



BOARD MEETING PACKET

Supporting Documents

REGULAR BOARD OF DIRECTORS MEETING

Tuesday, September 1, 2026 • 6:00 PM

District Office

18050 Box Factory Road
Tuolumne, California 95379

PREPARED FOR THE BOARD OF DIRECTORS

Tuolumne City Sanitary District

FOR BOARD MEMBERS AND AUTHORIZED STAFF

Documents distributed to a majority of the Board are available for public inspection pursuant to the Ralph M. Brown Act (Gov. Code § 54957.5)

Tuolumne City Sanitary District

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Brenda Bonillo, District Secretary

Tuolumne City Sanitary District

Regular Meeting - September 1, 2026

AGENDA SUPPORTING DATA

3. CONSENT CALENDAR

- a) Approval of minutes of the Regular Meeting held August 4, 2026
- b) Approval of warrants for the month of August 2026
- c) Review of FY 2026/2027 Profit & Loss 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
August 4, 2026 at 6 PM**

DIRECTORS PRESENT:

John Feriani, President/Chair
Darrin Evans
Jason Hart

DIRECTORS ABSENT:

Nick Ohler, Vice President/Chair and William Waters

DISTRICT REPRESENTATIVES:

Jeff Cooley, General Manager (Absent)
Brenda Bonillo, Office Manager/District Secretary
Ben Kikugawa, CPO

No members of the public were present.

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1. President Feriani called the meeting to order at 6:07 PM.

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

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

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

- a) Approval of minutes – Regular Meeting held July 7, 2026
- b) Approval of warrants for the months of July 2026
- c) Review of FY 2026/2027 Profit & Loss Report

MOTION: Director Hart 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, and J. Hart (3)

Nays: None

Abstain: None

Absent: N. Ohler and W. Waters (2)

4. Discussion/Action: Request for Proposals for Audit Services

Staff reported that two proposals were received and presented with the total all-inclusive cost for a three-year term.

MOTION: President Feriani moved to accept Ryan P. Jolley, CPA proposal and allow Office Manager/District Manager to proceed with the three-year contract. Director Hart seconded, and the motion carries by the following vote:

Ayes: J. Feriani, D. Evans, and J. Hart (3)

Nays: None

Abstain: None

Absent: N. Ohler and W. Waters (2)

5. Discussion/Action: Adopt a Mutual Assistance Agreement between Tuolumne City Sanitary District and Twain Harte Community Service District

MOTION: President Feriani moved to adopt the Tuolumne City Sanitary District (TCSD) and Twain Harte Community Service District (THCSD) Mutual Assistance Agreement effective immediately. Director Hart seconded, and the motion carries by the following vote:

Ayes: J. Feriani, D. Evans, and J. Hart (3)

Nays: None

Abstain: None

Absent: N. Ohler and W. Waters (2)

6. Staff Reports

a) Operations/Collection System Report by Ben Kikugawa

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

b) District General Manager Report by Jeff Cooley

No report provided.

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 is scheduled for August 10, 2026. There will be two Municipal Service Reviews (MSR) to include Tuolumne City Sanitary District and Tuolumne Park & Recreation District.

9. President Feriani adjourned the meeting at 7:20 PM

Respectfully submitted:

Approved:

Brenda Bonillo
District Secretary

John Feriani
Board President

Accounts Payables List

August 2026

Item No. 3 b.

<u>INVOICE DATE</u>	<u>VENDOR</u>	<u>ACCOUNT / INVOICE #</u>	<u>REASON FOR PAYMENT</u>	<u>AMOUNT</u>
8/11/2026	49er Water Services	QB-5339	Monthly Monitoring	\$ 374.00
8/1/2026	Anthem Blue Cross		Employee Ins August 2026	\$ 3,998.71
8/31/2026	Brenda Bonillo		August 2026 Mileage	\$ 47.85
8/28/2026	CalPERS		Employer payments (2 payrolls)	\$ 2,188.29
8/27/2026	Cooley Environmental Consulting	2026-007	District Management	\$ 1,947.50
8/22/2026	Employee Purchase Cards		August-26	\$ 2,845.53
8/1/2026	First American Bank		August 2026 Contributions	\$ 550.73
7/23/2026	General Plumbing	Several invoices	Collections supplies	\$ 955.04
8/17/2026	Mountainside Equipment	26192	Backhoe repairs	\$ 668.50
8/7/2026	Napa Auto Parts		Repairs to mini excavator	\$ 166.89
8/15/2026	Toshiba Financial Services		Printer contract	\$ 202.49
7/31/2026	TPPA	July 2026	Power	\$ 5,015.27
8/3/2026	TUD		Water	\$ 1,101.99
8/13/2026	Univar	54095970	Soda ash	\$ 8,921.81
8/3/2026	Verizon	6150201604	Cell phone	\$ 124.73
8/10/2026	Zoro	19723557 & 19744231	Operation & Collections supplies	\$ 267.87
				\$ 29,377.20

2026/2027 PROFIT AND LOSS

Item No. 3 c.

[illegible]

[illegible]

Tuolumne City Sanitary District
Regular Meeting - September 1, 2026

AGENDA SUPPORTING DATA

AGENDA ITEM No: 4

Subject: Consider termination of the Agreement for General Manager Consulting Services

From: John Feriani, Board President

Background:

The District currently retains a consultant to provide General Manager services on a contractual basis. The existing agreement outlines the scope of work, compensation, term, and termination provisions.

This item is placed on the agenda to allow the Board to discuss the current arrangement and consider whether to continue or terminate the consulting services.

Fiscal Impact:

Any termination would eliminate the ongoing consulting fees associated with the General Manager services.

Attachments: None

Recommended Motion:

I move 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.

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

Tuolumne City Sanitary District
Regular Meeting - September 1, 2026

AGENDA SUPPORTING DATA

AGENDA ITEM No: 5

Subject: Consider options for General Manager Services

From: John Feriani, Board President

Background:

At its August 4, 2026 regular meeting, the Board approved a Mutual Service Agreement with the Twain Harte Community Services District. The agreement authorizes the exchange of General Manager services between the two agencies.

Staff has prepared a proposed scope of services for the Board's consideration. The draft scope anticipates approximately ten (10) hours of service per week at an hourly rate of \$161.58. Staff has suggested an initial term of one (1) year; the Board retains full discretion to establish a different term length.

This item provides the Board an opportunity to review the proposed scope, confirm the desired duration of services, and determine whether to authorize staff to submit a formal Mutual Assistance Request to Twain Harte Community Services District for General Manager services, effective immediately.

Fiscal Impact:

Hourly rate of \$ 161.58 per hour at approximately ten (10) hours per week.

Attachment: Mutual Assistance Request for General Manager Services

Recommended Motion:

I move to direct staff to submit to the Twain Harte Community Service District a Mutual Assistance Request for General Manager Service effective immediately.

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

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 - September 1, 2026

AGENDA SUPPORTING DATA

AGENDA ITEM NO: 6

Subject: Operations/Collection System Report

From: Ben Kikugawa, Chief Plant Operator

Background:

Each month the Chief Plant Operator reports on routine wastewater treatment plant operations and maintenance, including daily housekeeping, sampling and regulatory reporting, SCADA monitoring, equipment cleaning/calibration, valve exercising, SSO prevention, and ongoing safety inspections and training.

Collection-system work typically covers line locating, mainline flushing, cleanout and manhole adjustments, coordination with County road-paving projects, and response to any call-outs, plugs, or spills. Apple Colony lift station is inspected daily.

Additional plant activities, reservoir freeboard and water-quality observations (including any permit exceedances and corrective monitoring), dam/spillway maintenance, and other infrastructure items are summarized as they occur.

All work supports continuous regulatory compliance, system reliability, and public safety.

No action required.

TCSD CPO Monthly Operation/Maintenance Report

August 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 Hazard Communication with emphasis on various plaquer meanings

Call out/Plug up/Spill/Collection System

Multiple USAN line location and markings were performed.

- A call-out occurred to the WWTP on August 19 during non-normal working hours. The alarm was for Sludge Pump-2 fault. The specific fault was for Undercurrent/Overvoltage. The pump would not immediately reset but would the next day.
- 3,516 feet of mainline flushed in August. Approximately 98 percent of the Willow Basin has now been cleaned. We are waiting on a flail mower attachment to clear a District easement on the Westside property before the remainder of the Willow Basin can be cleaned. This may have to wait until after fire season due to the high risk of using the flail mower in thick dry weeds on the Westside property.
- The County Roads Department completed a second phase of paving Tuolumne. Again, we were given little notice but were lucky enough to have enough manhole grade rings on hand. District operators install the grade rings and the roads crew pave around them. One manhole grade ring from the first phase of paving on Cedar Street does not conform to the County's specifications with the grade ring roughly a half inch above finish grade. The roads crew said they will correct it during the next paving phase, but they never did. It is likely snow removal equipment will hit the grade ring and cause damage. See photo on next page.

TCSD CPO Monthly Operation/Maintenance Report

August 2026



The next paving phase is expected to include a lot of Madrone Street stretching far out into Apple Colony Rd. The District has exhausted its inventory of $\frac{3}{4}$ inch and 1-inch grade rings and a restock order has been placed. There is a bit of a lead time, and we are hoping the County does not proceed with the third phase of paving before the grade rings arrive.

- It was requested during the Regular July Meeting that I set up a site meet with Director John Feriani and the excavator who installed the property line cleanouts in the new Cherry Valley subdivision. That meeting took place on August 14th. After the excavator explained that all portions of the newly installed property line cleanouts were included in a Building Department plumbing inspection test, the District agreed to accept those inspections if the reports could be provided to the District. The excavator said he will work with the project superintendent on getting the District access to those reports
- As of this writing, operators were raising two end of segment cleanouts on Oak St. It is common for people to add gravel and wood chip over District cleanouts and manholes in the road shoulder, making it difficult to locate during emergency responses and general maintenance. There is another cleanout on Apple Colony Rd that has been paved over at least twice. We plan to raise that as well before the County paves there next year, according to the District-3 Roads Department.

Lift Station(s)

Daily Apple Colony lift station inspections performed as required by SDRMA

- Apple Colony: Nothing to report

TCSD CPO Monthly Operation/Maintenance Report

August 2026

- Casino: The Casino flowmeter continues to have erratic low reads. The last text message to the contact at the Casino received no response back. That was regarding a negative Casino flow total on August 17.

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 20 feet as of August 24
- Reservoir pH exceeded the 9.0 limitation on July 28 and continues to do so. As with all previous exceedances, monitoring has been increased from weekly to daily with exceptions to weekends and holidays. The Waterboards are given updates in Monthly Self-monitoring Reports.
- John Baker's horses have pushed over a solar panel post to the first automated access gate. Minor damage to the electrical conduit occurred. Operators were able to temporarily move the post, dig a bigger footing, and concrete the post back in place. Since then, John Baker has relocated his horses to another field away from District gates, although he did not say it was because of the damage caused by the horses.
- In preparation for a Super El Nino winter, and more scrutiny annual dam inspection, the bottom of the reservoir spillway was mucked out on August 19. This section is a trap for sediment and other material that comes down the spillway from the runoff ditch. It builds up over time and dam inspectors like to see it cleaned. The last time this took place was in 2019. I believe it was never cleaned before that time.