

Tuolumne City Sanitary District

Regular Meeting - October 6, 2026

AGENDA SUPPORTING DATA

3. CONSENT CALENDAR

- a) Approval of minutes of the Regular Meeting held September 1, 2026
- b) Approval of warrants for the month of September 2026
- c) Review of FY 2026/2027 Expense Report

Background

Consent Calendar items are considered routine and only one approval motion is required.

The purpose of the Consent Calendar is to provide an efficient means for routine items. Consent items are still a matter of public business, and the public is allowed to comment on any item on the agenda, Consent of otherwise.

There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items to be set aside for separate discussion; and the Board President approves its removal from the Consent Calendar. As a matter of procedure, this request should always be honored.

If there is a request to individually discuss and consider any item on the Consent Calendar, then it is appropriate for the Board President to set that item aside, and ask for a motion approving the remaining Consent Calendar items first, and then take up the pulled item (s) as if they were separately listed on the agenda.

Recommendation:

I move to approve items on the Consent Calendar as presented.

Resolution No.	Moved by:	Second by:
AYES:	NOES:	ABSTAINED:
ABSENT:	No Action Taken	

**TUOLUMNE CITY SANITARY DISTRICT
18050 BOX FACTORY ROAD
TUOLUMNE, CA 95379**

**BOARD OF DIRECTORS – REGULAR MEETING MINUTES
September 1, 2026 at 6 PM**

DIRECTORS PRESENT:

John Feriani, President/Chair
Darrin Evans
Jason Hart
William Waters

DIRECTORS ABSENT:

Nick Ohler, Vice President/Chair

DISTRICT REPRESENTATIVES:

Brenda Bonillo, Office Manager/District Secretary
Ben Kikugawa, CPO (via phone)

No members of the public were present.

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1. President Feriani called the meeting to order at 6:04 PM.

2. Public Forum: (3 minutes per item maximum)

No members of the public were present to speak, and no written correspondence was received for review.

3. Consent Calendar (one motion to include the following):

- a) Approval of minutes – Regular Meeting held August 4, 2026
- b) Approval of warrants for the months of August 2026
- c) Review of FY 2026/2027 Profit & Loss Report

MOTION: Director Waters moved to approve items of the Consent Calendar as presented. Director Evans seconded, and the motion carries by the following vote:

Ayes: J. Feriani, D. Evans, J. Hart, and W. Waters (4)

Nays: None

Abstain: None

Absent: N. Ohler (1)

4. Discussion/Action: Consider termination of the Agreement for General Manager Consulting Services

MOTION: Director Feriani moved to terminate the agreement with Cooley Environmental Consulting for General Manager services effective immediately and direct staff to prepare and issue a notice of termination of the General Manager service agreement. Director Waters seconded, and the motion carries by the following vote:

Ayes: J. Feriani, D. Evans, J. Hart, and W. Waters (4)

Nays: None

Abstain: None

Absent: N. Ohler (1)

5. Discussion/Action: Consider options for General Manager Services

MOTION: President Feriani moved to submit to the Twain Harte Community Service District a Mutual Assistance Request for General Manager Service effective immediately. Director Hart seconded, and the motion carries by the following vote:

Ayes: J. Feriani, D. Evans, J. Hart, and W. Waters (4)

Nays: None

Abstain: None

Absent: N. Ohler (1)

6. Staff Reports

a) Operations/Collection System Report by Ben Kikugawa

Mr. Kikugawa provided an Operations/Collection System Report for the month of August 2026 and answered questions.

7. Discussion/Action: The formation of a Tuolumne Township Community Service District (20 mins max)

No comments received.

8. Directors Comments

President Feriani reported a LAFCo meeting held in August. The two Municipal Service Reviews (MSR) for Tuolumne City Sanitary District (TCSD) and Tuolumne Park & Recreation District (TPRD). Additionally, both reviews encourage the two districts to merge into a Community Service District (CSD).

9. President Feriani adjourned the meeting at 6:36 PM

Respectfully submitted:

Approved:

Brenda Bonillo
District Secretary

John Feriani
Board President

Accounts Payables List

September 2026

Item No. 3 b.

<u>INVOICE DATE</u>	<u>VENDOR</u>	<u>ACCOUNT / INVOICE #</u>	<u>REASON FOR PAYMENT</u>	<u>AMOUNT</u>
9/30/2026	49er Water Services	QB-5709	Monthly Monitoring	\$ 374.00
9/1/2026	Anthem Blue Cross		Employee Ins September 2026	\$ 3,998.71
9/30/2026	Brenda Bonillo		September 2026 Mileage	\$ 55.10
9/25/2026	CalPERS		Employer payments (2 payrolls)	\$ 2,218.73
9/4/2026	ejco.com	1905654	Manhole risers	\$ 5,484.30
9/22/2026	Employee Purchase Cards		September-26	\$ 2,892.81
9/1/2026	First American Bank		September 2026 Contributions	\$ 550.73
8/25/2026	Frontier		Phone	\$ 281.14
9/14/2026	General Plumbing	S6731247	Collections supplies	\$ 2,019.43
9/29/2026	HACH	15194333	Sensor Kit	\$ 443.97
9/11/2026	SDRMA	81114	FY 2025/26 WC	\$ 1,063.42
9/30/2026	THCSD	2627-2	Mutual Assistance Agreement	\$ 6,705.57
9/30/2026	Toshiba Financial Services		Printer contract	\$ 202.49
8/31/2026	TPPA	August 2026	Power	\$ 5,222.77
9/15/2026	Verizon	6152588584 & 6153443746	Cell phone	\$ 124.88
				\$ 31,638.05

Services & Supplies - \$ 188,634

Professional Services - \$ 131,000

Repairs & Maintenance - \$ 38,000

[illegible]

	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	YTD Totals
<u>Insurance, License, Permits and Membership Fees - \$ 103,505</u>													
Business Insurance	\$ 28,697.65	\$ -	\$ 1,063.42										\$ 29,761.07
Licenses, Permits & Fees	\$ 19,745.41	\$ 300.00	\$ 390.00									\$ -	\$ 20,435.41
County AP/Payroll Costs	\$ 126.00	\$ 94.50	\$ 87.50										\$ 308.00
<u>Total Insurance & Licenses</u>	\$ 48,569.06	\$ 394.50	\$ 1,540.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,504.48
<u>Capital Outlay - \$ 147,000</u>													
	\$ 9,915.48	\$ 1,643.19	\$ 7,938.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,497.39
<u>Fixed Assets - \$ 7,000</u>													
	\$ 2,404.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,404.89
<u>Debt Service - \$ 183,400</u>													
USDA Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Total Expenses</u>													
	\$ 133,550.54	\$ 62,046.49	\$ 59,336.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 254,933.58
<u>Budget Total: \$ 1,320,067</u>													
(Based on FY 2026/2027 Budget)													
<u>Budget Remaining Balance:</u>	\$ 1,186,516.46	\$ 1,124,469.97	\$ 1,065,133.42										
<u>Percentage (%) Spent</u>	10.1%	4.7%	4.5%										

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Tuolumne City Sanitary District

Regular Meeting - October 6, 2026

AGENDA SUPPORTING DATA

AGENDA ITEM: 4

Subject: Resolution No. 2016-07, Designation of Acting General Manager under the TCSD/THCSD Mutual Assistance Agreement

From: Brenda Bonillo, District Secretary and Tom Trott, General Manager

Background:

On September 1, 2026, TCSD entered into a Mutual Assistance Agreement with THCSD to provide for the mutual lending of equipment, supplies, and personnel to better respond to emergencies and service demands. TCSD also authorized its Board President to make a written request for General Manager services from THCSD. Section 6 of the MAA authorizes either party to request General Manager services from the other by written request from its Board President to the other party's Board President, stating the requested scope of services, term, estimated hours, and other pertinent information.

On September 9, 2026, the THCSD Board received and approved TCSD's request, subject to the comments and exceptions detailed in the written response (attached). The TCSD Board President reviewed and agreed to those written conditions of assistance.

Designation of the THCSD General Manager as TCSD's Acting General Manager formalizes the arrangement authorized under the MAA and the mutually agreed conditions. Under Board direction, the Acting General Manager is authorized to perform all General Manager duties for TCSD. The designation remains in effect for so long as both districts continue to agree to the provision of General Manager assistance through the MAA.

Fiscal Impact:

General Manager services from THCSD are provided at a rate of \$161.58/hour to reimburse wages, benefits, insurance, equipment, training, travel and other related costs in accordance with the MAA. TCSD has requested an estimated 10 hours per week, which would result in approximately \$7,000 per month.

Attachment: Resolution No. 2026-07, Designation of Acting General Manager

Recommended Motion:

I move to approve Resolution No. 2026-07, to formally designate the THCSD General Manager as Acting General Manager of TCSD under the MAA to perform all General Manager duties for TCSD.

Resolution No.	Moved by:	Second by:
AYES:	NOES:	ABSTAINED:
ABSENT:	No Action Taken	

**TUOLUMNE CITY SANITARY DISTRICT
RESOLUTION NO. 2026-07**

**DESIGNATING THE TWAIN HARTE COMMUNITY SERVICES DISTRICT
GENERAL MANAGER AS ACTING GENERAL MANAGER OF THE
TUOLUMNE CITY SANITARY DISTRICT PURSUANT TO THE MUTUAL
ASSISTANCE AGREEMENT**

WHEREAS, on September 1, 2026, the Tuolumne City Sanitary District (TCSD) entered into a Mutual Assistance Agreement (MAA) with the Twain Harte Community Service District (THCSD) to provide for the mutual lending of equipment, supplies and personnel to better respond to emergencies and service demands; and

WHEREAS, Section 6 of the MAA authorizes either party to request General Manager services from the other party by making a written request from its Board President to the other party's Board President, stating the requested scope of services, term, estimated hours and other pertinent information; and

WHEREAS, the TCSD Board of Directors (Board) determined that it was in its best interest to request General Manager assistance from THCSD and authorized its Board President to make such request to the THCSD Board President; and

WHEREAS, in accordance with the MAA, the THCSD Board approved said request for General Manager assistance and provided a written response (attached) that sets forth specific conditions of assistance and the rate for reimbursement of wage, benefits, insurance, and other costs related to services provided to TCSD; and

WHEREAS, the TCSD Board President reviewed THCSD's written response and agreed to the written conditions of assistance; and

WHEREAS, the TCSD Board desires to designate the THCSD General Manager as the Acting General Manager of TCSD, subject to the terms of the MAA and agreed conditions; and

WHEREAS, under TCSD Board direction, the TCSD Acting General Manager is authorized to perform all General Manager duties for TCSD; and

WHEREAS, designation of the THCSD General Manager as TCSD's Acting General Manager will remain in effect as long as TCSD and THCSD agree to the provision of General Manager assistance through the MAA.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Tuolumne City Sanitary District hereby designates the General Manager of the THCSD as its Acting General Manager pursuant to the Mutual Assistance Agreement.

PASSED AND ADOPTED at a Regular Meeting of the Governing Board of
TUOLUMNE CITY SANITARY DISTRICT held October 6, 2026, by the following
vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

ATTEST:

John Feriani, Board President

Brenda Bonillo, District Secretary



Twain Harte Community Services District

22912 Vantage Pointe Dr ▪ Twain Harte, CA 95383
(209) 586-3172 ▪ info@twainhartecsd.com
www.twainhartecsd.com

Directors: Mary Dearborn ▪ Charlotte Bohlman ▪ Gary Sipperley ▪ Eileen Mannix ▪ Dennis Mitchell

September 9, 2026

John Feriani, Board President
Tuolumne City Sanitary District

SENT VIA EMAIL

SUBJECT: Response to Mutual Assistance Request for General Manager Services

Dear Mr. Feriani:

On September 9, 2026, the Twain Harte Community Services District (THCSD) Board received and discussed Tuolumne City Sanitary District's (TCSD) mutual assistance request for general manager services (see attached). THCSD's Board approved the request with the exceptions herein and authorized the General Manager to provide written response required by the Mutual Assistance Agreement. Overall, THCSD is excited to assist TCSD and envisions that this partnership will improve services for both Twain Harte and Tuolumne residents.

THCSD's approval of TCSD's mutual assistance request includes the following comments and exceptions:

1. SCOPE: THCSD agrees to TCSD's scope of services.
2. TERM: TCSD's request anticipates a term of one year. THCSD may agree to the full term but initially agrees to provide assistance in 3-month increments. At the end of each 3-month increment, the THCSD Board will evaluate the actual level of assistance required, staffing capacity/morale, and THCSD operational effectiveness to determine if it can continue to provide assistance.
3. HOURS: THCSD agrees to TCSD's request of approximately 10 hours per week. However, the THCSD Board has authorized the General Manager to reduce the number of hours if THCSD's business needs cannot be met. Any such need or reduction in service will first be discussed with the TCSD Board President in an attempt to ensure critical TCSD needs are also met.
4. RATE: THCSD agrees to the reimbursable rate of \$161.58/hour, which will be billed monthly.
5. TCSD-SPECIFIC TRAVEL: The rate for general manager assistance includes travel to TCSD during the General Manager's normal monthly travel to THCSD. However, any costs related to other travel required for TCSD-specific business (i.e. a special trip for a TCSD meeting outside of normal monthly travel) must be paid for separately by TCSD.
6. OTHER: THCSD reserves its right through the Mutual Assistance Agreement to terminate, with or without cause, its provision of general manager assistance by providing 14-day notice.

Please feel free to contact me to coordinate any questions and details. I plan to meet with TCSD staff on Thursday, September 10th to begin providing the requested scope of services.

Sincerely,

TOM C. TROTT
General Manager

Mutual Assistance Request – General Manager Services

The following describes the scope of services the District requests from Twain Harte CSD. Services are estimated at approximately ten (10) hours per week and shall be provided on an hourly basis at the rate of **\$161.58 per hour** and a term of one (1) year.

Task 1 – Board Meetings

In conjunction with the District Secretary / Office Manager, prepare agenda topics and background information, and attend the regular monthly Board of Directors meetings and such special meetings as may be called. It is assumed that the General Manager shall attend meetings via Zoom or Microsoft Teams, as requested by the Board of Directors.

Task 2 – Board and Staff Coordination

Prepare for and meet with members of the Board of Directors and/or District Staff virtually, or in person when available at least twice-monthly basis (preferably weekly) to:

- A. Evaluate District activities and employee performance;
- B. Discuss District issues and priorities;
- C. Respond to employee questions and concerns regarding operational issues, customer service issues, policies, and procedures.

Task 3 – Review and Evaluation of District Operations

Review and evaluate District plans, permits, policies, board minutes, contracts, budgets, financial reports, infrastructure, equipment, maps, information technology systems, operation and maintenance activities, staffing, emergency response procedures, administrative and customer services activities, safety compliance, and other programs, activities, reports, documents, and procedures.

Task 4 – On-Call Support

On an on-call and as-needed basis, respond by text, telephone, and email to questions and issues raised by members of the Board of Directors and District staff during the month.

Task 5 – Research and Reporting

Research issues and prepare reports, memoranda, and updates relative to a variety of District documents, including but not limited to District ordinances, plans, employee policies and personnel rules, maintenance reports, purchasing policies, operating procedures, budgets, and financial and other reports.

Task 6 – Reorganization and Consolidation Support

Participate in discussions and provide staff support and analysis with respect to District reorganization and/or consolidation options, including but not limited to forming a Community Services District.

Task 7 – External Meetings and Representation

Attend local, board committee, community, and regional meetings virtually (if available) regarding issues associated with the operation and administration of the District, including meetings with regulatory and grant-funding agencies.

Task 8 – Optional / Additional Services

Perform such optional work or other tasks and activities as agreed to by the Board of Directors and Consultant, including but not limited to grant writing and preparing permit applications, Requests for Proposals (RFPs), equipment bids, manuals, and other specialized reports and evaluations.

Tuolumne City Sanitary District

Regular Meeting - October 6, 2026

AGENDA SUPPORTING DATA

AGENDA ITEM: 5

Subject: Discussion of FY 2026-27 District Priorities
From: Tom Trott, General Manager

Background:

At its September 1, 2026 regular meeting, the Board authorized its President to submit a request for General Manager services to Twain Harte Community Services District (THCSD) through its Mutual Assistance Agreement with THCSD. On September 9, 2026, THCSD's Board approved the request with conditions and began providing General Manager services to the District.

Over the past few weeks, the General Manager has worked with staff to perform an initial review of District needs and priorities. The attached FY 26-27 Priorities Discussion lists the main items from this initial review. The General Manager recommends that the Board review and discuss the list as a starting point for determining District priorities.

Recognizing that the Board's general role is to set the District's course (mission, vision and values) and the General Manager's general role is to carry it out, the General Manager also requests that the Board provide general vision and direction by discussing the following:

- What does TCSD do well?
- Where can TCSD improve?
- How would you describe TCSD's culture?
- How does the community view TCSD?
- What are the three most important things for TCSD to focus on this year?

Fiscal Impact:

None.

Attachment:

FY 26-27 Priorities Discussion

Recommended Motion:

Provide direction to staff regarding Board priorities for Fiscal Year 2026-27. No motion needed.

Resolution No.	Moved by:	Second by:
AYES:	NOES:	ABSTAINED:
ABSENT:	No Action Taken	

FY 26-27 Priorities Discussion

Urgent	• Wastewater Operator Vacancy / Recruitment (In Process) • Board Vacancy / Recruitment (December) • Sewer System Management Plan (SSMP) Update
High Priority	• Accounts Payable Policy (H&S 6794) • Purchasing Policy / UPCCAA Bidding Ordinance • Personnel Policies Versus Employee Handbook • Waste Discharge Requirements – pH - Wave-Ox Denitrification Project (\$60,000 In 2022) – Spray Field Containment Project • Opportunities Based on Timing – Board Policy Update – Board Onboarding
Important	• Strategic Plan • 5-Year Capital Improvement Plan • Complete Policy Review / Update • Property Tax Revenue - TCSD vs. TUD • District Counsel • District Engineer • Injury And Illness Prevention Plan Review – Asbestos Cement Handling Plan – Confined Space Plan
As Capacity Allows	• Ordinance Review / Update • Backflow Prevention - Incentives / Enforcement
Ongoing	• In-House Sewer Projects • Community Services District Formation • Tribe Relationship Improvement
Future Projects	• Sewer Trunkline Bottleneck • Township Line Replacement Project • Upcoming Development - Cherry Valley & Other Development • GIS Mapping / CMMS Work Order Management

TCSD CPO Monthly Operation/Maintenance Report

September 2026

General Plant Operation/Maintenance

- Daily plant maintenance/housekeeping
- Daily/Monthly/Semi-Annual sampling and reporting
- Data collecting/recording /reporting
- SCADA monitoring
- Compliance enforcement
- Equipment cleaning/maintenance/calibrating
- Exercise equipment/valves
- SSO prevention
- Safety enforcement/prevention is performed daily through a facility safety walk and regular inspections

Safety Report

- Operators reviewed a safety flyer on Wildfire Smoke on September 11

Call out/Plug up/Spill/Collection System

Multiple USAN line location and markings were performed.

- A call-out occurred to 18307 Oak St (Hiedi Ln) in the collection system on September 14th during normal working hours. The complaint was for sewer flowing onto private property next to a rental. Operators were able to determine the source was coming from a combined private lateral connecting four parcels and servicing 12 dwelling units. A one-time courtesy flush was performed, and a notice was sent out to all property owners advising them of their responsibility in maintaining their shared lateral. The notice emphasized enforcement steps the District could pursue should a delay in future overflow responses occur.
- A large willow limb had fallen over our sewer easement next to the BMX course blocking access to a major interceptor manhole connecting Carter basin and Willow Basin. The tree limb was bucked up and transported to the reservoir to burn later when safe to do so.
- The County Roads Department completed a third phase of paving in Tuolumne that included portions of Elm and Willow St. There were no conflicts nor a need to raise any manholes.

Last month, it was reported that a paving finish grade fell 0.5-inch below the top of a manhole in the intersection of Cedar St and Gardner Ave. This issue has since been corrected and there is no longer a hazard for snow removal equipment.

TCSD CPO Monthly Operation/Maintenance Report

September 2026

- Operators have repaired a failing asbestos cement pipe (ACP) in the Apple Colony Basin. With the newly purchased flail mower mini excavator attachment operators were able to clear blackberry thickets to locate where excavation was needed. An excavation depth of eight feet had to be dug to make the repair. The District currently does not have shoring equipment to safely enter trenches of this depth, so a larger pit had to be dug to eliminate cave-in concerns. A deep root zone, low soil moisture, and clay soil composition were all factors in determining stable trench walls.

The property which the work and easement reside on is owned by the Tribe. Contact was made to work out ingress/egress agreements as they are not included in the easement legal description. A Tribal Cultural Monitor was onsite during all clearing and excavation activities.

Lift Station(s)

Daily Apple Colony lift station inspections performed as required by SDRMA

- Apple Colony: Nothing to report

Plant Operations

Additional activity performed at the Plant, above and beyond daily general operations and maintenance

- The three blowers in the Blower Building had their annual oil change on August 10 & 11.

Bakers Reservoir and Dam/Outfall line

- Freeboard was recorded at 28.4 feet on September 30
- Reservoir pH continues to exceed the 9.0 limitation that began on July 28. As with all prior events, we increase our monitoring activities to from weekly to daily. This appears to satisfy the State; however, since this has been a reoccurring seasonal issue since the fall of 2020, I plan to request at the next occurrence that we no longer perform daily monitoring as it does nothing to mitigate the issue. We would still monitor on a weekly basis per the WDR should the State Water Board accept the request.

End of Report

Ben Kikugawa, CPO/LRO

October 1, 2026

General Manager Transition

Since beginning General Manager assistance on September 10th, work has primarily focused on becoming familiar with District staff, facilities, operations, policies, ordinance, budget, agreements and key administrative and compliance processes. Work also focused on addressing immediate needs and assessing overall District needs and priorities. Noteworthy items are listed below.

Staffing

- **Established Weekly Staff Meetings**
- **Wastewater Operator Vacancy/Recruitment**
 - Evaluated operations staffing structure and options.
 - Developed options for hiring interim temporary staff.
 - Prepared recruitment flier, updated job descriptions and posted job notice.
- **Evaluated Mutual Assistance Agreement Opportunities**

Operations

- **Private Shared Lateral Spill**
 - Determined responsibility and developed solution to avoid health and safety issues.
 - Notified and educated responsible customers.
- **Casino Flow Meter Malfunctions**
 - Measured flows indicated frequent flow meter malfunctions.
 - Developed a spreadsheet to statistically calculate a more accurate average flow.
- **In-House Project: AC Pipe Repair**
 - Ben worked with Tribe to coordinate access and work outside easement.
 - Ben and Todd performed an excellent repair.

Administrative Activities

- **Fiscal Year 2025-26 Audit Preparation**
- **Preparation for SRF Grant Inspection**
- **Purchasing Policy / Sanitary District Purchasing Law Review**
- **Sanitary District Law (Health & Safety Code) Review**