

TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT

**AGENDA FOR
BOARD OF DIRECTORS MEETING
9:00 A.M. August 2, 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 July 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. Fallen Firefighters Memorial
8. **Correspondence**. Discussion and direction.
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
August 2, 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.	Self-explanatory.
7.	Self-explanatory.
8.	Self-explanatory.
9.	Self-explanatory.
10.	Self-explanatory.
11.	Please see attached.
12.	Self-explanatory.

ITEM 3

TUXEDO COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

9:00 A.M. July 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 9:01 A.M.
 - b. Those present were: President Matuska, Director Madrid, Kevin Galindo, Tanner Smith, Brandon Doolan, Steve Islas, Daniel White, and Tom Terpstra.
2. **Public Comment.**
 - a. No public comments were received.
3. **New Business.**
 - a. Appointment of a new Board Member to fill current vacancy.
 - i. The Board discussed the possibility of appointing Kevin Galindo to the vacant position. Mr. Terpstra stated that the District has informed the County elections official of the vacancy pursuant to California law. President Matuska inquired about the possible incompatibility of Mr. Galindo's office with Country Club Sanitary District with a position on this Board. Mr. Terpstra explained that this was a grey area that could carry some risk, but the only way the Board could know for sure was by contacting the FPPC, which would likely take at least 60-90 days to hear back from. Further discussion ensued among the Board members.
 - ii. Director Madrid moved, seconded by President Matuska, to appoint Kevin Galindo to the vacant Director position. The motion carried unanimously.
4. **Minutes.**
 - a. Director Madrid moved, seconded by President Matuska, to approve the minutes as drafted. The motion carried unanimously.
5. **Unfinished Business.**
 - a. Proposals to Create District Website.
 - i. Tanner Smith, a representative of Streamline, presented a proposal for creating a website for the District and maintaining it thereafter. President Matuska asked about who owns the domain name once Streamline created it for the District. Mr. Smith stated that Streamline would transfer the domain name to the District should they ever sever ties with Streamline. President Matuska also asked about how long it would take for Streamline to create the website. Mr. Smith stated that Streamline could create a website for the District within two to four weeks.
 - ii. Mr. Terpstra asked about how the website would be operated. Mr. Smith stated that the website would be created by Streamline, who would then teach District staff how to operate it going forward. Mr. Smith further stated that Streamline would offer trainings and technical support free of charge as long as the District remained Streamline's customer.
 - iii. Mr. Terpstra also reported on a quote he received via email from Mayaco, a local web design and marketing company. President Matuska asked about how much the operating

fees would be under Mayaco's proposal. Mr. Terpstra stated that Mayaco quoted \$30 per month to host the website. To his knowledge, this was the only monthly fee that would apply to Mayaco's proposal, but he was not certain on this.

- iv. Director Madrid asked about the cost of technical support from Mayaco. Mr. Terpstra stated that he did not receive a definitive answer on this point, though he did ask directly.
- v. The Board directed Mr. Terpstra to invite Mayaco to its next meeting so that a representative could more directly answer some of the Board's outstanding questions regarding Mayaco's quote.
- vi. President Matuska presented a quote from San Joaquin County Information Services Division, which also provides hosting services. The Board agreed that the SJ County ISD's proposal was not cost effective for the District's needs.
- vii. The Board decided to table the matter until a future meeting so that more information could be gathered regarding Mayaco's proposal.

6. District Bills.

- a. Mr. Terpstra reported that the City of Stockton has not yet set the rate for its 2023-2024 fire services contract and requested the District not submit payment for the City's fire services until August or September once the City has finalized the rate.
- b. Discussion ensued regarding the Haley Contracting bill pertaining to the leaking fire hydrant at 3686 W. Country Club Blvd.
- c. President Matuska asked about what portion of Neumiller & Beardslee's bill encompassed secretarial services versus legal services. Mr. Terpstra stated that he could not say with certainty without looking through the invoice in detail. The Board directed Mr. Terpstra to present a monthly written report of Neumiller's invoices that identified secretarial charges versus legal services charges.
- d. President Matuska asked about the payments to the Directors noted on the bills. Mr. Terpstra reported that he based his calculations upon a resolution passed in 2016 that identified matters that were compensable to Board members. Additional discussion ensued regarding the old policy as it pertained to reimbursement for LAFCo meeting attendance and travel through the District for monthly reports.
- e. Director Madrid moved, seconded by Director Galindo, to approve the bills as presented. The motion was approved unanimously.

7. Stockton Fire Department Report / Requests / Comments.

- a. Chief's Report.
 - i. Brandon Doolan presented the City Fire Department report. See attached.
 - ii. Mr. Doolan also presented a pamphlet about a fundraiser for a memorial for fallen firefighters as an informational item.

8. Unfinished Business.

- a. Definition of Fire Hydrant and City of Stockton responsibility for maintenance/repair of leaking fire hydrant at 3686 W. Country Club Blvd.
 - i. The Board discussed what its next course of action would be now that the repair had been made.
 - ii. Director Madrid moved, seconded by Director Galindo, to have Mr. Terpstra draft a letter reiterating the District's position regarding the definition of a fire hydrant and send the

letter to the City, pending approval by the Board via email. The motion carried unanimously.

9. **New Business.**

- a. Director Madrid moved, seconded by Director Galindo, to approve Resolution 2023-09 – Establishing Policy for Compensation for Meeting Attendance and Reimbursement of Director Expenses. The motion carried unanimously.
- b. Director Madrid moved, seconded by Director Galindo, to approve Resolution 2023-10 – Certifying Special Tax to be Collected for Fiscal Year 2023-2024 and Establishing a Procedure for Collection. The motion carried unanimously.

10. **Correspondence.**

- a. Mr. Terpstra presented email correspondence from the City of Stockton regarding the fiscal year 2023-2024 City of Stockton Contract Billing Rate.

11. **Director Reports.**

- a. President Matuska presented a written report. Please see attached.
- b. Director Madrid presented a written report. Please see attached.

12. **Future Agenda Items.**

- a. President Matuska requested that an agenda item for the Fallen Firefighters Memorial – Brick Purchase be placed on next month’s agenda.

13. **District Calendar.**

14. **Adjournment.** The meeting adjourned at 11:24 a.m.

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

Stockton Fire Department- Fire Districts Board Update:
July 2023

Emergency Management

- San Joaquin County OES has demobilized its EOC for storm events.
- Sent 30 city staff to training June 12-16
- Conducting Tabletop Exercises July- August

Fire Department

- Transition live 9-1-1 callers from CHP and Sheriff's Office to ECD for EMS calls for service.
- Fire Academy 23-1 graduation- 12 new FF assigned.
- Eastside- Fire Station 12 is now staffed with 4 personnel.
- Fire Academy 23-2: Starting August 1. (18 recruits)
- FD Budget adopted for FY23/24
 - 2 Fire Inspectors
 - 2 Firefighters to Relief Pool
 - Enhanced mental health and well-being (facility dog)
 - Paramedic training
 - 60 sets of turnout gear
 - Policy and Procedure Manual update- Lexipol
 - Pump Pod- water conservation
 - Still awaiting new MOUs for non-sworn staff
- Preparing After Action Report for fireworks
 - Preliminary- 82 citations for illegal fireworks (58 in 2022)
 - 155 calls for service on July 4th (162 calls for service in 2022)
- 2023 Weed Abatement Program- james.klein@stocktonca.gov

Contract Districts						
Month	Boggs Tract	County	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	
May	15	103	342	115	575	
June	20	112	311	100	543	

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

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:	<u>Rick Matuska, Ray Madrid, Kevin Galindo</u>
NOES:	<u>0</u>
ABSENT:	<u>0</u>
ABSTENTION:	<u>0</u>

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

**Attachment to Agenda Item
#9.b of July 7, 2023 Minutes**

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:	<u>Rick Matuska, Ray Madrid, Kevin Galindo</u>
NOES:	<u>0</u>
ABSENT:	<u>0</u>
ABSTENTION:	<u>0</u>

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

**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)

July 2023

Fire Hydrants

All appear to be in good order. 3686 W. Country Club Blvd. was repaired by Haley Contracting on June 13, and 14, 2023. The hydrant was flushed and tested by Haley Contracting and placed back in service. The metal placard needs to be removed by Stockton MUD. The hydrant at 2836 Bristol Ave with the missing outlet cap has been repaired.

Real Estate Activity

Property for rent 0

Property for sale 7

Vacant Property 6

Other comments

Weeds are becoming a hazard. Please refer the following addresses as possible violations.

3325 Michigan Ave.

3349 Euclid Ave.

No other significant issues observed.

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



Tuxedo Country Club
Rural County
Fire Protection District

SOUTH DISTRICT

WEED ABATEMENT:

2004 S. Tuxedo Av
(Corner of Canal Dr. & Mariner Ave)
2368 Clipper Ln
2710 Fraser
2319 Oxford
2302 Oxford
2302 Delaware
2120 Oxford
2332 Fraser Ave

HYDRANTS

In Good Working Order

REAL ESTATE ACTIVITY *ik*

2120 Mariner Ave
2120 Mission
2205 Frasier
2132 Delaware

ADDITIONAL ACTIVE

Survey marks on pavement
(New Gas Lines)

SUBMITTED July 7 2023

By Ray Madrid

ITEM 4

**TUXEDO COUNTRY CLUB RURAL COUNTY
FIRE PROTECTION DISTRICT
3121 W. MARCH LN. SUITE 100
STOCKTON, CA 95201
P.O. BOX 20, STOCKTON, CA 95201
(209) 956-3516**

WEDNESDAY, AUGUST 2, 2023

WARRANTS APPROVED BY THE BOARD OF DIRECTORS

<u>PAYEE</u>	<u>AMOUNT</u>	<u>CODE</u>	<u>VENDOR #</u>
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	\$8,294.10	6221005100	0000003873
Ray Madrid 3050 Christina Avenue Stockton, CA 95204	\$200.00	6226010900 6238000000	0000104641
Rick Matuska 3487 W. Michigan Avenue Stockton, CA 95204	\$100.00	6226010900 6238000000	0000056244
Kevin Galindo 1942 Oxford Way Stockton, CA 95204	\$100.00	6226010900	

TOTAL GENERAL FUND 49601 \$8,694.10

Rick Matuska, President

Ray Madrid, Vice President

Kevin Galindo, Director

Neumiller & Beardslee

Breakdown of Legal vs. Secretarial Service Costs

Invoice Date	Secretarial	Legal	Monthly Total
May	\$ 4,365.00	\$ 575.00	\$ 4,940.00
June	\$ 2,130.00	\$ 715.00	\$ 2,845.00
July	\$ 8,024.10	\$ 270.00	\$ 8,294.10
August			
September			
October			
November			
December			
Grand Total	\$ 14,519.10	\$ 1,560.00	\$ 16,079.10
Average per Month	\$ 4,839.70	\$ 520.00	\$ 5,359.70

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**