

TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT

**AGENDA FOR
BOARD OF DIRECTORS MEETING
9:00 A.M. July 7, 2023**

**3121 WEST MARCH LANE, SUITE 100
STOCKTON, CA 95219**

AGENDA

1. Call to Order/Roll Call.
2. **Public Comment**. The public may comment on any matter within the District’s jurisdiction that is not on the agenda.
3. **Minutes**. Approval of Minutes of June 7, 2023, meeting of the Board.
4. **District Bills**. Motion to Approve of Bills.
5. **Stockton Fire Department Report / Requests / Comments**. Discussion and Possible Action on the following items:
 - a. Chief’s Report.
6. **Unfinished Business**. Discussion and Possible Action on the following items:
 - a. Proposals to Create District Website.
 - b. Definition of Fire Hydrant and City of Stockton responsibility for maintenance/repair of leaking fire hydrant at 3686 W. Country Club Blvd.
7. **New Business**. Discussion and Possible Action on the following items:
 - a. Appointment of a new Board Member to fill current vacancy.
 - b. Approve Resolution 2023-09 – Establishing Policy for Compensation for Meeting Attendance and Reimbursement of Director Expenses.
 - c. Approve Resolution 2023-10 – Certifying Special Tax to be Collected for Fiscal Year 2023-2024 and Establishing a Procedure for Collection
8. **Correspondence**. Discussion and direction.
 - a. FY 2023-2024 City of Stockton Contract Billing Rate
9. **Director Reports**. Discussion and Possible Action.
10. **Future Agenda Items**. Items for future meetings.
11. **District Calendar**.
12. **Adjournment**.

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Dianna Ruiz at 209-948-8200 during regular business hours, at least forty-eight hours prior to the time of the meeting.

Materials related to an item on this Agenda submitted to the Trustees after distribution of the agenda packet are available for public inspection in the office of the District Secretary at Neumiller & Beardslee, 3121 West March Lane, Suite 100, Stockton, California during normal business hours.

AGENDA PACKET
TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT
July 7, 2023

<u>ITEM</u>	<u>COMMENTARY</u>
1.	Self-explanatory.
2.	Self-explanatory.
3.	Please see attached.
4.	Please see attached.
5.	Self-explanatory.
6.	Please see attached.
7.	Please see attached.
8.	Please see attached.
9.	Self-explanatory.
10.	Self-explanatory.
11.	Please see attached.
12.	Self-explanatory.

ITEM 3

TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

9:00 A.M. JUNE 7, 2023

**3121 WEST MARCH LANE, SUITE 100
STOCKTON, CA 95219**

MEETING MINUTES

1. Call to Order/Roll Call.
 - a. The meeting was called to order at 9:02 a.m.
 - b. Those present were: President Rick Matuska, Director Ray Madrid, Director Robert Clark, Kevin Galindo, Deputy Fire Chief Paul Salvestrin, Tooba Naveed, and Tom Terpstra.
2. **Public Comment.**
 - a. No public comments were received.
3. **Minutes.** Approval of Minutes of May 3, 2023 meeting of the Board.
 - a. Director Madrid moved, seconded by Director Clark, to approve the minutes as presented. The motion was approved unanimously.
4. **Financial Report.** Presentation of Financial Status Report.
 - a. Tom Terpstra provided a written report and sought direction from the board regarding the figures to report and the formatting they preferred.
 - b. The directors expressed approval about the format and agreed that they could adjust to the new format as it was presented.
 - c. The Board directed that they would like quarterly reports. Next report in August.
5. **District Bills.**
 - a. Tom Terpstra presented the bills. Discussion ensued regarding the biannual fire hydrant maintenance bill and what the District was ultimately getting for the expenses incurred.
 - b. Director Madrid moved, seconded by Director Clark to approve the bills as presented. The motion was approved unanimously.
6. **Stockton Fire Department Report / Requests / Comments.** Discussion and possible action on the following items:
 - a. Chief's Report.
 - i. Deputy Chief Salvestrin presented a written report. He discussed winter storm events, fire department recruiting, windmill water project, firework sales, and other items. Please see attached.
 - ii. President Matuska asked about what fireworks enforcement entailed. Deputy Chief Salvestrin stated that it involved representatives from the City Fire Department and the City Police Department. Citations issued are administrative and attached as liens upon the homes, not criminal matters. President Matuska stated that based upon conversations with sheriffs, the amount of calls received dictates that they can only respond to specific and precise calls.

iii. President Matuska asked about reporting weed abatement issues to the Fire Department for remediation and enforcement. The directors provided their reports to Deputy Chief Salvestrin.

iv. Discussion ensued regarding trees in the canal.

7. **Unfinished Business.** Discussion and possible action on the following items:

- a. Definition of Fire Hydrant and City of Stockton responsibility for maintenance/repair of leaking fire hydrant at 3686 W. Country Club Blvd.
 - i. President Matuska went out with Haley Contracting to the site after last meeting. The underground valve was turned on, at which time they discovered that the leak was occurring a few feet from the valve.
 - ii. President Matuska drafted a letter notifying residents about the scheduled repairs and urging them to use caution when in the area.
 - iii. President Matuska expressed that the contract is currently with the City of Stockton, not the fire department. Tom Terpstra stated that this is correct, and that the City would likely be the more appropriate party to whom correspondence regarding this issue should be directed.

8. **New Business.** Discussion and possible action on the following items:

- a. Director Clark moved, seconded by Director Madrid to approve Resolution 2023-08 – Setting Appropriations Limit. The motion was approved unanimously.
- b. Grand Jury Email – Website
 - i. Director Madrid received a call and text from the Civil Grand Jury asking about the board, when the meeting was occurring, etc. Director Madrid called back and asked for request in writing. The Grand Jury also asked about why there was no website for the district.
 1. President Matuska stated that he received a call from Streamline, a website service provider. President Matuska told Streamline the District is still considering using their services. 3 Fire District presidents recently met with a Streamline representative. Streamline offered to set up website for free within 2-3 weeks, and then at a cost of \$249 per month thereafter.
- c. Board Member Stipends
 - i. The directors concluded that no written policy currently exists regarding attendance at other agencies' meetings. Director Clark said there was a policy (unwritten or written), that allowed for Board directors to attend any other government meetings.
 1. The Board directed Tom Terpstra to draft a resolution for attendance of outside meetings, joint meetings, etc. for a future meeting.
 2. Stipends have historically been paid quarterly. No stipends paid for 1st and 2nd quarter have been paid yet. The Board directed Tom Terpstra to include stipends on the bill for next month's meeting.
 - a. After discussion, the Board agreed that Directors were paid \$100/meeting, and a \$75 flat rate for mileage for touring the district each month.

3. Director Madrid offered to call Ginger to get additional clarification and direction.
4. Tom Terpstra was directed to bring a resolution establishing a stipend schedule.
- d. Approve Preliminary Budget for 2023
 - i. Director Madrid moved, seconded by Director Clark, to approve the preliminary budget as presented. The motion was approved unanimously.
9. **Correspondence.** Discussion and direction.
 - a. A letter from the Auditor/Controller establishing the appropriations limit for the FY 2023-2024 budget was received.
10. **LAFCo Meeting Reports.** Discussion and possible action.
 - a. Director Madrid provided an oral report. There were no actions to report involving the District.
11. **Director Reports.** Discussion and possible action.
 - a. President Matuska presented a written report. Please see attached.
 - b. Director Madrid presented a written report. He also reported on new gas lines being installed by PG&E. Please see attached.
 - c. Director Clark presented an oral report. Hydrants appear to be in satisfactory condition, asked a question about blue hydrant indicators going missing and who is replacing them. President Matuska stated that the Fire Department was only doing this on their annual inspections. President Matuska expressed frustration that the Stockton Municipal Utility District was not doing this as part of their maintenance plan. Director Clark continued to report about trash being dumped near I-5.
 - d. President Matuska mentioned that Steve Butler, Assistant Fire Marshall with SJ County, is working on new MOUs with the Districts. Steve asked when the District was established. President Matuska and Director Clark thought it was in the 1940's. Last MOU was done in 2010.
 - e. President Matuska also reported on matters involving the Historical Society. Phil at the Society still wants to go through the boxes of old records. The Society doesn't want to take everything, but just documents that the District needs to keep. More developments on this matter to come in the future.
 - f. Director Clark tendered a verbal resignation of position as Director effective at end of this meeting.
 - i. Tom Terpstra advised that Kevin Galindo may have incompatible office issue because of his current position on the Country Club Sanitary District Board. More investigation is necessary to confirm whether the incompatibility would prevent him from being appointed to Director Clark's vacant seat.
 - ii. The Board cancelled its meeting on 7/5 and scheduled a special meeting for 7/7 at 9:00 AM.
12. **Future Agenda Items.** Items for future meetings.
 - a. District Website
 - b. Director Stipends.

- c. Budget.
- d. Appoint Successor Board Member.

13. **District Calendar.**

- a. President Matuska mentioned that he enjoys having a District calendar and would like to have one included in every agenda packet hereafter.

14. **Adjournment.** 10:34

**Attachment to Agenda Item #4
of June 7, 2023 Minutes**

Tuxedo Financial Summary
Profit & Loss
June 2023

Current Month Year to Date Balance as of April 30, 2023

INCOME

Valley Strong Business Share Savings	\$	6.23		\$	75,691.14	
Valley Strong 9 Month CD				\$	150,552.09	
Bank of Stockton 17-month CD				\$	239,700.56	
Interest Income - Fund 49601	\$	23,823.00	\$	50,569.00	\$	3,636,911.80
Interest Income - Fund 49611	\$	195.00	\$	439.00	\$	26,717.67
Interest Income - Fund 49681	\$	1,643.00	\$	3,695.00	\$	224,339.82
Interest Income - Fund 49691	\$	14,250.00	\$	32,060.00	\$	1,942,197.19

Property Taxes

Secured	\$	766,396.27	\$	1,618,314.68	1,618,314.68
Secured SB 813	\$	31,381.98	\$	55,564.40	55,564.40
Unsecured	\$	800.41	\$	84,018.70	84,018.70
Unsecured SB 813	\$	701.25	\$	1,805.08	1,805.08
SB 813 - Prior	\$	-	\$	35.02	35.02
Unsecured - Prior	\$	-	\$	656.97	656.97

Total Income	\$	839,197.14	\$	1,847,157.85
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Current Month Year to Date

EXPENSES

AUDITORS PROLL AND A/P CHARGES	\$	-	\$	471.00
AUDITORS DRCT ASSMT SERV CHRG	\$	-	\$	1,267.28
ATTORNEY	\$	415.70	\$	2,073.70
AUDITOR	\$	-	\$	6,000.00
TAX ADMINISTRATION CHARGES	\$	14,796.00	\$	29,592.00
BUSINESS SVS	\$	-	\$	30,371.60
CITY OF STOCKTON CONTRACT	\$	111,192.16	\$	1,118,806.76
DIRECTORS FEES	\$	-	\$	3,575.00
INSURANCE-GENERAL LIABILITY	\$	-	\$	4,151.92
MISCELLANEOUS EXP	\$	-	\$	1,826.00

Total Expenses	\$	126,403.86	\$	1,198,135.26
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Tuxedo Country-Club Rural County Fire Protection District
Balance Sheet
As of April 30, 2023

Assets

CURRENT ASSETS

Checking/Savings

49601 General Fund		\$	3,636,911.80
Interest Earned:	\$ 23,823.00		
49611 Contingency Fund		\$	26,717.67
Interest Earned:	\$ 195.00		
49681 Special Reserve Fund		\$	224,339.82
Interest Earned:	\$ 1,643.00		
49691 Capital Reserve Fund		\$	1,942,197.19
Interest Earned:	\$ 14,250.00		
Valley Strong Business Share Savings		\$	75,691.14
Interest Earned:	\$ 6.23		
Valley Strong 9 Month CD		\$	150,552.09
Bank of Stockton 17-month CD		\$	239,700.56
Total Checking/Savings		\$	6,296,110.27

Other Current Assets

Interest Receivable	\$	39,917.23
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Total Current Assets	\$	6,336,027.50
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TOTAL ASSETS

\$ 6,336,027.50

LIABILITIES

LIABILITIES

Current Liabilities

Accounts Payable	\$	126,403.86
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Total Current Liabilities	\$	126,403.86
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TOTAL LIABILITIES

\$ 126,403.86

TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT
3121 W. MARCH LANE, SUITE 100
STOCKTON, CA 95201
P.O. BOX 20, STOCKTON, CA 95201
(209) 948-8200

WEDNESDAY, JUNE 7, 2023

WARRANTS APPROVED BY THE BOARD OF DIRECTORS

PAYEE	AMOUNT	CODE	VENDOR #
City of Stockton Revenue Services Division P.O. Box 2107 Stockton, CA 95201	\$111,192.16	6221056500	02410037
City of Stockton Revenue Services Division P.O. Box 2107 Stockton, CA 95201	\$2,983.32	6221056500	02410037
Neumiller & Beardslee P.O. Box 20 Stockton, CA 95201	\$4,940.00	6221005100	0000003873
Ray Madrid 3050 Christina Avenue Stockton, CA 95204	\$0.00	6226010900 6238000000	0000104641
Rick Matuska 3487 W. Michigan Avenue Stockton, CA 95204	\$0.00	6226010900 6238000000	0000056244
Robert Clark 1751 Middlefield Avenue Stockton, CA 95204	\$0.00	6226010900	
U.S. Postal Service Stamp Fulfillment Services P. O. Box 7247 Philadelphia, PA 19101-7103	\$0.00	6238000000	0000007342

TOTAL (GENERAL FUND - 49601): \$119,115.48

Rick Matuska, President

Ray Madrid, Vice President

Robert Clark, Director

**Attachment to Agenda Item
#6.a.i of June 7, 2023 Minutes**

Stockton Fire Department- Fire Districts Board Update:
June 2023

2022/2023 Winter Storm Event

- Continue to monitor the local situation of snowmelt/runoff
 - Collaboration with RDs and County Public Works
 - Operational Area calls on Wednesdays

Fire Department

- Fire Academy 23-1: 12 recruits graduate on June 9
- Fire Academy 23-2: 26 to backgrounds, w/ intent to hire 18. Starting August 1.
- Working on a water project with MUD and Cal Water to address unsheltered persons' access to water.
- Emergency Management training with County OES June 11-16
- Safe and Sane fireworks sales begin June 28.
- Finalizing FD Budget for FY23/24
- Illegal Fireworks enforcement from June 28 thru July 5th
- 2023 Weed Abatement Program- james.klein@stocktonca.gov
- Open House event at Fire Station 12 in collaboration with Eastside
- Final inspection of 6 new fire engines June 25-30

Contract Districts					
Month	Boggs Tract	Tuxedo	Eastside	Lincoln	Month Total
January	17	116	329	202	664
February	15	90	292	117	514
March	10	103	296	125	534
April	15	92	306	115	528

Attachment to Agenda Item
#7.a.ii of June 7, 2023 Minutes



Tuxedo Country Club
Rural County
Fire Protection District

Board of Directors

President: Rick Matuska
Vice President: Ray Madrid
Director: Robert Clark

Clerk: Tom Terpstra Jr.
Neumiller and Beardslee
Attorneys and Counselors
209-948-8200

June 7, 2023

Residents
3672, 3676, 3686, 3700, 3708 W. Country Club Blvd.

Re: Fire Hydrant Repair

On Tuesday, June 13, 2023, beginning at 7:00 a.m., Haley Contracting will begin making repairs to the fire hydrant located at 3686 W. Country Club Blvd. These repairs will take two days to complete. The roadway will remain clear, but trucks and equipment will be parked and/or moving about the area. Please use caution when in the area.

Thank you

Rick Matuska
President, Board of Directors
TCCRCFPD
209-623-9944

RM
C: Tom Terpstra Jr.

Attachment to Agenda Item
#8.a of June 7, 2023 Minutes

**TUXEDO-COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT
RESOLUTION 2023-08**

**RESOLUTION ADOPTING APPROPRIATIONS
LIMIT FOR FISCAL YEAR 2023-2024**

WHEREAS, Article XIII B of the California Constitution and Division 9, commencing with Section 7900, of Title 1 of the Government Code requires Tuxedo-Country Club Rural County Fire Protection District to establish its appropriations limit each year for the following fiscal year; and

WHEREAS, Article XIII B requires the Board of Directors to select either the percentage change in California per capita personal income from the preceding year; or the percentage change in the local assessment roll from the preceding year for Tuxedo-Country Club Rural County Fire Protection District due to the addition of local nonresidential new construction, as a factor to be used in calculating appropriations limits; and

WHEREAS, the Board of Directors of Tuxedo-Country Club Rural County Fire Protection District selects the percentage change in California per capita personal income as the factor to be used; and

WHEREAS, Tuxedo-Country Club Rural County Fire Protection District has calculated that its appropriations limit for fiscal year 2023-2024 is \$9,842,714.00; and

WHEREAS, the documentation supporting such determination is set forth in Exhibit "A", which is attached hereto and incorporated herein by this reference;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Tuxedo-Country Club Rural County Fire Protection District that (1) the Board of Directors selects the percentage change in California per capita personal income from the preceding year as a factor to be used in calculating appropriations limits; and (2) the Board of Directors selects the change of population within the unincorporated area of San Joaquin County as the change of population factor to be used in establishing the appropriation limit; and (3) the appropriations limit for the District for fiscal year 2023-2024 is hereby set at \$9,842,714.00.

PASSED AND ADOPTED by the Board of Directors of Tuxedo-Country Club Rural County Fire Protection District at a continued regular meeting thereof held on June 7, 2023, by the following vote, to wit:

AYES:	Rick Matuska, Ray Madrid, Robert Clark
NOES:	0
ABSENT:	0
ABSTENTION:	0

TUXEDO-COUNTRY CLUB RURAL
COUNTY FIRE PROTECTION DISTRICT,
a political subdivision of the
State of California

By: 
RICK MATUSKA, President

ATTEST:


TOM TERPSTRA; Interim Secretary

EXHIBIT "A"

Calculation of Budget Limit		
Fire District Name:	TUXEDO	
Budget Limit to Be Established For Fiscal Year:	2023-2024	
Budget Limit - Current Year		\$ 9,383,925
Percentage Change in Per Capita Personal Income [CPCPI]	X	104.44%
		9,800,571
Population Change Factor	X	100.43%
Budget Limit For the Coming Year		\$ 9,842,714

CERTIFICATION

I, TOM TERPSTRA, Secretary of Tuxedo-Country Club Rural County Fire Protection District, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Tuxedo-Country Club Rural County Fire Protection District duly passed and adopted at a regular meeting of the Board of Directors thereof held on the 7TH day of June, 2023.

Dated: _____, 2023

SECRETARY, Tuxedo-Country Club Rural County
Fire Protection District

Attachment to Agenda Item
#8.d.i of June 7, 2023 Minutes

TUXEDO-COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT

PRELIMINARY BUDGET – JUNE 7, 2023

CAPITAL FUND

HYDRANTS	10,000.00
HYDRANTS – PUBLIC WORKS – CITY OF STOCKTON	9,000.00

GENERAL FUND

ATTORNEY	1,271.00
AUDITED FINANCIAL STATEMENTS	1,000.00
AUDITORS DIRECT ASSESSMENT	5,000.00
COUNTY TAX ADMIN / S/D ACCOUNTING REPORTS	25,450.00
BUSINESS SERVICES	39,690.00
SPECIAL REPORT – BENEFIT ASSESSMENT	800.00
SPECIAL REPORT – ENTITY	650.00
SPECIAL REPORT – STATE CONTROLLER	500.00
CITY OF STOCKTON CONTRACT	1,143,530.40
ELECTIONS	2,500.00
DIRECTORS FEES	8,000.00
INSURANCE	2,418.17
MISCELLANEOUS	2,000.00

Attachment to Agenda Item
#9.a of June 7, 2023 Minutes



JEFFERY M. WOLTKAMP, CPA
AUDITOR-CONTROLLER
SAN JOAQUIN COUNTY




ASSISTANT AUDITOR-CONTROLLER
Tod Hill

CHIEF DEPUTIES
Randipa Gauba – Accounting
Janice McCutcheon, CPA – Internal Audit
Lori Rolleri – Payroll
Stanley Lawrence – Property Tax

April 25, 2023

MEMORANDUM

TO: Board of Directors - Fire Protection / Water Conservation Districts
FROM: Jeffery M. Woltkamp, Auditor-Controller 
SUBJECT: Proposition 4 - Government Spending Limit Calculation for FY 2023-2024

Attached is the 2023-2024 Proposition 4 Appropriation Limit proposed for your district.

The factors used in computing the Limit are provided by the State Department of Finance.

If you agree with our computation, we recommend that you adopt a resolution to establish your FY 2023-2024 appropriation limit before the end of the current fiscal year, and forward a copy of the resolution to us.

If your district has a higher percentage change in non-residential assessed valuation from fiscal year 2021-2022 to fiscal year 2022-2023 than the percentage change of CPCPI (4.44%), we can adjust the computation upon receiving the supporting documentation. If you have a special population growth study performed by the State Department of Finance for 2023-2024, please forward a copy to us so we may update the Spending Limit computation.

Please call our office at 209-468-3925 should you have any questions regarding the spending limit.

JMW: tl

Enclosures

Calculation of Budget Limit		
Fire District Name:	TUXEDO	
Budget Limit to Be Established For Fiscal Year:	2023-2024	
Budget Limit - Current Year		\$ 9,383,925
Percentage Change in Per Capita Personal Income [CPCPI]	X	104.44%
		9,800,571
Population Change Factor	X	100.43%
Budget Limit For the Coming Year		\$ 9,842,714

**Attachment to Agenda Item
#11.a of June 7, 2023 Minutes**

***Tuxedo Country Club Rural County
Fire Protection District***

**Rick Matuska, Director, President
Environmental Status Report (I-5 West)
June 2023**

Fire Hydrants

All appear to be in good order, except 3686 W. Country Club Blvd. Haley Contracting will begin repairs on June 13, 2023. The hydrant at 2836 Bristol Ave is missing an outlet cap.

Real Estate Activity

Property for rent	0
Property for sale	3
Vacant Property	6

Other comments

Weeds are growing and becoming hazards. See attached list of possible violations.

No other significant issues observed.

Tuxedo Country Club Rural County
Fire Protection District
Rick Matuska, Director, President
Environmental Status Report (I-5 West)
June 2023

Properties in possible need of weed abatement.

3328 Sonoma Ave.

3344 Sonoma Ave.

3124 Moon Ave.

3021 Del Rio Ave.

3887 Ryde Ave.

2668 De Ovan Ave.

2716 De Ovan Ave.

3111 Princeton Ave.

West side of Interstate 5, between the Calaveras River and Country Club Blvd. (CalTrans)

**Attachment to Agenda Item
#11.b of June 7, 2023 Minutes**



Tuxedo Country Club
Rural County
Fire Protection District

SOUTH DISTRICT

WEED ABATEMENT:

13 Home that need attention

2004 S. Tuxedo Av

(Corner of Canal Dr. & Marine)

1905 Sonoma Ave

2016 Sonoma Ave

2081 Mendocino Ave

2061 Mendocino Ave

2038 Mendocino Ave

1990 Middlefield Ave

2117 Mariner Ave

2108 Country Club Blvd

2312 Franklin Ave

2368 Clipper Lane

2120 Oxford Ave

REAL ESTATE ACTIVITY

2120 Mariner Ave

ADDITIONAL ACTIVITY

Survey marks on pavement

(New Gas Lines)

2124 Alpine (Franks Quality Air)

REMOLDELS IN PROCESS

NONE

SUBMITTED JUNE 5, 2023

By Ray Madrid

ITEM 4

TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT
3121 W. MARCH LANE, SUITE 100
STOCKTON, CA 95201
P.O. BOX 20, STOCKTON, CA 95201
(209) 948-8200

FRIDAY, JULY 7, 2023

WARRANTS APPROVED BY THE BOARD OF DIRECTORS

PAYEE	AMOUNT	CODE	VENDOR #
City of Stockton Revenue Services Division P.O. Box 2107 Stockton, CA 95201	\$0.00	6221056500	02410037
Neumiller & Beardslee P.O. Box 20 Stockton, CA 95201	\$2,845.00	6221005100	0000003873
Ray Madrid 3050 Christina Avenue Stockton, CA 95204	\$700.00	6226010900 6238000000	0000104641
Rick Matuska 3487 W. Michigan Avenue Stockton, CA 95204	\$700.00	6226010900 6238000000	0000056244
Robert Clark 1751 Middlefield Avenue Stockton, CA 95204	\$600.00	6226010900	
U.S. Postal Service Stamp Fulfillment Services P. O. Box 7247 Philadelphia, PA 19101-7103	\$0.00	6238000000	0000007342
Haley Contracting 4228 Newton Raod Stockton, CA 95205	\$5,572.96		
<u>TOTAL (GENERAL FUND - 49601):</u>	<u>\$10,417.96</u>		

Rick Matuska, President

Ray Madrid, Vice President

Robert Clark, Director

ITEM 6

Tuxedo Website Quotes

	MAYACO	Streamline	SJ County ISD
Initial Setup Cost	\$1,500-\$2,500	Free	\$ 12,553.00
Monthly Maintenance/ Hosting Fee	\$30/month (other domains from \$6-\$18/month) Depends on level of service needed	\$249/month Included - No Charge	\$262.92/month (\$3,155.00 "Annual License Charge")
Tech Support			\$156.91/hour

ITEM 7

TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT

RESOLUTION 2023-09

**RESOLUTION ESTABLISHING POLICY FOR REIMBURSEMENT
OF DIRECTOR EXPENSES AND COMPENSATION FOR MEETING ATTENDANCE**

WHEREAS, Health & Safety Code section 13866 authorizes the Tuxedo Country Club Rural County Fire Protection District (the “District”) to reimburse each member of the District Board of Directors (the “Board”) for expenses necessarily incurred in the performance of his/her duties as a Director; and

WHEREAS, the Board adopted Resolution 2016-05 establishing the rate of compensation for Director attendance at District meetings pursuant to Health & Safety Code section 13857; and

WHEREAS, pursuant to Government Code section 53232.2, the Board desires to adopt a written policy (“Policy”) establishing a rate of compensation for Director attendance at District meetings and outlining the types of occurrences that qualify a member of the Board to reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses; and

WHEREAS, the District desires to use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication; and

WHEREAS, any expenses that do not fall within the District’s Policy shall be subject to approved by the Board before the expense is incurred.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The foregoing recitals are true and correct and this Board so finds and declares.
2. Resolution 2016-05 is hereby revoked in its entirety.
3. The Board hereby adopts the Policy for Reimbursement for Travel and Expenses and Compensation for Meeting Attendance for the Board of Directors attached hereto as “Exhibit A.”

TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT
RESOLUTION 2023-9 HAS BEEN PASSED AND ADOPTED by the Board of Directors of
Tuxedo Country Club Rural County Fire Protection District, at a regular meeting thereof, held on
July 7, 2023, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTION: _____

TUXEDO COUNTRY CLUB RURAL COUNTY
FIRE PROTECTION DISTRICT
A Political Subdivision of the
State of California

By: _____
PRESIDENT

ATTEST:

SECRETARY

CERTIFICATION

I, _____, Secretary of Tuxedo Country Club Rural County
Fire Protection District, do hereby certify that the foregoing is a full, true and correct copy of a
resolution of Tuxedo Country Club Rural County Fire Protection District duly passed and
adopted at a regular meeting of the Board of Directors thereof held on the 7th day of July, 2023.

Dated: _____, 2023

Fire Protection District

SECRETARY, Tuxedo Country Club Rural County

EXHIBIT A

TUXEDO COUNTRY-CLUB RURAL COUNTY FIRE PROTECTION DISTRICT POLICY FOR REIMBURSEMENT FOR TRAVEL AND EXPENSES AND COMPENSATION FOR MEETING ATTENDANCE FOR THE BOARD OF DIRECTORS

The Board of Directors of the Tuxedo Country-Club Rural County Fire Protection District (“District”) believes that it is important that elected and appointed officials remain informed and trained in issues affecting the affairs of the District and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the District and its citizens. The benefits include:

- a. The opportunity to discuss the community’s concerns with state and federal officials;
- b. Participation in regional, state and national organizations whose activities affect the District;
- c. Attending educational seminars improve officials’ skill and information levels; and
- d. Promoting public service and morale by recognizing such service.

In order to promote these endeavors, to protect public resources and foster public trust in the use of those resources, as well as comply with state law requirements regarding reimbursement of expenses, the District hereby sets forth the travel and expense reimbursement policies for the District.

All anticipated conferences, conventions and professional meetings shall be budgeted for in the current operating budget. As the trip is being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible.

A. AUTHORIZED EXPENSES

District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:

1. Communicating with representatives of regional, state and national government on District adopted policy positions;
2. Attending educational seminars designed to improve officials’ skill and information levels, including, but not limited to, State required ethics training and sexual harassment prevention training and education;

EXHIBIT A

3. Participating in local, regional, state and national organizations whose activities affect the District's interests;
4. Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
5. Attending District events;
6. Implementing a District-approved strategy for attracting or retaining businesses to the District, which will typically involve at least one staff member; and
7. Meetings such as those listed above for which a meeting stipend is expressly authorized under this Policy.

All other expenditures require prior approval by the District.

B. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

Examples of personal expenses that the District will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses, when accompanying official on agency-related business¹, as well as children or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Alcohol/personal bar expenses;
6. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
7. Personal losses incurred while on District business.

C. COMPENSATION FOR ATTENDANCE AT MEETINGS

The District shall compensate Directors for attendance at a meeting of the Board of Directors at the rate of \$100.00 per meeting.

EXHIBIT A

A meeting, for the purpose of this Section C, means the following:

1. Attendance at regular or special meetings of the Board of Directors of the District.
2. Meetings as set forth in Section A.1, A.2, A.3 and A.5 above.
3. Attendance at a regularly-scheduled meeting of the San Joaquin Local Agency Formation Commission (“LAFCo”).

In no event shall the compensation per month exceed that for 10 meetings.

D. TRANSPORTATION

When attending conferences or meetings that are of such distance that it is more economical to take commercial transportation, if an official proposes to drive his/her car in those cases, commercial air fare will be paid and not automobile mileage. Government and group rates must be used when available.

1. **Airfare.** Airfares that are reasonable and economical shall be eligible for purposes of reimbursement.

2. **Automobile.** Automobile mileage is reimbursed at Internal Revenue Service (“IRS”) rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

3. **Car Rental.** Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement.

4. **Taxis/Shuttles.** Taxis or shuttle fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

E. LODGING

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. Travelers must request government rates, when available. If the group rate is not available,

EXHIBIT A

reimbursement at the IRS rate in effect at the time of travel shall apply (IRS Publication 463).

F. MEALS

A local expense reimbursement policy identifying a “per diem” of reasonable rates for meals is not adopted. Receipts for expenses for meals shall be required. Actual expenses shall be reimbursed subject to the maximum per diem for the meal as set by the IRS rate in effect at the time of travel. (See Cal. Gov’t Code § 53232.2(c) and Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem.) The District will not pay for alcohol/personal bar expenses.

G. MISCELLANEOUS

Officials will be reimbursed for actual telephone, fax, and parking expenses incurred on District business. Telephone bills should identify which calls were made on District business.

H. CASH ADVANCE POLICY

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the District’s behalf. Such request for an advance should be submitted to the District ten (10) working days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of District;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).

Any unused advance must be returned to the District within five (5) working days of the official’s return, along with an expense report and receipts documenting how the advance was used. In the event the District is uncertain as to whether a request complies with this Policy, such individual must seek resolution from the Board of Directors.

J. EXPENSE REPORT CONTENT AND SUBMISSION DEADLINES

All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the District. This form shall include the following advisory:

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“All expenses reported on this form must comply with the District’s policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the District’s policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.”

Expense reports must document that the expense in question met the requirements of this Policy. Officials must submit their expense reports within thirty (30) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

In the event the official does not attend the trip and non-refundable expenses have been incurred for registration, lodging and/or travel, the non-attending official shall submit a written explanation of the reasons for non-attendance to the District. The District shall determine if the public funds advanced must be reimbursed to the District. Any decision of the District maybe appealed to the Board of Directors.

All expenses are subject to verification that they comply with this Policy.

K. REPORTS TO BOARD

At the next regular Board of Directors meeting, each official shall briefly report on meetings attended at District expense. If multiple officials attended, a joint report may be made.

L. COMPLIANCE WITH LAWS; VIOLATION

District officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the District, 3) the agency’s reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000.00 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT

RESOLUTION 2023-10

RESOLUTION CERTIFYING SPECIAL TAX TO BE COLLECTED FOR FISCAL YEAR 2023-2024 AND ESTABLISHING A PROCEDURE FOR COLLECTION

WHEREAS, the Tuxedo Country-Club Rural County Fire Protection District provides a benefit and service to the land located within the District by providing fire suppression and prevention services; and

WHEREAS, the District is empowered by section 53978 of the California Government Code to fix and collect special taxes for the provision of fire protection and prevention services to supplement the revenues received from the County of San Joaquin, and to provide for the collection of such taxes by the San Joaquin County Auditor, and to provide for penalties and procedures in the event of delinquency of payment of such taxes; and

WHEREAS, the Secretary of this Board certifies this Special Tax, passed by a 1,795 yes to 264 no vote of the registered voters of the District during the special election held June 7, 1983 and codified in Ordinance 83-1; and

WHEREAS, this Resolution is in compliance with the California Government Code and California Health and Safety Code; and

WHEREAS, the Board of Directors of the Tuxedo Country-Club Rural County Fire Protection District resolves to set the rate for the special tax for fire suppression and prevention under Ordinance 83-1 for the fiscal year 2023-2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tuxedo Country-Club Rural County Fire Protection District that:

1. The foregoing recitals are true and correct and this Board so finds and declares.
2. The Board finds and determines that the rate of \$0.015 per square foot shall be the special tax rate in effect for the 2023-2024 fiscal year.
3. The San Joaquin County Auditor is requested to collect such taxes, as set forth herein.
4. Such taxes shall appear as a separate item on the San Joaquin County Property Tax Bill for fiscal year 2023-2024 and shall be collected at the same time and in the same manner as the San Joaquin County Ad Valorem Property Taxes, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as are provided by law for such County taxes.
5. The revenue so collected which is necessary for the provisions of said benefits and services, is supplemental to the revenues received by the District from the County of San

Joaquin in accordance with the statutes enacted under Article XIII A of the California Constitution and is not in lieu thereof.

6. The President and Secretary of the District are hereby authorized and directed to execute such documents as are necessary to carry out this Resolution including, but not limited to, executing the San Joaquin County Special Assessment Charge Agreement.

7. The Secretary for the District is hereby authorized and directed to assist the Auditor of San Joaquin County in preparing the rolls to comply with this Resolution, and to bill separately those parcels assessed which do not appear on the rolls.

8. The Secretary of the District is hereby authorized and directed to certify a copy of this Resolution to the Auditor of San Joaquin County.

PASSED AND ADOPTED by the Board of Directors of Tuxedo Country Club Rural County Fire Protection District, at a meeting thereof, held on July 7, 2023, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTION: _____

TUXEDO COUNTRY CLUB RURAL COUNTY
FIRE PROTECTION DISTRICT
A Political Subdivision of the
State of California

By: _____
RICK MATUSKA, PRESIDENT

ATTEST:

TOM TERPSTRA, SECRETARY

CERTIFICATION

I, TOM TERPSTRA, Secretary of Tuxedo Country Club Rural County Fire Protection District, do hereby certify that the foregoing is a full, true and correct copy of a resolution of Tuxedo Country Club Rural County Fire Protection District duly passed and adopted at a regular meeting of the Board of Directors thereof held on the 7th day of July, 2023.

Dated: _____, 2023

TOM TERPSTRA, SECRETARY,
Tuxedo Country Club Rural County Fire
Protection District

SAN JOAQUIN COUNTY SPECIAL ASSESSMENT CHARGE AGREEMENT WITH
TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT

DATE: July 7, 2023

PARTIES:	COUNTY:	COUNTY OF SAN JOAQUIN Auditor-Controller 44 North San Joaquin Street Suite 550 Stockton, CA 95202
	DISTRICT: Name: Address:	Tuxedo Country Club Rural Fire Protection District Attn: District Secretary P.O. Box 20 Stockton, CA 95201

AGREEMENT:

The County and the above-mentioned District agree as follows:

Pursuant to Government Code Section 29304, the District agrees to pay the County one percent (1%) of the assessment amount levied or three dollars (\$3.00) per each assessment on a parcel, whichever is less, for the collection of special assessments or special assessment taxes.

IN WITNESS WHEREOF the parties have executed this agreement the year and date first written above.

County Of San Joaquin

Tuxedo Country Club Fire Protection District

By _____
Jeffery M. Woltkamp, CPA
Assistant Auditor-Controller

By _____
Rick Matuska
President

“COUNTY”

“DISTRICT”

ITEM 8

Archived: Friday, June 30, 2023 5:08:28 PM

From: [Dessa Chang](#)

Sent: Tuesday, June 20, 2023 5:19:16 PM

Subject: FY2023-24 Fee Update - SJ County Rural Fire Protection District Contracts with City of Stockton - Billing Rates

Importance: Normal

Sensitivity: None

Good afternoon,

Billing rates associated to the SJ County Rural Fire Protection District Contracts with City of Stockton should change beginning July 1st. However, the SJ County data (2023 Assessed Valuation Reports) that are needed to calculate the FY2023-24 Fire Protection District billing rates will not be available until around late July or early August 2023.

Just like what was done in past years, I would like to request your agency to please **hold off on processing a check payment to City of Stockton for July 2023 and August 2023** services until the updated FY2023-24 billing rates have been determined.

Updated FY2023-24 billing rates will be communicated to you as soon as the 2023 Assessor's Reports are available and invoices for July 2023 and possibly August 2023 will be issued soon after.

Pls. give me a call if you have any questions.

Thank you.

Dessa

Dessa Chang

Program Manager, Fiscal Affairs

Stockton Fire Department

425 N. El Dorado Street

Stockton, CA 95202-1997

Phone (209) 937-5057

www.stocktongov.com

From: Marisela Tienda <Marisela.Tienda@stocktonca.gov>

Sent: Thursday, June 8, 2023 2:48 PM

To: Isabel Agtarap <Isabel.Agtarap@stocktonca.gov>; Almarosa Vargas <Almarosa.Vargas@stocktonca.gov>; Sandi Norman <Sandi.Norman@stocktonca.gov>; Anastasia Guzman <Anastasia.Guzman@stocktonca.gov>; Elizabeth Traina <Elizabeth.Traina@stocktonca.gov>; Dagmara Saini <Dagmara.Saini@stocktonca.gov>; Kaitlin Maldonado-Ciucci <Kaitlin.Maldonado@stocktonca.gov>; Wendy Baczenas <Wendy.Baczenas@stocktonca.gov>; Rose Miramontes <Rose.Miramontes@stocktonca.gov>; Tracey Jaochico <Tracey.Jaochico@stocktonca.gov>; Jasmine Davis <Jasmine.Davis@stocktonca.gov>; Karrie Mano <Karrie.Mano@stocktonca.gov>; Kara Menghini <Kara.Menghini@stocktonca.gov>; Sareth Mendez <Sareth.Mendez@stocktonca.gov>; Alisha Singh <Alisha.Singh@stocktonca.gov>; Dessa Chang <Dessa.Chang@stocktonca.gov>; Jacqueline Horton <Jacqueline.Horton@stocktonca.gov>

Cc: Valentina Jarquin <Valentina.Jarquin@stocktonca.gov>; Karen Bush <Karen.Bush@stocktonca.gov>; April Smith <April.Smith@stocktonca.gov>; Sharon Dhillon-Ghio <Sharon.Dhillon-Ghio@stocktonca.gov>; Jobyna Hollifield <Jobyna.Hollifield@stocktonca.gov>; Dawn Kilpatrick <Dawn.Kilpatrick@stocktonca.gov>; Martin Johnson <Martin.Johnson@stocktonca.gov>

Subject: End of Year billing, Adjustments and new Fee updates

Good afternoon,

The end of the current fiscal year is coming to a close. To ensure a smooth transition into the new (2023/2024) fiscal year please provide the documents by the dates listed below:

1. Billing memos, refunds and adjustment requests in by June 26, 2023.
2. Submit updated fees for FY2023/2024 by June 27, 2023

Should you need any further information, please feel free to contact me.

Thank you,

Marisela Tienda, Revenue Supervisor
Administrative Services Department
City of Stockton
Marisela.Tienda@stocktonca.gov
www.stocktonca.gov
(209) 937-5450

ITEM 11

**TUXEDO-COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT:
MASTER CALENDAR**

JANUARY

FEBRUARY

- Send out Form 700s, remind Trustees of April 1 filing date
- Update Document Retention Policy

MARCH

APRIL

- April 1: Form 700s due

MAY

JUNE

- Post Notice for Budget Hearing (H&S § 13893)
- Adopt Preliminary Budget (H&S § 13890)
- In election years, advise Directors to contact Registrar
- In election years, deliver notice to Registrar (H&S § 10509)

JULY

- Approve Audit Contract for expiring fiscal year.
- Approve Special Assessment for current fiscal year.

AUGUST

SEPTEMBER

- Adopt Final Budget (H&S § 13890)

OCTOBER

NOVEMBER

- Election.

DECEMBER

- New Director(s) take office, outgoing Director(s) term(s) end on first Friday of each odd-numbered year.

Term of Current Board Members:

Name	Term Commenced	Term Ends
Rick Matuska	2020	2024
Ray Madrid	2020	2024
(VACANT)	2022	2026

Fire Service Provided by City of Stockton in accordance with Contract

- **First Wednesday of month, at 9:00 A.M.
at the offices of:
Neumiller & Beardslee
3121 West March Lane, Suite 100
Stockton, CA 95219**