

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
Finance/Policy Committee Meeting**

**Chair:** *Eileen Mannix*

**Co-Chair:** *Mary Dearborn*

**THCSD CONFERENCE ROOM  
22912 VANTAGE POINTE DR., TWAIN HARTE  
January 2, 2025 1:30 p.m.**

**NOTICE: Public May Attend this Meeting In-Person.**

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

- Videoconference Link: <https://us02web.zoom.us/j/83338670361>
- Meeting ID: 833 3867 0361
- Telephone: (669) 900-6833

**AGENDA**

1. Review draft of Fiscal Year 2024-25 mid-year budget.
2. Discussion regarding proposed salary plan revisions.
3. Discussion regarding customer services.
4. Discuss proposed revisions to Ordinance #26-01 – Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act.
5. Discuss proposed revisions to Policy #3040 – Purchasing and Expense Authorization.
6. Annual review of Policy #3015 – Investment Policy.
7. Annual review of Policy #4010 – Board Duties.
8. Review Policy #4030 – Board Conduct.
9. Adjourn.

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**HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING**

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

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

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

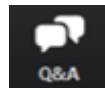
### **SUBMITTING PUBLIC COMMENT**

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

- **Before the Meeting:**
  - Email comments to [ksilva@twainhartecsd.com](mailto:ksilva@twainhartecsd.com), write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
  - Mail comments to 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](http://www.twainhartecsd.com)

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

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

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

| BUDGET ITEM                | BUDGET          |                 | CHANGE      |           | REASON FOR CHANGE |
|----------------------------|-----------------|-----------------|-------------|-----------|-------------------|
|                            | 24/25 Approved  | 24/25 Proposed  | \$          | %         |                   |
| <b>Other Revenue</b>       |                 |                 |             |           |                   |
| Grant Revenue              |                 |                 | \$ -        | 0%        |                   |
| Miscellaneous Revenue      | 1,000           | 1,000           | -           | 0%        |                   |
| Interest Revenue           |                 |                 | -           | 0%        |                   |
| Lease Revenue              |                 |                 | -           | 0%        |                   |
| Sale of Assets             |                 |                 | -           | 0%        |                   |
| Other                      |                 |                 | -           | 0%        |                   |
| <b>TOTAL OTHER REVENUE</b> | <b>\$ 1,000</b> | <b>\$ 1,000</b> | <b>\$ -</b> | <b>0%</b> |                   |
| <b>GRAND TOTAL REVENUE</b> | <b>\$ 1,000</b> | <b>\$ 1,000</b> | <b>\$ -</b> | <b>0%</b> |                   |

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

| BUDGET ITEM | BUDGET         |                | CHANGE |   | REASON FOR CHANGE |
|-------------|----------------|----------------|--------|---|-------------------|
|             | 24/25 Approved | 24/25 Proposed | \$     | % |                   |

| <b>Salaries - 51XXX</b> |                   |                   |                   |            |   |
|-------------------------|-------------------|-------------------|-------------------|------------|---|
| Regular Time            | \$ 388,566        | \$ 368,924        | (19,642)          | -5%        | Retirement & Personnel Reorganization   |
| Uniform Allowance       | 83                | 83                | 0                 | 0%         |   |
| Sick Leave/Vacation Pay | 10,000            | 20,000            | 10,000            | 100%       | Vacation payout for employee retirement |
| Director Stipends       | 8,880             | 8,880             | 0                 | 0%         |   |
| Cell Phone Stipend      | 0                 | 0                 | 0                 | 0%         |   |
| <b>TOTAL SALARIES</b>   | <b>\$ 407,529</b> | <b>\$ 397,887</b> | <b>\$ (9,642)</b> | <b>-2%</b> |   |

| <b>Benefits - 52XXX</b>   |                   |                   |                 |           |                               |
|---------------------------|-------------------|-------------------|-----------------|-----------|-------------------------------|
| Health & Vision Insurance | \$ 84,932         | \$ 87,391         | \$ 2,459        | 3%        | Anticipate new employee       |
| HRA Reimbursement         | 25,458            | 30,291            | 4,833           | 19%       | Anticipate new employee       |
| Retirement                | 85,903            | 80,583            | (5,320)         | -6%       | New Employee & Reorganization |
| FICA                      | 25,192            | 24,331            | (861)           | -3%       |                               |
| Medicare                  | 6,504             | 6,401             | (103)           | -2%       |                               |
| Workers Comp              | 4,748             | 4,832             | 84              | 2%        |                               |
| Unemployment Ins/ETT      | 1,113             | 1,288             | 175             | 16%       |                               |
| <b>TOTAL BENEFITS</b>     | <b>\$ 233,850</b> | <b>\$ 235,118</b> | <b>\$ 1,268</b> | <b>1%</b> |                               |

| <b>Equipment, Automotive, Maintenance &amp; Repairs</b> |                  |                  |               |           |                             |
|---|------------------|------------------|---------------|-----------|-----------------------------|
| Equipment Maintenance & Repair                          | \$ 1,500         | \$ 1,500         | \$ -          | 0%        |                             |
| Facilities Maintenance & Repair                         | 4,000            | 4,000            | 0             | 0%        |                             |
| Janitorial/Cleaning Services                            | 500              | 500              | 0             | 0%        |                             |
| Fuel  | 2,200            | 1,800            | (400)         | -18%      |                             |
| Equipment Under \$5,000                                 | 3,800            | 5,000            | 1,200         | 32%       | Need to replace WiFi system |
| <b>TOTAL EQUIP, AUTO, MAINT &amp; REPAIRS</b>           | <b>\$ 12,000</b> | <b>\$ 12,800</b> | <b>\$ 800</b> | <b>7%</b> |                             |

| <b>Materials &amp; Supplies - 54XXX</b> |                 |                 |                 |            |  |
|---|-----------------|-----------------|-----------------|------------|--|
| Office Supplies                         | \$ 2,400        | \$ 2,400        | \$ -            | 0%         |  |
| Postage                                 | 1,500           | 1,300           | (200)           | -13%       |  |
| Janitorial Supplies                     | 400             | 500             | 100             | 25%        |  |
| <b>TOTAL MATERIALS &amp; SUPPLIES</b>   | <b>\$ 4,300</b> | <b>\$ 4,200</b> | <b>\$ (100)</b> | <b>-2%</b> |  |

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

| BUDGET ITEM                      | BUDGET            |                   | CHANGE            |           | REASON FOR CHANGE                  |
|----------------------------------|-------------------|-------------------|-------------------|-----------|------------------------------------|
|                                  | 24/25 Approved    | 24/25 Proposed    | \$                | %         |                                    |
| <b>Outside Services - 55XXX</b>  |                   |                   |                   |           |                                    |
| Auditing/Accounting Services     | \$ 84,800         | \$ 74,900         | \$ (9,900)        | -12%      | Accounting Services trending lower |
| Legal Fees                       | 7,000             | 7,000             | 0                 | 0%        |                                    |
| IT Services                      | 4,500             | 4,500             | 0                 | 0%        |                                    |
| Medical Exams                    | 0                 | 0                 | 0                 | 0%        |                                    |
| Other Professional Services      | \$ 3,000          | \$ 18,800         | 15,800            | 527%      | Outside 24/7 receptionist services |
| <b>TOTAL OUTSIDE SERVICES</b>    | <b>\$ 99,300</b>  | <b>\$ 105,200</b> | <b>\$ 5,900</b>   | <b>6%</b> |                                    |
| <b>Other - 56XXX</b>             |                   |                   |                   |           |                                    |
| Utilities                        | \$ 9,100          | \$ 9,100          | \$ -              | 0%        |                                    |
| Phone/Communications             | 5,000             | 4,600             | (400)             | -8%       |                                    |
| Software Licenses & Maintenance  | 20,500            | 22,100            | 1,600             | 8%        | Additional efficiency software     |
| Property/Liability Insurance     | 16,300            | 16,400            | 100               | 1%        |                                    |
| Dues & Memberships               | 6,700             | 6,700             | 0                 | 0%        |                                    |
| Licenses & Certifications        | 500               | 500               | 0                 | 0%        |                                    |
| Training, Conferences & Travel   | 26,000            | 24,400            | (1,600)           | -6%       | Trending lower                     |
| Advertising & Public Education   | 1,000             | 1,000             | 0                 | 0%        |                                    |
| Bank/Investment Fees             | 800               | 1,500             | 700               | 88%       |                                    |
| <b>TOTAL OTHER</b>               | <b>\$ 85,900</b>  | <b>\$ 86,300</b>  | <b>\$ 400</b>     | <b>0%</b> |                                    |
| <b>GRAND TOTAL EXPENSES</b>      | <b>\$ 842,879</b> | <b>\$ 841,505</b> | <b>\$ (1,374)</b> | <b>0%</b> |                                    |
| Admin Transfer Out               | \$ (842,879)      | \$ (841,505)      | \$ (1,374)        |           |                                    |
| <b>GRAND TOTAL WITH TRANSFER</b> | <b>\$ -</b>       | <b>\$ -</b>       |                   |           |                                    |

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2024/25 HOURLY SALARY SCHEDULE - Effective July 1, 2024**

| TITLE   | Competence Salary Steps |           |           |           |           | Expertise Salary Steps** |           |           |           |   |
|---|-------------------------|-----------|-----------|-----------|-----------|--------------------------|-----------|-----------|-----------|---|
|   | 1                       | 2         | 3         | 4         | 5         | 6                        | 7         | 8         | 9         |   |
| <b>UNION POSITIONS</b>                        |                         |           |           |           |           |                          |           |           |           |   |
| Accounting/Administrative Assistant*          | \$ 25.102               | \$ 26.357 | \$ 27.677 | \$ 29.059 | \$ 30.512 | \$ 32.038                | \$ 33.640 | \$ 35.322 | \$ 37.087 |   |
| Customer Services Representative*             | \$ 27.631               | \$ 29.012 | \$ 30.461 | \$ 31.986 | \$ 33.586 | \$ 35.263                | \$ 37.025 | \$ 38.878 | \$ 40.821 |   |
| Fire Captain^                                 | \$ 25.745               | \$ 27.034 | \$ 28.384 | \$ 29.805 | \$ 31.293 | \$ 32.858                | \$ 34.502 | \$ 36.229 | \$ 38.039 |   |
| Seasonal Fire Engineer                        | \$ 17.000               |           |           |           |           |                          |           |           |           |   |
| Fire Relief Captain^                          | \$ 19.635               |           |           |           |           |                          |           |           |           |   |
| Utility Maintenance Worker*                   | \$ 21.630               | \$ 22.711 | \$ 23.846 | \$ 25.038 | \$ 26.290 | \$ 27.605                | \$ 28.985 | \$ 30.434 | \$ 31.955 |   |
| Utility Operator I*                           | \$ 25.131               | \$ 26.386 | \$ 27.705 | \$ 29.089 | \$ 30.544 | \$ 32.071                | \$ 33.675 | \$ 35.358 | \$ 37.125 |   |
| Utility Operator II*                          | \$ 28.633               | \$ 30.065 | \$ 31.567 | \$ 33.146 | \$ 34.803 | \$ 36.542                | \$ 38.372 | \$ 40.288 | \$ 42.304 |   |
| Utility Operator III*                         | \$ 35.799               | \$ 37.590 | \$ 39.467 | \$ 41.441 | \$ 43.512 | \$ 45.689                | \$ 47.974 | \$ 50.370 | \$ 52.889 |   |
| <b>MANAGEMENT POSITIONS (Exempt)</b>          |                         |           |           |           |           |                          |           |           |           |   |
| Administrative Coordinator/Board Secretary*   | \$ 33.441               | \$ 35.113 | \$ 36.868 | \$ 38.712 | \$ 40.647 | \$ 42.680                | \$ 44.814 | \$ 47.054 | \$ 49.407 |   |
| Finance Officer*                              | \$ 47.357               | \$ 49.724 | \$ 52.210 | \$ 54.821 | \$ 57.564 | \$ 60.443                | \$ 63.463 | \$ 66.635 | \$ 69.968 |   |
| Fire Chief~^                                  | \$ 52.132               | \$ 54.740 | \$ 57.476 | \$ 60.352 | \$ 63.366 | \$ 66.536                | \$ 69.865 | \$ 73.357 | \$ 77.024 |   |
| Operations Manager/Assistant General Manager* | \$ 50.502               | \$ 53.027 | \$ 55.678 | \$ 58.461 | \$ 61.384 | \$ 64.453                | \$ 67.676 | \$ 71.060 | \$ 74.613 |   |
| General Manager (By Contract)*                |                         |           |           |           |           |                          |           |           |           | 2024/25 Negotiated Contract Amount: \$82.378/hour |

Notes

\* 3% Union Negotiated COLA Increase Effective July 1, 2024

^ 2% Union Negotiated COLA Increase Effective July 1, 2024

\*\* Succession to the next step requires a minimum of five years at the previous step.

Last Revised - June 14, 2023

Adopted - June 12, 2024



**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2024/25 HOURLY SALARY SCHEDULE - Effective July 1, 2024**

| TITLE   | Competence Salary Steps                           |           |           |           |           | Expertise Salary Steps** |           |           |           |  |
|---|---|-----------|-----------|-----------|-----------|--------------------------|-----------|-----------|-----------|--|
|   | 1   | 2         | 3         | 4         | 5         | 6                        | 7         | 8         | 9         |  |
| <b>UNION POSITIONS</b>                        |   |           |           |           |           |                          |           |           |           |  |
| Accounting/Administrative Assistant*          | \$ 25.102   | \$ 26.357 | \$ 27.677 | \$ 29.059 | \$ 30.512 | \$ 32.038                | \$ 33.640 | \$ 35.322 | \$ 37.087 |  |
| Customer Services Representative*             | \$ 27.631   | \$ 29.012 | \$ 30.461 | \$ 31.986 | \$ 33.586 | \$ 35.263                | \$ 37.025 | \$ 38.878 | \$ 40.821 |  |
| Fire Captain^                                 | \$ 25.745   | \$ 27.034 | \$ 28.384 | \$ 29.805 | \$ 31.293 | \$ 32.858                | \$ 34.502 | \$ 36.229 | \$ 38.039 |  |
| Seasonal Fire Engineer                        | \$ 17.000   |           |           |           |           |                          |           |           |           |  |
| Fire Relief Captain^                          | \$ 19.635   |           |           |           |           |                          |           |           |           |  |
| Utility Maintenance Worker*                   | \$ 21.630   | \$ 22.711 | \$ 23.846 | \$ 25.038 | \$ 26.290 | \$ 27.605                | \$ 28.985 | \$ 30.434 | \$ 31.955 |  |
| Utility Operator I*                           | \$ 25.131   | \$ 26.386 | \$ 27.705 | \$ 29.089 | \$ 30.544 | \$ 32.071                | \$ 33.675 | \$ 35.358 | \$ 37.125 |  |
| Utility Operator II*                          | \$ 28.633   | \$ 30.065 | \$ 31.567 | \$ 33.146 | \$ 34.803 | \$ 36.542                | \$ 38.372 | \$ 40.288 | \$ 42.304 |  |
| Utility Operator III*                         | \$ 35.799   | \$ 37.590 | \$ 39.467 | \$ 41.441 | \$ 43.512 | \$ 45.689                | \$ 47.974 | \$ 50.370 | \$ 52.889 |  |
| <b>MANAGEMENT POSITIONS (Exempt)</b>          |   |           |           |           |           |                          |           |           |           |  |
| HR/Executive Coordinator*                     | \$ 33.441   | \$ 35.113 | \$ 36.868 | \$ 38.712 | \$ 40.647 | \$ 42.680                | \$ 44.814 | \$ 47.054 | \$ 49.407 |  |
| Administrative Services Manager*              | \$ 33.441   | \$ 35.113 | \$ 36.868 | \$ 38.712 | \$ 40.647 | \$ 42.680                | \$ 44.814 | \$ 47.054 | \$ 49.407 |  |
| Finance Officer*                              | \$ 47.357   | \$ 49.724 | \$ 52.210 | \$ 54.821 | \$ 57.564 | \$ 60.443                | \$ 63.463 | \$ 66.635 | \$ 69.968 |  |
| Fire Chief~^                                  | \$ 52.132   | \$ 54.740 | \$ 57.476 | \$ 60.352 | \$ 63.366 | \$ 66.536                | \$ 69.865 | \$ 73.357 | \$ 77.024 |  |
| Operations Manager/Assistant General Manager* | \$ 50.502   | \$ 53.027 | \$ 55.678 | \$ 58.461 | \$ 61.384 | \$ 64.453                | \$ 67.676 | \$ 71.060 | \$ 74.613 |  |
| General Manager (By Contract)*                | 2024/25 Negotiated Contract Amount: \$82.378/hour |           |           |           |           |                          |           |           |           |  |

Notes

- \* 3% Union Negotiated COLA Increase Effective July 1, 2024
- ^ 2% Union Negotiated COLA Increase Effective July 1, 2024
- \*\* Succession to the next step requires a minimum of five years at the previous step.

Last Revised - June 14, 2023

Adopted - June 12, 2024



California State Controller's Office

**Malia M. Cohen**

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Flexibility for Public Agencies Throughout California

# Press Releases

## **Controller Malia M. Cohen's Sponsored Bill to Increase Bid Limits for Public Construction Projects Will Improve Efficiency and Increase Flexibility for Public Agencies Throughout California**

**PR24:33  
9/30/2024**

**Contact: BISMARCK  
OBANDO, PRESS  
SECRETARY  
916-201-9261  
scocomm@sco.ca.gov**

**SACRAMENTO** — Governor Gavin Newsom has signed AB 2192 (Carrillo) into law. This measure will improve efficiency and increase flexibility for public agencies by increasing bid limits under the California Uniform Public Construction Cost Accounting Act (Act) to keep up with rising costs.

The Act was enacted in 1983 to offer agencies an efficient process for executing smaller public works projects while ensuring rigorous accounting standards for these projects. This bill increases from \$60,000 to \$75,000 the limit under which a public agency, through its own Force Account, can use its own workforce, negotiated contract, or purchase order to complete the work. It also increases from \$200,000 to \$ 220,000 the limit under which a local agency can execute a contract through an informal bidding process. The Act is a voluntary program available to all public agencies in the State, but it applies only to those public agencies that have “opted in” as prescribed by the Act. These changes keep these limits in line with increasing project costs, speeding up the award process and expediting project delivery.

“The increase of the public agency construction bid limit to \$75,000 will assist local agencies to account for the rising costs of construction and will provide them with more flexibility in the execution of public works projects that are under \$ 220,000.” stated Controller Cohen. “As the state’s chief fiscal officer, AB 2192 is a fiscally responsible measure that will reduce the time, effort, and expense associated with bidding projects that will in improves the state’s infrastructure and the quality of life for all Californians.”

According to Assemblymember Juan Carillo, “AB 2192 is a key step toward addressing California's housing shortage

while improving our public works projects statewide. The adopted changes are designed to reduce administrative burdens on public agencies by adjusting current bidding limits to reflect inflation and the rising costs of construction. This will help us promote uniformity and fairness in cost accounting standards for construction work performed or contracted. By making it easier for public agencies to build efficiently, we can increase the construction of affordable housing and infrastructure that our communities desperately need. I would like to thank Governor Newsom for his leadership and support to sign this important piece of legislation.”

“The construction industry is very thankful for both Controller Cohen’s and Assemblymember Carrillo’s efforts in passing AB 2192, which will put in place statutory updates that ensure proper oversight and implementation of the Act. The bill also increases the bid limits for compliance, which will advance the Commission’s on-going goal of attracting all public agencies in California to voluntarily opt into the Act by making the Act as appealing as possible,” stated Michelle Pickens, Executive Director of the Construction Industry Force Account Council.

"On behalf of our more than 1,000 special district members delivering local services to millions of Californians, the California Special Districts Association applauds Governor Newsom for signing AB 2192, and thanks State Controller Cohen for her leadership in sponsoring this important measure authored by Assembly Member Juan Carrillo. AB 2192 gives local agencies greater flexibility to efficiently and effectively deliver critical infrastructure projects essential to the state's housing goals. Over 400 special districts have voluntarily joined this program and, with continued improvements like those enacted by AB 2192, we are confident we can grow both the participation and the

benefits for the communities we serve,” stated Neil McCormick, Chief Executive Officer of the California Special Districts Association.

*As the chief fiscal officer of California, Controller Cohen is responsible for accountability and disbursement of the state’s financial resources. The Controller has independent auditing authority over government agencies that spend state funds. She is a member of numerous financing authorities, and fiscal and financial oversight entities including the Franchise Tax Board. She also serves on the boards for the nation’s two largest public pension funds. Follow the Controller on X at [@CAController](#) and on Facebook at [California State Controller’s Office](#).*

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**State of California**

**PUBLIC CONTRACT CODE**

**Section 22034**

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22034. Each public agency that elects to become subject to the uniform construction accounting procedures set forth in Article 2 (commencing with Section 22010) shall enact an informal bidding ordinance to govern the selection of contractors to perform public projects pursuant to subdivision (b) of Section 22032. The ordinance shall include all of the following:

(a) Notice to contractors shall be provided in accordance with either paragraph (1) or (2), or both.

(1) The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to this subdivision shall be completed not less than 10 calendar days before bids are due.

(2) The public agency may elect to mail, fax, or email a notice inviting informal bids to all construction trade journals specified in Section 22036.

(b) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(c) The governing body of the public agency may delegate the authority to award informal contracts to the public works director, general manager, purchasing agent, or other appropriate person.

(d) If all bids received are in excess of two hundred twenty thousand dollars (\$220,000), the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred thirty-five thousand dollars (\$235,000) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

(Amended by Stats. 2024, Ch. 953, Sec. 3. (AB 2192) Effective January 1, 2025.)

**TWAIN HARTE COMMUNITY SERVICES DISTRICT  
ORDINANCE NO. 26-02**

**SETTING FORTH INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM  
PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

**WHEREAS**, The Twain Harte Community Services District (“District”) elected to become subject to the Uniform Public Construction Cost Accounting Act (“UPCCAA”) procedures pursuant to Public Contract Code (“PCC”) Section 22000 et seq. on September 11, 2006, through adoption of Ordinance No. 26; and

**WHEREAS**, the District revised Ordinance No. 26 on August 8, 2013, and December 12, 2018, to reflect changes the State Controller’s Office made to the value limits of public projects that can be let for informal bids under the UPCCAA; and

**WHEREAS**, the State Controller’s Office has again revised the UPCCAA value limits for public projects that can be let for informal bids (effective January 1, 2024) and it is in the District’s best interest to adopt this Ordinance with said revised limits.

**NOW, THEREFORE**, the Board of Directors of the Twain Harte Community Services District do ordain as follows:

**SECTION 26.1 – Addition to Ordinance Code**

Ordinance 26-02 is hereby added to the Ordinance Code of the Twain Harte Community Services District (“District”) as set forth herein.

**SECTION 26.2 – Findings and Purpose**

It is in the public interest for the Board of Directors of the District to elect to become subject to the UPCCAA procedures adopted by the California Uniform Construction Cost Accounting Commission pursuant to PCC Section 22000 et seq. Performance of District construction and maintenance projects in accordance with these procedures will enable the District to perform said projects with its own staff and/or by contracts through informal bidding procedures when it is in the best public interest of the District to do so.

**SECTION 26.3 – Informal Bidding Procedures**

Public projects as defined by the UPCCAA of Two Hundred and Twenty Thousand Dollars (\$220,000) or less may be let to contract by informal procedures as set forth in PCC Section 22032 et seq.

Public projects as defined by the UPCCAA of Seventy-Five Thousand Dollars (\$75,000) or less may be performed by District employees by force account, by negotiated contract or by purchase order, as set forth in PCC Section 22032 et seq.



## **SECTION 26.4 – Development, Maintenance and Use of Contractors List**

At the option of the General Manager, the District may develop a list of qualified contractors eligible to submit bids on informal contracts awarded by the District. The list of contractors shall be developed and maintained in accordance with the provisions of PCC Section 22034 and minimum criteria propagated from time to time by the California Uniform Public Construction Cost Accounting Commission.

If a qualified contractors list is maintained, the General Manager shall send an annual written notice to all construction trade journals designated for Tuolumne County by PCC Section 22036 inviting all licensed contractors to submit the name of their company for inclusion on the District's list of qualified bidders for the following calendar year.

The written notice shall require the contractor to provide contact information, including the name and email address to which a Notice Inviting Bids should be sent, the type of work which the contractor is interested in, the class of contractor's license held, and contractor's license number. The District may include any contractor's name it desires on the list, but the list must, at a minimum, include all contractors who have provided the District with the required information. A contractor may have its company added to the District's contractors list at any time by providing the required information.

## **SECTION 26.5 – Notice Inviting Informal Bids**

If the District desires to perform a public project requiring informal bidding procedures pursuant to this Ordinance and/or the UPCCAA, a notice inviting informal bids shall be sent to contractors, no less than 10 calendar days before bids are due, in accordance with one or both of the following paragraphs:

1. All contractors on the District's qualified contractors list, as described in Section 26.4 of this Ordinance, who are qualified and interested in the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary.
2. All construction trade journals specified in PCC Section 22036 for Tuolumne County shall be mailed, faxed, or emailed a notice inviting informal bids, unless the product or service is proprietary.

Additional contractors and/or construction trade journals may be notified at the discretion of the General Manager.

## **SECTION 26.6 – Award of Contracts**

The General Manager of the District is authorized to award informal contracts pursuant to this Section.

At the time provided in the notice inviting informal bids, the General Manager shall open all bids timely received and, upon approval by the Board of Directors, shall award a contract to the lowest responsible bidder. If two or more bids are the same and lowest,

the **Board of Directors may choose** the contractor to whom the contract is to be awarded.

If no bids are received, the General Manager may again solicit informal bids, perform the work with District employees, or negotiate an informal contract with a contractor chosen by the General Manager.

If all bids received are in excess of two hundred twenty thousand dollars (\$220,000), the District Board of Directors may, by adoption of a resolution by a four-fifths (4/5) vote, award the contract at two hundred thirty-five thousand dollars (\$235,000) or less, to the lowest responsible bidder, if it determines the District's cost estimate was reasonable.

### **SECTION 26.7 – Emergencies**

The District Board of Directors hereby delegates to its General Manager the power to declare a public emergency as defined in Public Contract Code Section 22035 and to accomplish repairs and/or replacements as permitted by said Section. Such work shall be performed without the benefit of informal or formal bidding and without adoption of plans, specifications or working details, provided that such repair or replacements are necessary to permit the continued conduct of the operation or services of the District or to avoid danger to life or property. The General Manager shall provide a full report on the emergency work performed at the next Board meeting, at which time the Board may confirm the existence of such public emergency by a four-fifths (4/5) vote and may take such other action necessary including but not limited to decisions as to whether the authorized work should continue without the benefit of informal or formal bidding.

### **SECTION 26.8 – Effective Date and Repeal of Ordinance No. 26-01**

This Ordinance shall take effect and be enforced thirty (30) days from the date of its passage and no earlier than January 1, 2024. Upon the effective date of this Ordinance, Ordinance No. 26-01 shall be repealed in its entirety. Before the expiration of fifteen (15) days after this Ordinance's passage, a summary of it, shall be published once, with the names of the members of the Board of Directors voting for and against the same in a newspaper of general circulation published in the County of Tuolumne.

**ADOPTED** as an Ordinance of Twain Harte Community Services District by the District's Board of Directors at a public hearing held at their regular meeting on February 12, 2024, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

APPROVED:

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Eileen Mannix, Board President

ATTEST:

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Kimberly Silva, Board Secretary

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

**POLICY TITLE:** Purchasing and Expense Authorization  
**POLICY NUMBER:** 3040  
**ADOPTED:** October 17, 2006  
**AMENDED:** 1/8/2009, 11/8/2012, 1/8/2014, 4/13/2017, 7/13/2017, 12/14/2017, 10/10/2018, 12/12/2018  
**LAST AMENDED:** January 13, 2021

**3040.10 PURPOSE**

The procedures in this policy are designed to ensure that District procurement practices promote and adhere to the following:

- Applicable local, state, and federal laws/ regulations
- Best value purchasing – maximizing cost-effectiveness, quality and efficiency
- Open and free competition
- Transparency and accountability
- Operational flexibility

**3040.20 PROCUREMENT TYPES**

For the purposes of this policy there are three types of procurement:

- Procurement of Items
- Procurement of Services
- Procurement of Public Works Construction

Requirements for purchases related to employee/board training and travel are set forth in Policy #2083, *Training and Travel Authorization and Expense Reimbursement*.

**3040.30 PURCHASING AUTHORITY**

**3040.31 Purchases within Adopted Budget.** District staff are authorized by the Board to make expenditures within the total approved current fiscal year budget. Department Heads are responsible to monitor and control all purchases within their respective budget line items and are responsible for ensuring that all purchases remain within budget.

**3040.32 Purchases in Excess of Adopted Budget.** District staff are authorized by the Board to make expenditures in excess of the approved current fiscal year budget as follows:

**3040.32.1 Exceeding Line Item Budget and Line Item Transfers.** Department Heads are authorized to exceed line item budget amounts and/or transfer budget amounts between line items in accordance with the following:

- A. \$500 or less. Department Heads may exceed individual line item budget amounts by \$500 or less so long as the budget amount for the overall budget category is not exceeded. A budget adjustment is not required to exceed line item budget amounts in this manner.
- B. More than \$500 to \$5,000. Department Heads may exceed individual line item budget amounts by up to \$5,000 by transferring budget between line items through an internal budget adjustment. Requests for such budget adjustments must be made to the General Manager by submittal of a budget transfer form which identifies the line item to be exceeded, the amount to be transferred, and the line item from which the transfer will occur. All such budget adjustments must be approved by the General Manager before the line item budget is exceeded. In special circumstances, as determined by the General Manager, approval of a budget transfer between line items may occur after the line item budget amount has been exceeded.
- C. More than \$5,000. Transfers between budget line items in excess of \$5,000 shall first be submitted to the Board of Directors for approval.
- D. Transfers between Operational and Capital Budgets. Non-emergency transfers from Fixed Asset or approved Capital Project line items to Operation and Maintenance are not allowed unless approved by the Board of Directors.

**3040.32.2 Exceeding Overall Budget - Unanticipated.** The General Manager is authorized to make expenditures in excess of the total current fiscal year budget for any service of up to \$5,000, so long as a readily accessible source of revenue from reserve accounts is available. The General Manager

shall seek Board approval of the appropriate budget amendment at the following regular meeting.

**3040.32.3 Exceeding Overall Budget – Emergencies.** In an emergency, the General Manager, or a Department head in the absence of the General Manager, may authorize expenditures greater than \$5,000 in excess of the total current fiscal year budget, but within available reserve funding and shall seek Board approval of the appropriate budget adjustment at the following regular meeting. “Emergency” shall include, but not be limited to, breakdown of equipment or infrastructure that is critical to delivery of services such as pumps and treatment devices, fire engine motors and pumps, sewage lift station pumps. Emergency shall also include all actions necessary to establish and maintain safe conditions for the public after and during an emergency event.

**3040.32.4 Exceeding Overall Budget – External Revenue Source.** The General Manager is authorized to make expenditures in excess of the current fiscal year budget for projects and purchases for which the source of revenue has been identified and previously approved by the Board of Directors. The General Manager may authorize labor expenses in excess of the current fiscal year budget for fire strike team activities so long as such labor is eligible for reimbursement through existing agreements.

### **3040.40 PROCUREMENT OF ITEMS**

**3040.41 Definition.** Items include all supplies, equipment, vehicles, items and materials, except for materials required for a Public Works Construction contract as defined in Section 3040.61.

**3040.42 Prevailing Wages.** Items are not subject to prevailing wages.

**3040.43 Procurement Procedures.** Items must be procured as follows:

**3040.43.1 Less than \$5,000.** Items of this amount (including taxes and shipping) will be awarded by the appropriate Department head based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department head or General Manager.

No purchase order is required.

**3040.43.2 \$5,000 to \$6075,000.** Staff shall solicit at least three informal quotes and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the vendor cannot deliver the item within an acceptable time period, provide a reasonable level of service or support, or provide an item of acceptable quality.

A purchase order is required.

**3040.43.3 Greater than \$6075,000.** Staff shall solicit bids through a formal Request for Bids (RFB) process with detailed item and vendor specifications. RFB's shall be sent to as many vendors as possible and shall be posted in a place accessible by all vendors. Award will be made to the vendor whose item meets the RFB specifications and is the lowest price.

~~Items less than \$75,000 may be awarded by the General Manager.~~

Items ~~\$75,000 or greater~~ must be awarded by the Board.

A purchase order is required.

## **3040.50 PROCUREMENT OF SERVICES**

**3040.51 Definition.** Services include, but are not limited to professional services (i.e. engineering, auditor, surveying, consulting, etc.), janitorial services, landscape maintenance, vehicle maintenance, *minor* repainting, and maintenance work that is routine, recurring and usual work for the preservation or protection of any publicly operated water or sewer facility for its intended purposes. Maintenance services for fire or park facilities are considered Public Works Construction. Services do not include any activity considered Public Works Construction (see definition in Section 3040.61).

**3040.52 Prevailing Wages.** Services are not subject to prevailing wages, except:

- The following services, when directly related to a Public Works Construction contract (defined in Section 3040.61): surveying, soil testing, modular furniture installation, and inspection covered by the Uniform Building Code.
- Facility and landscape maintenance services.

**3040.53 Procurement Procedures.** Services must be procured as follows:

**3040.53.1 Less than \$5,000.** Services of this amount will be awarded by the appropriate Department Head based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

No purchase order is required.

**3040.53.2 \$5,000 to \$25,000.** Staff shall solicit at least three informal quotations/proposals and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the vendor cannot deliver the services within an acceptable time period or provide a reasonable level of service or support, or cannot provide services of acceptable quality.

A purchase order is required.

**3040.53.3 \$25,000 to \$~~6075~~,000.** Staff shall solicit proposals through a informal Request for Proposals (RFP) process based on qualifications, experience and a proposed scope of work. Service providers shall be selected to perform work based on best value provided to the District through a selection process approved by the General Manager and appropriate for the services requested.

The General Manager will award services and the services provider must execute the District's services agreement.

A services agreement is required.

**3040.53.4 Greater than \$~~6075~~,000.** Staff shall solicit proposals through a formal Request for Proposals (RFP) process based on qualifications, experience and a proposed scope of work. Service providers shall be selected to perform work based on best value provided to the District through a selection process approved by the General Manager and appropriate for the services requested.

The Board will award services and the services provider must execute the District's services agreement.

A services agreement is required.



## 3040.60 PROCUREMENT OF PUBLIC WORKS CONSTRUCTION AND MATERIALS

**3040.61 Definition.** Public Works Construction is specifically defined as “Public Project” in Section 22002(c) of the California Public Contract Code. Said definition will always supersede any description provided within this policy. Public Works Construction includes:

- Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any district owned, leased or operated facility.
- Painting or repainting of any district owned, leased or operated facility
- Purchase of construction materials needed for Public Works Construction projects.

**3040.62 Prevailing Wages.** All Public Works Construction projects \$1,000 and greater must adhere to state prevailing wage requirements as outlined in sections 1770-1781 of the California labor code. Pursuant to these requirements, staff must inform contractors that the project is subject to prevailing wage requirements before quotes/bids are solicited. Depending on the cost and type of work (details provided in below procurement categories), staff may also need to verify that contractors are registered with the Department of Industrial Relations before requesting bids.

**3040.63 Splitting Projects.** A Public Works Construction project may not be split into smaller projects for the purpose of evading prevailing wages or competitive procurement procedures herein. This includes separating procurement of materials from construction labor.

**3040.64 Procurement Procedures.** Public Works Construction must be procured as follows:

**3040.64.1 Construction Materials.** Construction materials may be procured with the procurement procedures for Items (Section 3040.43) when the total costs for the Public Works Construction project is \$~~6075~~6075,000 or less. When the total costs for the Public Works Construction project exceeds \$~~6075~~6075,000, construction materials procurement must follow the bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq.

**3040.64.1 Less than \$1,000.** Public Works Construction of this amount will be awarded by the appropriate Department Head based

on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

No purchase order is required.

**3040.64.2 \$1,000 to \$5,000.** Public Works Construction of this amount will be awarded by the General Manager based on staff recommendation. Solicitation of three quotes is encouraged, but not required, unless specifically requested by the Department Head or General Manager.

A purchase order is required. Purchase orders shall include appropriate prevailing wage requirements.

**3040.64.3 More than \$5,000 to \$25,000.** Staff shall solicit at least three informal quotes/bids and the Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made by the General Manager to the vendor with the lowest price, unless the General Manager determines that the contractor cannot complete the project within an acceptable time period or with acceptable quality.

If the project is a maintenance project and is greater than \$15,000, staff must make sure contractors are registered with the Department of Industrial Relations before soliciting bids.

A purchase order is required. Purchase orders shall include appropriate prevailing wage requirements.

**3040.64.4 More than \$25,000 to \$~~60~~75,000.** Staff shall develop informal drawings and specifications and solicit at least three informal quotes/bids. Staff may work with contractors/bidders to develop drawings, specifications and scope of work to ensure best value. Specifications must clearly note that a payment bond is required. The Department Head shall submit award recommendation to the Finance Department via a purchase requisition form. Award will be made to the contractor with the lowest price, unless the General Manager determines that the contractor cannot complete the project within an acceptable time period or with acceptable quality.

Staff must make sure contractors are registered with the Department of Industrial Relations before soliciting bids.

A payment bond is required.

The General Manager will award contracts and contractors must execute the District's construction contract.

**3040.64.5 More than \$6075,000 to \$200220,000.** Procedures for bidding all Public Works Construction of this amount must adhere to the informal bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq., and Twain Harte Community Services District Ordinance No. 26-02.

Staff shall develop bid documents, plans and specifications appropriate for accurate bidding. The General Manager shall approve all such bid documents. A bid bond/cash deposit, payment bond and performance bond are required.

The General Manager will award contracts and contractors must execute the District's construction contract.

**3040.64.6 Greater than \$200220,000.** Procedures for bidding all Public Works Construction of this amount must adhere to the formal bidding requirements outlined in the Uniform Public Construction Cost Accounting Act (UPCCA), Public Contract Code Sections 22030 et seq.

Staff shall develop formal bid documents, plans and specifications. The Board shall adopt all such bid documents prior to bidding. A bid bond/cash deposit, payment bond and performance bond are required.

The Board will award contracts and contractors must execute the District's construction contract.

## **3040.70 WAIVER OF PROCUREMENT PROCEDURES**

**3040.71 Waiver Authority.** The General Manager is authorized to waive certain procurement procedures within this policy under the following conditions:

**3040.71.1 Emergency.** In the event of an emergency, the General Manager, may procure items and services required to address the emergency without following the quote/bidding solicitation procedures of this policy. Procurement procedures for Public Works Construction activities may be waived when the General Manager or Board declares a public emergency in accordance to California Public Contract

Code (PCC) Section 22035 and District Ordinance #26-01, "Informal Bidding Procedures under the Uniform Construction Cost Accounting Act". Refer to the PCC and Ordinance #26 for additional requirements.

**3040.71.2 Sole Source.** Sole-source purchasing (purchasing from a specific vendor or a specific brand of item without a competitive process) is authorized with advance approval from the General Manager, provided that the purchase of such sole-source item(s) will: provide a longer service life, reduce the need for extensive parts inventory, reduce maintenance or servicing costs, provide a higher level of service, will reduce down time for equipment or are the only vendor offering the needed equipment, supplies or service.

**3040.71.3 Cooperative Purchasing.** The District may award a purchase order or contract without following the quote/bidding solicitation requirements of this policy if competitive bidding has already been conducted by another public agency (e.g. through a governmental cooperative purchasing program).

**3040.71.4 Less than Three Quotes.** Staff shall make every reasonable attempt to obtain three quotes when required by the procurement procedures herein. However, the General Manager may waive the requirement for three quotes under the following circumstances:

- A. Staff contacted three or more entities and did not receive quotes or proposals within 10 business days.
- B. There are not three entities capable of providing requested construction, services or items.
- C. There are not three entities capable of providing requested construction, services or items in a reasonable time frame, as determined by the General Manager.

**3040.71.5 Right Not to Award.** The General Manager or Board may choose to reject all bids/quotes/proposals for any reason.

## **3040.80 PAYMENT METHODS**

**3040.81 District Checks.** Vendors, service providers and contractors may submit an invoice to the District requesting payment for purchases allowed under

this policy. All such invoices must include, at a minimum, an invoice number, date, purchase order number and description of purchase. Invoices shall be paid by District check within 30 days of approval by the appropriate Department Head.

Invoices shall not be approved until after items have been received, services rendered or construction completed. Staff shall make every effort to expediently review and approve invoices.

**3040.82 District Credit Cards.** District issued credit cards may be used within individual credit limits to pay for purchases allowed under this policy. Receipts for all credit card purchases must be submitted as soon as possible to the District office. No personal purchases are allowed on District credit cards or on a District's account with any vendor.

**3040.83 Petty Cash.** Petty cash may be advanced to District staff or Directors upon their request and the execution of a *petty cash request form*, to pay for purchases allowed under this policy. As soon as possible after said purchases have been made, a receipt shall be submitted to the District Finance Officer, and any remaining advanced funds shall be returned.

The maximum petty cash advance, when available in the petty cash fund, shall be \$50.00 unless specifically approved by signature of the General Manager. No personal checks shall be cashed in the petty cash fund.

A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$400.00. The petty cash fund shall be included in the District's annual independent accounting audit.

**3040.84 Reimbursement.** District employees or Board Directors may incur "out-of-pocket" expenses, as verified by valid receipts, to pay for purchases allowed under this policy. Said "out of pocket" expenses shall be reimbursed upon request from the District's petty cash fund or a District check issued in the name of the party requesting reimbursement. In instances when a receipt is not obtainable, the requested reimbursement must be approved by the General Manager prior to remuneration.

**3040.84.1 Annual Reimbursement Reporting.** Per Government Code 53065.5 reimbursements of at least one hundred dollars (\$100) for each individual charge for services or product received shall be disclosed in a publicly available report. An "individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. An annual report will be compiled and made available no later than December 31<sup>st</sup> for

reimbursements made in the previous fiscal year.

### **3040.90 OTHER REQUIREMENTS**

**3040.91 Advanced Payments/Deposits.** Pre-payment of purchases allowed under this policy are not allowed. Items, services and construction must be received or complete prior to payment.

Payment for construction or maintenance materials may be made upon receipt before they have been incorporated in the work.

Under unique circumstances, as determined by the General Manager, the General Manager may approve pre-payment or a deposit in an amount not to exceed 10% of the value of items, services or construction procured. The amount of said pre-payment or deposit must be reasonable and not put the District in a position of significant risk.

**3040.92 Document Retention.** The District shall document the results of procurement procedures and retain said documentation as required by Policy #3100, *Records Retention and Destruction*.

**3040.93 Policy Violation.** Employees are subject to disciplinary action up to and including termination for violation of this policy.

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

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

**3015.10 INTRODUCTION**

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

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

**3015.20 AUTHORITY**

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

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

**3015.30 SCOPE**

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

### **3015.40 OBJECTIVES**

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

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

### **3015.50 STANDARDS OF CARE**

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

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

### **3015.60 SAFEKEEPING**

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

### **3015.70 DIVERSIFICATION**

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

### **3015.80 REPORTING REQUIREMENTS**

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

### **3015.90 PERFORMANCE REVIEW**

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



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

### **3015.100 APPROVAL OF INVESTMENT POLICY**

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

## **.ATTACHMENT A**

### **Investment Consultant/Advisor Role & Responsibilities**

#### **I. AUTHORIZED INVESTMENT CONSULTANT**

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

#### **II. INVESTMENT CONSULTANT RESPONSIBILITIES**

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

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

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

FIGURE 1

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

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

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

FROM CA LOCAL AGENCY INVESTMENT GUIDELINES

TABLE OF NOTES FOR FIGURE 1

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

**Twain Harte Community Services District  
2024 Investment Update**

|                               | <b>Current<br/>Amount Invested</b> | <b>Current<br/>Rate of Return</b> | <b>Period<br/>Evaluated</b> | <b>Average<br/>Rate of Return</b> | <b>Total Return<br/>Earned/(Lost)</b> |
|-------------------------------|------------------------------------|-----------------------------------|-----------------------------|-----------------------------------|---------------------------------------|
| <b>LAIF</b>                   | \$ 863,763                         | 4.48%                             | 1/1-9/30/24                 | 4.35%                             | \$ 62,000                             |
| <b>Five Star Money Market</b> | \$ 1,872,507                       | 4.48%                             | 1/1-11/30/24                | 4.41%                             | \$ 26,363                             |
| <b>CA CLASS</b>               | \$ 1,206,308                       | 4.60%                             | 9/18-11/30/24               | 5.03%                             | \$ 11,308                             |
| <b>TOTALS</b>                 | <b>\$ 3,942,578</b>                |                                   |                             |                                   | <b>\$ 99,671</b>                      |

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

**POLICY TITLE:** General Duties of the Board of Directors  
**POLICY NUMBER:** 4010  
**ADOPTED:** September 17, 1996  
**AMENDED:** April 14, 2011  
**LAST AMENDED:** September 15, 2021

**4010.10 PURPOSE**

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

**4010.20 CORPORATE DUTIES**

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

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

**4010.30 INDIVIDUAL DUTIES**

Individual Directors are responsible to:

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

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

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

#### **4030.40 ANNUAL REVIEW**

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

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

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

**4030.10 PURPOSE**

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

**4030.20 PRACTICES AND VALUES**

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

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



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

#### **4030.30 ANNUAL REVIEW**

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