and Karen Caldwell of the Fire Safe Council & Firewise.



If you have not yet witnessed a "live" Go Bag presentation, please follow this link to watch an excellent short YouTube video. I strongly recommend it!

<https://youtu.be/Orr6xITErw4>



FIREWISE USA®
Residents reducing wildfire risks

**Join or start a
FIREWISE
neighborhood**

Contact: Karen Caldwell
tcfirewise@gmail.com

Get prepared & be fire wise

FLYING HIGH

by Margaret Lawrence, Training Officer



What a great morning with PHI Air Med 4-2. We had a lot of interest in this training, 10 CERT members were in attendance along with 14 FireFighters from Twain Harte & Miwuk Fire Stations and CALFIRE, along with 23 community members.



Battalion Chief Bill Barteau started the training by talking about land crew overview which was extremely informative. He covered things that the firefighters do as well as what CERT might do. He talked about how to get the attention of the helicopter as well as how to communicate with them on the radio.



As he was going over the information the helicopter arrived. With radios in hand (so that we could hear the chatter) we watched PHI Air Ambulance land. The crew (pilot Justin Grant, nurse Michele Guthrie and EMT Paramedic Deborah Ambrose) jumped out of the craft and waved us in. They split us up into two groups and talked about what they do at an incident, how we can work safely around a helicopter and everything they carry on board to save lives. The training was interactive. They asked Carol to lay down on the gurney and they strapped her in place and loaded her into the aircraft. She was pretty excited thinking she was going to get a ride.



All-in-all it was a very informative training and simply amazing to know we have these kinds of resources here in Tuolumne County. Living in the mountains you never know when you might interact with PHI at an incident.

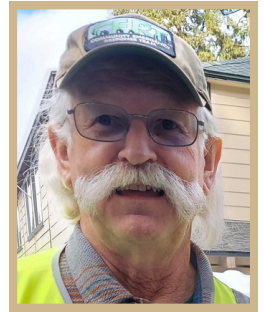
To learn more about this service and/or sign up for membership go to: phicare.com. There is a discount for CERT members.



OUR NEXT TRAINING: Come join us October 26, at the Twain Harte Community Center at 9:00 for another informative training. We will have a Go Bag demonstration. Even though fire season may be wrapping up, winter is coming so going through your Go Bag and swapping out clothes is important. We will also be talking about Pantry Preparedness, what should you have in your pantry if you have to stay at home for an extended period of time? Lastly, we will have a discussion on severe weather driving and what you should have in your car Go Bag. Come join us, you can never be too prepared.

SCHOOL IS BACK IN SESSION

by Mike Mandell, Team Leader



A new semester has started at Columbia College which is always an exciting time. Carol and I went to the second day of class to introduce CERT and to invite the students to volunteer at our Fireman's Pancake Breakfast. We walked into the classroom about 30 minutes early and as soon as we stepped in, the entire class of 40 students stood up at attention.

Their instructors were not there yet, they gave us respect because that is who they are. It gives me such a sense of pride to see all those fresh new faces in the white t-shirts and blue jeans knowing that this is the beginning of a new career for them. A career that I enjoyed throughout my tenure in fire.



Giovanni Addamo, Mason Jones, Luka Stifter
Mike Mandell & Carol Hallett

Carol gave her talk and I spoke for a minute or so about the fire service. Then we invited those that would be in town to join us. Three students came to help. They were a great addition to our volunteer group. We always appreciate them.

The next week we brought them "Certificates of Appreciation" for their resumes when they finish the academy and are ready to apply for jobs. We found them on location that day in Columbia.

Special thanks to Chief Warner and Captain Van for allowing us to be part of this amazing academy.

FRIENDS OF THE LIBRARY FUNDRAISER

by John Buckingham, Safety Officer



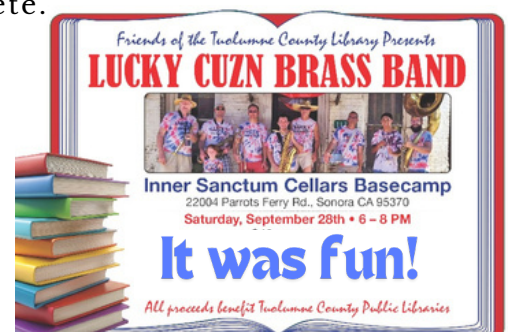
Saturday the 28th of September was our annual Friends of the library fundraiser and of course THA-CERT was there to help!



Karen and Pete are such good hosts for this event. It feels like a party even before the first guest arrives. As people started arriving, THA-CERT volunteers were there to show them where to park. It seems silly to utilize people to help others park but the parking lot at Inner Sanctum is tricky. Park one way and you can get lots of cars in... park another and people cannot leave!

The music filled the air, the appetizers smelled delicious (and tasted even better), the laughter and conversation made the entire event complete.

I want to thank you very much for your help last night at the Friends of the Tuolumne County Library event at Inner Sanctum! Your assistance made the event a success. Your efforts were greatly appreciated.



PAPA SMURF PROJECTS

by Bob Schreiner, Logistics Section Chief



It's September and that means it's time for everyone's favorite activity... inventory of the container!

We decided to work in 2-hour shifts, over several days, so it would not be too overwhelming. We were able to purge a lot of inventory that was expired (trashed) or that we simply either couldn't use or had way too much of (donated). What was left was put in plastic bins and counted, then put on shelves in alphabetical order.

Previously, we had sorted things by when we would be using them (training, fire fighter rehab, search and rescue, etc.), which meant we had duplicate items stored in different locations. This worked for us for a while, but we decided to switch things up in an effort to be more efficient.

Speaking of the container, I programmed the new "timer" light switches so that people can't inadvertently override the timer and leave the lights on indefinitely. I also made a "diverter" for the wall AC/heating unit to direct the air flow downward. Dave Hallett assisted by bending the sheet metal. That has now been installed and, hopefully, it will make it more comfortable for anyone working in there.

A couple of other projects are in the works. Vehicle maintenance checks are being done monthly, by CERT volunteers. They report their findings to our new Vehicle Maintenance Unit Leader, Anthony McGurk, who insures that any work or repairs are completed. We are in the process of getting tire covers for our truck and trailer, to protect the tires from sun and weather damage while they are waiting to be put into service.

Mike Mandell and I (along with assistance from Dave Hallett) are working out the intricacies of installing a backup camera on the truck, which will make hitching up the trailer much easier.

Mike Mandell got new tires put on the truck, which he arranged with Wright Tires, and were paid for by THFD. Whew, it was a big month and we got a lot of projects started and some completed.

We have a bit more to go, but I'd like to thank those who have helped me with this so far, Mike Mandell, Grace Gonzalez, Carol Hallett, Mary Schreiner, and Lise Lemonnier.





Cabbage & Noodle

Summer Salad



6-10 servings



30 min prep
10 min cook

INGREDIENTS

Salad Ingredients:

- 1 package noodles, cooked & cool
- ½ head napa cabbage, sliced
- ½ head red cabbage, sliced
- ½ bag baby spinach, rough chop
- 1 whole red, yellow & orange bell pepper, sliced thin
- 1 bag bean sprouts
- 1-2 english cucumbers, seeded and cut in crescent moons
- Cilantro, rough chop
- 1 can of cashews (or any nut)

Dressing:

- 1 whole lime juiced
- 8 Tbsp Olive Oil
- 8 Tbsp Soy Sauce
- 2-3 Tbsp Sesame Oil
- 1/3 cup brown sugar
- 3 Tbsp fresh ginger, chopped
- 2 cloves garlic, chopped
- 1-2 Jalapeños, chopped (optional)

DIRECTIONS

1. Mix salad ingredients together.
2. Whisk dressing ingredients together and pour over salad.
3. Mix with tongs.
4. Place on serving on a platter.
5. Refrigerate until ready to serve.

NOTES

- The salad dressing keeps for up to three days before serving.
- An option to making the dressing is to purchase Girard's Toasted Sesame ginger vinaigrette.
- Can be made in advance, the longer the salad marinades the better.
- You can add Chicken, Steak, fish or Pork and it is a complete meal.

Recipe shared by: Carol Hallett

WHERE DOES THE TIME GO?

The total THA-CERT volunteer hours:

September	Administration =	357
	Training =	84
	Deployment =	16
	Total hours =	457



FIRE PREVENTION TIPS FOR FALL

by John Buckingham, Safety Officer

Since summer has passed and we are firmly in Fall and preparing for Winter, now is the time to take some fire prevention measures.



- ★ Check your heating system and replace filters. Make sure you keep combustible items at least six inches from your vents.
- ★ Continue to keep your property clean and remove combustible debris away from your home.
- ★ Now is also a good time to replace batteries in your smoke detectors and check to ensure they work.

If you need new smoke detectors, please contact CERT for free replacements and installation.

Let's address the fireplace in the room!

- ★ Now is the time to get your chimney cleaned to prevent chimney fires which can easily spread to your home and excessive smoke in your home.
- ★ Never leave your fireplace unattended while in use.
- ★ Do NOT use flammable liquids to start a fire in your fireplace.
- ★ Keep the area around your fireplace clear of debris, decorations, and flammable materials.



Cute,
but not
fire-safe!



WHAT'S NEXT? Events

Visit Tuolumne County:
<https://www.visittuolumne.com/events>
Twain Harte Chamber of Commerce:
<https://www.twainhartec.com/events>



TWAIN HARTE AREA
CERT
COMMUNITY EMERGENCY
RESPONSE TEAM

THA-CERT SMOKE ALARM PROGRAM

SERVING OUR COMMUNITY

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

Free

If you need a smoke detector installed, need a new battery, or need a ten-year-old smoke detector replaced, we can help for free.

If you are interested, please contact us by sending an email to twainhartecert@gmail.com, or call Mike at 209-770-2674.

<https://www.twainhartecsd.com/smoke-alarm-installation-program>



October Mixer

Presented by
The Twain Harte Area Chamber of Commerce
and
COLDWELL BANKER

Oktoberfest

Networking • Raffle • Food • Drinks

Tuesday, October 8th 5:30p-7:30p
23003 Joaquin Gully Rd
Twain Harte, CA 95383

For more information, email:
info@twainhartec.com

Twain Harte Area Chamber of
Commerce Presents

Oktoberfest

Pub Crawl

Saturday, October 5th
2:00p-5:00p
Downtown Twain Harte

Tickets: \$35 or \$60 a pair
Sold at participating locations

Beer, Wine, & Food Tastings
Yodeling & Stein Holding Contests

Over 10 participating
bars and restaurants!

For more information, email:
info@twainhartec.com

TWAIN HARTE
AREA
CHAMBER OF
COMMERCE

PRESENTS

Twain Harte Business Trick or Treat Street!

Saturday 10 • 26 • 24
11:00a-2:00p

Costume Contest at The Villa @ 2:00p
Categories: Scary, Silly, Fantasy/Sci-Fi,
Most Creative & Family/Group

Vote for your favorite Business
Decorations!

Meetings

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

THA-CERT & Fire Association Board Meeting
THCSD Board Room, 22912 Vantage Point, TH
Thursday, Oct 10, 2024 9:30 am

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

WE LOOK OUT FOR EACH OTHER™



Board Meeting Agenda Item Summary

October 9, 2024

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

RECOMMENDED ACTION:

None

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- Operations Manager Report

TWAIN HARTE CSD OPERATIONS REPORT

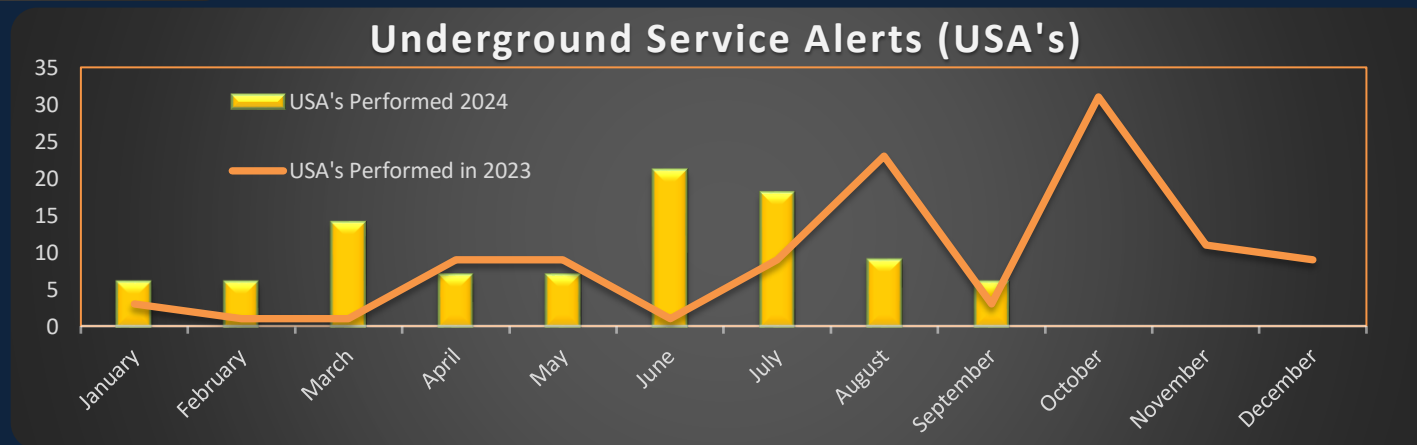
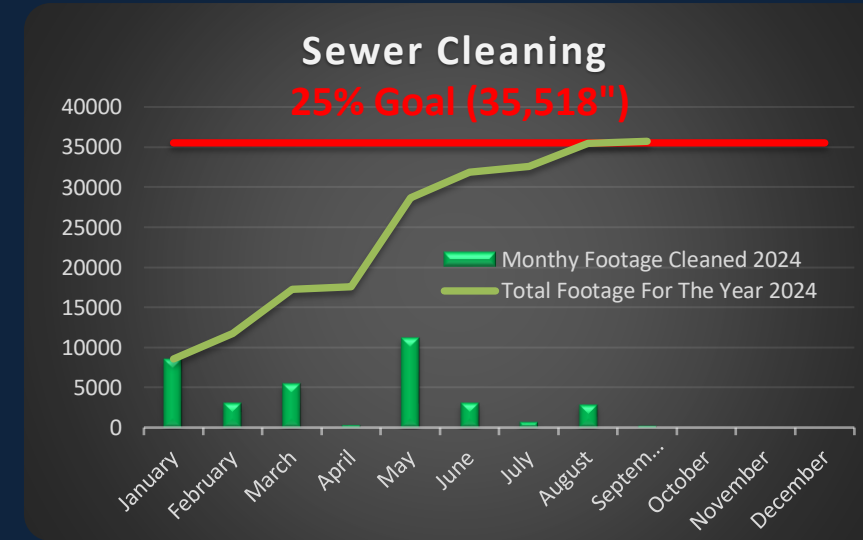
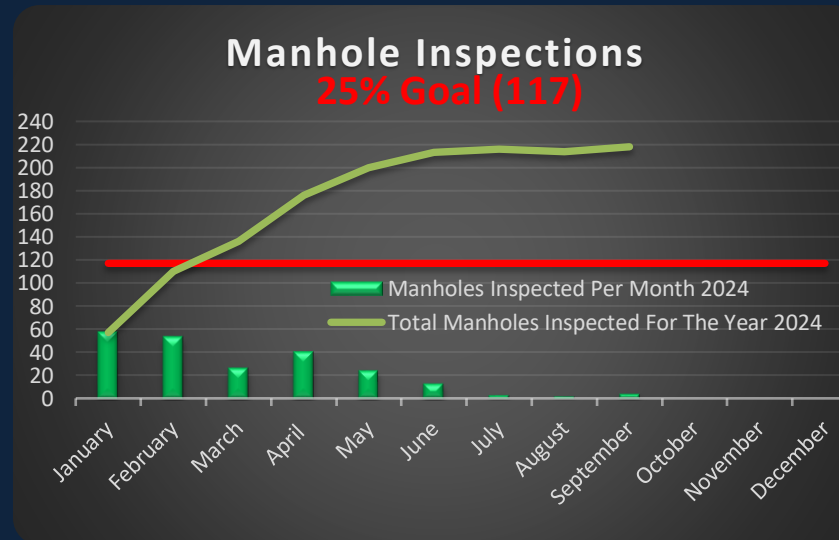
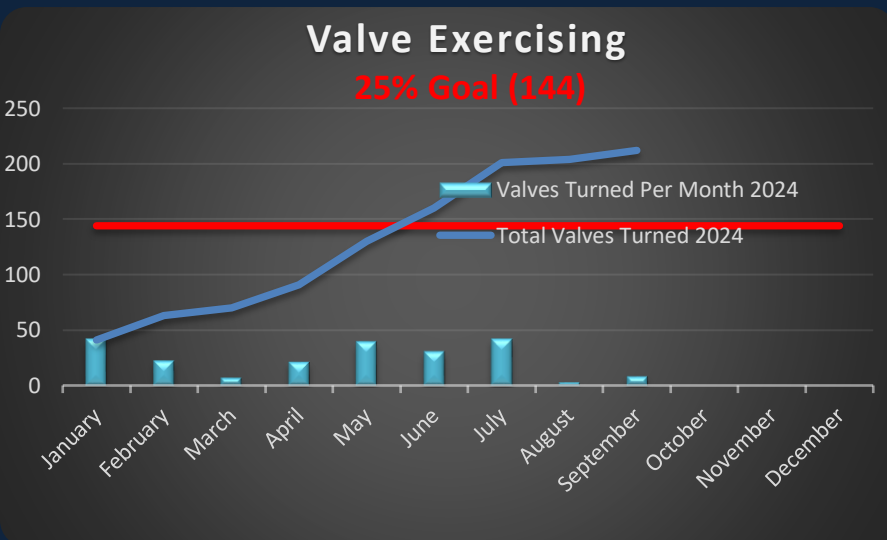
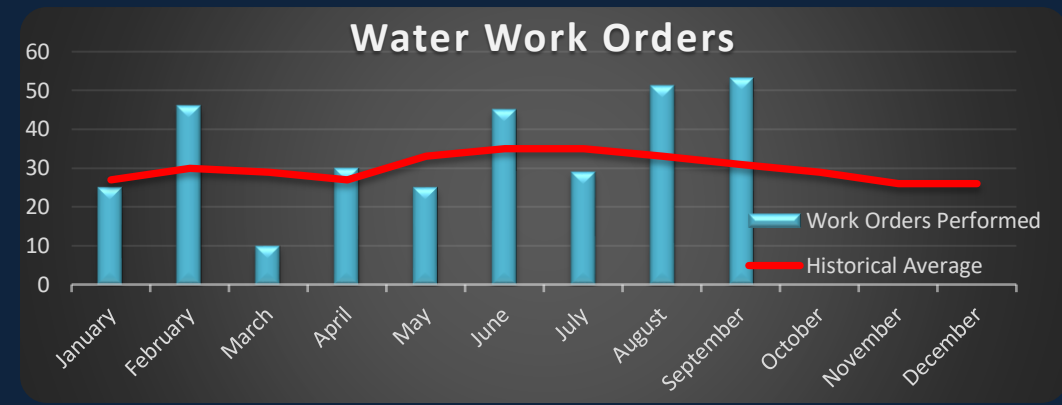
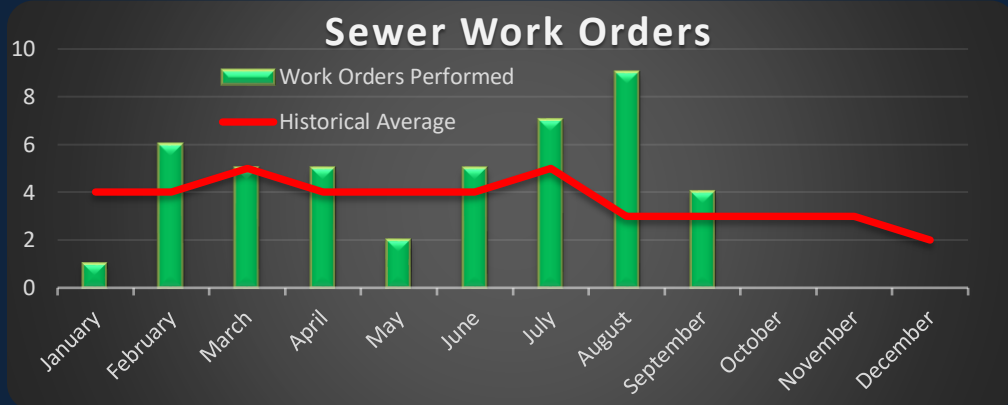
WATER/SEWER/PARK
DIVISION

SEPTEMBER

2024



WATER & SEWER STATISTICS



ITEMS OF NOTE



Top Left and Bottom Left: Shadybrook Dam repairs.

Top Center: New water operator, Cris (short for Pseudacris) testing the water.

Top Right: Cedar Drive Leak.

Bottom Center: Top of Golf Club leak.

Bottom Right: Tamarack leak.

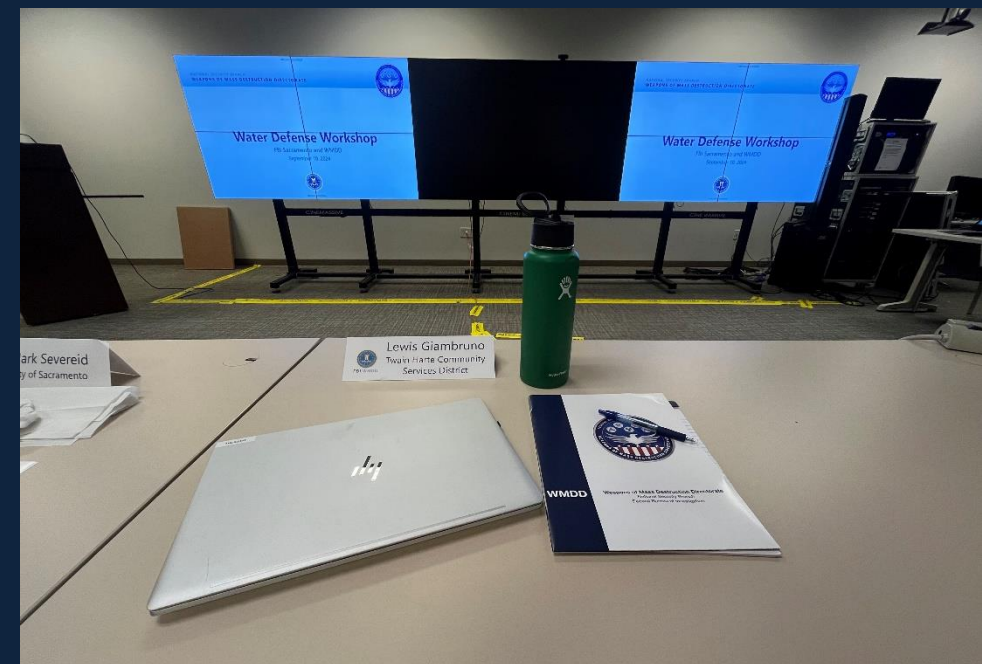




Top Left and Top Center: Cedar Pines Vista sewer collections smoke testing. The purpose is to locate any broken lines where Inflow and Infiltration of water can get in as well as possible illegal hookups to roof gutters.

Top Right: Watershed Progressive in partnership with Twain Harte CSD provided a tour to the philanthropic Garden Exchange Club

Bottom Right: The FBI Weapons of Mass Destruction Directorate put on a Water Defense Workshop with discussions about cyber security, domestic/foreign terrorism, foreign adversary attacks and general infrastructure attacks.



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						0				
Nov						0				
Dec						0				
Total	65,363,603	2,102,828	1,937,085	344,682	4,611,151	69,748,198	88,430,583	21.13%	31.87	37.6



Board Meeting Agenda Item Summary

October 9, 2024

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

RECOMMENDED ACTION:

None.

SUMMARY:

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

FINANCIAL IMPACT:

None.

ATTACHMENTS:

- General Manager's Report

GM REPORT

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

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.

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

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