TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT

SPECIAL MEETING OF THE BOARD OF DIRECTORS 9:00 A.M. OCTOBER 12, 2023

3121 WEST MARCH LANE, SUITE 100 STOCKTON, CA 95219

AGENDA

- 1. Call to Order/Roll Call.
- 2. <u>Public Comment</u>. The public may comment on any matter within the District's jurisdiction that is not on the agenda.
- 3. Minutes. Approval of Minutes of September 6, 2023, meeting of the Board.
- 4. **<u>District Bills</u>**. Motion to approve of bills.
- 5. <u>Stockton Fire Department Report / Requests / Comments</u>. Discussion and possible action on the following items:
 - a. Chief's Report.
- 6. <u>Unfinished Business</u>. 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.
- 7. <u>New Business</u>. Discussion and possible action on the following items:
 - a. Proposals to Create District Website.
 - b. Badges for District's Directors.
 - c. Audit Contract with Blomberg & Griffin.
- 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.

ITEM 3

TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING 9:00 A.M. SEPTEMBER 6, 2023

3121 WEST MARCH LANE, SUITE 100 STOCKTON, CA 95219

1. Call to Order/Roll Call.

- a. President Matuska, Director Madrid, Director Galindo, and Tom Terpstra were present. No public was in attendance. The meeting was called to order at 9:01 a.m.
- 2. Public Comment. No public comment was received.
- 3. Minutes. Approval of Minutes of August 2, 2023, meeting of the Board.
 - a. Director Madrid moved, seconded by Director Galindo. The motion carried unanimously.

4. Financial Report.

a. Tom Terpstra presented the financial status report for the District. Director Madrid moved, seconded by Director Galindo to accept the report. The motion carried unanimously.

5. District Bills.

- a. Tom Terpstra informed the Directors that the monthly bill for Stockton's firefighting services appeared higher than normal because the City had taken extra time to determine the cost of services for the 2023-2024 fiscal year. That delay caused July's and August's bills to be placed on the same warrant sheet. Mr. Terpstra reiterated that the District had not paid these bills in the preceding month, so paying them now would make the District square with the City for its services provided.
- b. President Matuska discussed issues with the true up for the Fire Department's services. He believes that the City is getting reimbursed by the state for the fire's services offered in various ways, including for dispatch services. Unless that reimbursement money goes to the Fire Department, he believes Tuxedo should not have to account for that on the true up.
- c. Director Madrid commented that dispatch is coming out of general fund. President Matuska stated that he has no issue with it if the general fund is paying for dispatch services.
- d. Director Madrid moved, seconded by Director Galindo, to approve the bills for the month of August. The motion carried unanimously.

6. <u>Stockton Fire Department Report / Requests / Comments</u>.

- a. No representative from the Stockton Fire Department was present. Chief Edwards sent a written report for the Directors' and the public's information. Please see attached.
- b. Director Madrid moved, seconded by Director Galindo to accept the report. The motion carried unanimously.

7. <u>Unfinished Business</u>.

- 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 mentioned the existence of a side letter agreement with the City that shifted the costs of maintenance from the City Fire Department to the Municipal Utilities

District ("MUD"). He stated that it would be appropriate to send the letter to MUD, not the Fire Department.

- b. Fallen Firefighters Memorial.
 - i. Tom Terpstra mentioned that the District would have to justify this purchase as providing some sort of public benefit. One such benefit is that the memorial honors the memory of fallen firefighters, which inspires and motivates current and future firefighters in the area.
 - ii. Director Madrid moved, seconded by Director Galindo to purchase a brick. The motion carried unanimously. Director Madrid said he would purchase the brick on behalf of the District, which will be reimbursed to him at a later time.

8. New Business.

- a. Approve Final Budget for 2023.
 - a. Tom Terpstra asked about whether the District has any insurance policies, since this was an expense reflected on a prior budget. Director Madrid stated that the \$75 of additional money on the Directors' stipends in the past was to account for automobile insurance while the Directors performed their regular inspections of the District.
 - b. President Matuska stated that there were likely SDRMA and CSDA policies in place. He was not sure, but he believed that one insurance policy covers directors performing their duties surveying the district and D&O coverage.
 - c. Director Madrid moved, seconded by Director Galindo to approve the budget as presented. The motion carried unanimously.

9. Correspondence.

- a. Director Madrid received another email from American Transparency regarding their public records request. Tom Terpstra mentioned that the District timely responded to this request. Tom Terpstra mentioned he would respond.
- 10. Director Reports. Discussion and possible action.
 - a. President Matuska provided a written report. Please see attached.
 - b. Director Madrid provided a written report. Please see attached.
 - c. Director Galindo provided a written report. Please see attached.
- 11. Future Agenda Items. Items for future meetings.
 - a. Tom Terpstra mentioned that his office has had discussions with potential contractors to conduct the District's audit. The audit contract would be a future item for Board consideration.
 - b. Discussion ensued regarding the District's website and consideration of proposals from various providers. President Matuska mentioned that he had not spoken to Eastside Fire District regarding their experience with Mayaco. Mr. Terpstra stated that proposals for the District website would be placed on a future agenda.
 - c. President Matuska mentioned that he wants to discuss getting badges for the District's Directors. Director Madrid mentioned that he had received one several years ago. That badge apparently cost \$350. Mr. Terpstra mentioned that this could be an item for future discussion.
- 12. District Calendar. No comments were made regarding the calendar.
- 13. Adjournment. 10:29

Tuxedo Country Club Rural County Fire Protection District

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

Fire Hydrants

All appear to be in good order. The hydrant located at Alpine and Rainier Avenues has been cleared of Blackberry bushes.

Real Estate Activity

Property for rent	0
Property for sale	5
Vacant Property	7

Other comments

3056 W. Sonoma Ave. Residence with large burned motor home in the driveway, junk and trash, junk cars in the yard and house with broken windows. (sub-standard house). County Code Enforcement notified and stated they have already received a complaint.

Weed Issues: None observed.

No other significant issues observed.



Tuxedo Country Club Rural County Fire Protection District

NORTH DISTRICT

WEED ABATEMENT:

REAL ESTATE ACTIVITY

2505 Christina Ave

2330 DeOvan Ave

2244 La Jolla

3943 Crawford

2044 La Jolla Dr.

2217 Christina Ave

Plymouth Rd Cal Trans working on it

Tall Dry Grass around water $\mathsf{Tank}\xspace$ on

Plymouth & River Drive

HYDRANTS;

All are working

3404 Webster (EMPTY)

2230 DeOvan (EMPTY)

ADDITIONAL ACTIVITY

NONE

Submitted Sept 6 2023 By Ray Madrid

<u>Tuxedo Country Club</u> <u>Rural County</u> <u>Fire Protection District</u> <u>Kevin Galindo director</u> August 2023

Real Estate Activity

2132 Delaware Ave. 2037 Lake Dr. (Vacant) 2120 Marine 1971 Oxford Way (Vacant) 2020 Oxford Way 2554 Michigan Ave. 2036 Country (106)

Weed Abatement

2533 Delaware2624 Marine2016 Middlefield Ave.2709 Mission2503 Webster Ave. (Bad)

Old Railroad Tracks on Mendocino (Over Grown) Empty lot between 2344-2362 Sonoma Corner of Fraser and Country Club (Empty Lot)

Fire Hydrants

All in Good Working Order

Stockton Fire Department- Fire Districts Board Update: September 2023

Emergency Management

- Section-specific training for EOC personnel assigned to Operations, Planning, Logistics, and Finance
- We continue working with the contractor to complete After Action Reports for COVID & 2023 Winter Storms.

Fire Department

- Fire Academy 23-2 in progress
- National Night Out- August 1st
- Department-wide training on new Self-Contained Breathing Apparatus (SCBA)- delayed due to delivery challenges. The equipment should arrive in mid-September.
- Department-wide training on EMS including CPR throughout the month of September.
- We are conducting a Firefighter/Engineer promotional examination.
- We are working on placing the six new fire engines into service. The new engines will be assigned to Co. 2, Co. 3, Co.7, Co. 9, Co. 10, and Co. 11. One additional engine should arrive around December or January and will be assigned to Co. 12.
- 2023 Weed Abatement Program- james.klein@stocktonca.gov



STOCKTON FIRE DEPARTMENT Monthly Statistics for July 2023



Total 9-1-1 & Business Calls Answered by the Regional Communications Center:

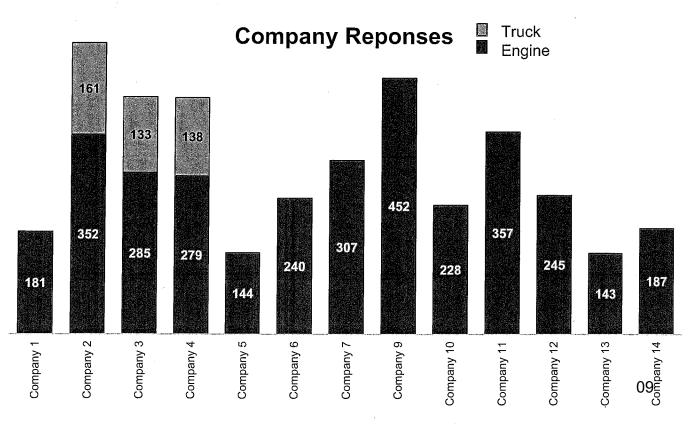
20,115*

*Includes calls for SFD, Lathrop-Manteca, City of Lodi, City of Manteca, and South San Joaquin County Fire Authority

Contract Fire Distric Calls For Service	sts
Boggs Tract	11
County	109
Eastside	376
Lincoln	118
Total	614

Incident Count by Ty	% Change From Previous Month		
Structure Fires	19	-21%	
Vehicle Fires	40	21%	
Vegetation/Grass Fires	98	-29%	
Emergency Medical Services (EMS)	1,489	-4%	
Good Intent	1,236	-6%	
False Alarms	148	No Change	
All Others	651	2%	
Total	3,681	-5%	

A Call For Service will generate one incident count. A single incident can have multiple responses depending on the number of apparatus that respond to the scene of the incident.



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

THURSDAY, OCTOBER 12, 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	\$230,414.66	6221056500	02410037
Neumiller & Beardslee P.O. Box 20 Stockton, CA 95201	\$4,610.00	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
Kevin Galindo 1942 Oxford Way Stockton, CA 95204	\$0.00	6226010900	

TOTAL (GENERAL FUND - 49601):

\$235,024.66

Rick Matuska, President

Ray Madrid, Vice President

Robert Clark, Director

Neumiller & Beardslee

Breakdown of Legal vs. Secretarial Service Costs						
Invoice Date	Secretarial		Legal		Monthly Tota	
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	\$	3,240.00	\$	750.00	\$	3,990.00
September	\$	3,680.00	\$	930.00	\$	4,610.00
October						
November						
December						
Grand Total	\$	21,439.10	\$	3,240.00	\$	24,679.10
Average per						
Month	\$	4,287.82	\$	648.00	\$	4,935.82



For office hours or to make a payment online visit www.stocktonca.gov

CUSTOMER	INVOICE DA	TE INVOICI		AMOUN		DUE DATE	INV	DICE TOTAL DUE
TUXEDO/COUNTRY CLUB FIRE DISTRICT	10/04/2023	3 11	0905		\$0.00	11/03/2023		\$115,207.33
LAST PAYMENT DATE	LAST PAYMEN	T AMOUNT						
09/19/2023	\$	115,207.33	6. 5					
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTE	D	PAID	AMOUNT DUE
FIRE COUNTRY CLUB	1.00	\$115207.330000	EACH	\$115,207.33	\$0.00	h har s	\$0.00	\$115,207.33
				Invo	ice Total:			\$115,207.33
FIRE/COUNTRY CLUB FOR THE MONTH OF OC	TOBER 2023							

 Invoice Date
 10/04/2023

 Invoice Number
 110905

 Customer Number
 104439

 Amount Paid
 11/03/2023

 Invoice Total Due
 \$115,207.33

PLEASE REMIT PAYMENT TO: REVENUE SERVICES DIVISION, PO BOX 2107, STOCKTON, CA 95202

TUXEDO/COUNTRY CLUB FIRE DISTRICT 3121 W MARCH LANE SUITE 100 STOCKTON, CA 95219

REVENUE SERVICES DIVISION

425 N EL DORADO ST

(209) 937-8297

STOCKTON STOCKTON, CA 95202

CITY OF



For office hours or to make a payment online visit www.stocktonca.gov

CUSTOMER	INVOICE DA	TE INVOICI	ENUMBER	AMOUN	T PAID	DUE DATE	INV	DICE TOTAL DUE
TUXEDO/COUNTRY CLUB FIRE DISTRICT	09/05/2023	3 11	10504		\$0.00	10/06/2023		\$115,207.33
LAST PAYMENT DATE	LAST PAYMEN	T AMOUNT						
06/28/2023		\$2,983.32						
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTE	D	PAID	AMOUNT DUE
FIRE COUNTRY CLUB	1.00	\$115207.330000	EACH	\$115,207.33	\$0.0	0	\$0.00	\$115,207.33
				Inve	oice Total:			\$115,207.33
FIRE/COUNTRY CLUB FOR THE MONTH OF SEE	TEMBER 2023			10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	N. 1997 - 19			

······ ⊁ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT 🛠

INVOICE **Remit Portion**

Invoice Date	09/05/2023
Invoice Number	110504
Customer Number	104439
Amount Paid	
Due Date	10/06/2023
Invoice Total Due	\$115,207.33

PLEASE REMIT PAYMENT TO: REVENUE SERVICES DIVISION, PO BOX 2107, STOCKTON, CA 95202

TUXEDO/COUNTRY CLUB FIRE DISTRICT 3121 W MARCH LANE SUITE 100 STOCKTON, CA 95219

REVENUE SERVICES DIVISION

425 N EL DORADO ST

(209) 937-8297

STOCKTON STOCKTON, CA 95202

CITY OF

123001820248001105048001415207334



ATTORNEYS AND COUNSELORS | EST. 1903

----- A Professional Corporation

3121 W. March Lane Suite 100 Stockton, CA 95219

Post Office Box 20 Stockton, CA 95201-3020

(209) 948-8200 | (209) 948-4910 Fax

NEUMILLER.COM

September 26, 2023 Invoice No.: 344695

Tom Terpstra Tuxedo Country-Club Rural County Fire Post office Box 20 Stockton, CA 95201-3020

Client-Matter No.: 85745-32581

RE: General

Enclosed please find our invoice for professional services rendered and disbursements advanced.

Should you have any questions concerning the attached invoice, please do not hesitate to contact us. Your prompt payment would be greatly appreciated.

BALANCE DUE THIS INVOICE

\$ 4,610.00

Please return this advice with payment to:

Neumiller & Beardslee ATTN: Accounting P.O. Box 20 Stockton, CA 95201-3020

To pay by credit/debit card, click here ---> Pay Now OR

Visit our website to make a payment: https://www.neumiller.com/payments/ Convenience fee of 3% applies

DUE UPON RECEIPT

To ensure proper credit, please place invoice number on your check.



A Professional Corporation

3121 W. March Lane Suite 100 Stockton, CA 95219

Post Office Box 20 Stockton, CA 95201-3020

(209) 948-8200 | (209) 948-4910 Fax NEUMILLER.COM

September 26, 2023 Invoice No.: 344695

Tom Terpstra Tuxedo Country-Club Rural County Fire Post office Box 20 Stockton, CA 95201-3020

MATTER INVOICE SUMMARY

For professional services rendered and disbursements advanced through August 31, 2023:

Client-Matter No.: 85745-32581

RE: General

Professional Services	\$ 4,610.00
Total Disbursements Advanced	<u>\$.00</u>
TOTAL DUE THIS INVOICE	\$ 4,610.00

Invoice No.: 344695

September 26, 2023

Client-Matter No.: 85745-32581

RE: General

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PROFESSIONAL SERVICES

Date	Init	Description Of Services Rendered	Hours	Amount
8/01/23	TTJ	Website: correspondence with Mayaco re attendance at Board meeting. (Secretarial)	.30	90.00
8/01/23	TTJ	Assessment: finalize information for Auditor-Controller's office and send for AC collection of assessment. Correspondence and phone call to AC's office re same. (Secretarial)	1.20	360.00
8/01/23	TTJ	Fire Hydrant: research previous correspondence re dispute with City and review agreement. Begin drafting letter to City MUD. (Legal)	1.00	300.00
8/01/23	ΤŢJ	Public Records Request: work on response to request. (Legal)	.30	90.00
8/02/23	TTJ	Board Meeting: prepare for meeting and attend. Draft minutes for 8/2 meeting.	2.60	780.00
8/03/23	TTJ	Records Request: respond to public records request. (Legal)	.30	90.00
8/21/23	RLO	Secretarial: Meeting with T. Terpstra re preparing meeting materials for Board meetings; begin review of client procedures.	1.40	245.00
8/21/23	TTJ	Agenda: begin working on 9/6 agenda, work on warrant sheets and financial reports.	.90	270.00
8/23/23	RLO	Secretarial: Begin drafting 9/6/23 Agenda and Warrant Sheet; meeting with T. Terpstra re additional agenda items and Financial Report.	2.20	385.00
8/23/23	TTJ	Agenda: work on agenda and financial reports.	.40	120.00
8/28/23	RLO	Secretarial: Meeting with T. Terpstra re upcoming Board Meeting; review County Fund reports for Financial Report and review of documents needed for upcoming meeting.	1.60	280.00
8/28/23	TTJ	Secretarial: work on September agenda.	.50	150.00
8/29/23	RLO	Secretarial: Continue working on agenda materials for board meeting; meeting with T. Terprsta re same.	1.60	280.00
8/29/23	RLO	Secretarial: Telephone call with John Blomberg re District Audit.	.20	35.00
8/29/23	TTJ	Agenda: work on agenda packet materials and final budget. (Secretarial)	1.00	300.00
8/29/23	TTJ	Memorial and Recognitions: research legal authority to purchase firefighter memorial brick and plaques to recognize prior secretary and board member. (Legal)	.70	210.00
8/30/23	RLO	Secretarial: Finalize agenda materials for board meeting; meeting with T. Terprsta re same; meeting with D. Ruiz re same.	1.00	175.00

September 26, 2023

Invoice No.: 344695

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Date	Init	Description Of Services Rendered	Hours	Amount
8/30/23	TTJ	Agenda: continue working on agenda materials. (Secretarial)	.70	210.00
8/30/23	TTJ	Fire Hydrant: work on demand letter to City for reimbursement of cost of repair to fire hydrant. (Legal)	.80	240.00

TOTAL PROFESSIONAL SERVICES

\$ 4,610.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Hours	Rate	Total
T. Terpstra Jr.	10.70	300.00	3,210.00
R. Olmo	8.00	175.00	1,400.00
TOTALS	18.70		\$ 4,610.00

TOTAL DUE THIS INVOICE	<u>\$4,610.00</u>
Outstanding Balance	\$.00
Current Invoice	\$ 4,610.00
TOTAL BALANCE DUE	<u>\$ 4,610.00</u>

ITEM 7c.



INDEPENDENT AUDIT PROPOSAL

To The Board of Directors Tuxedo Country Club Rural County Fire Protection District c/o Neumiller & Beardslee Stockton, CA

August 30, 2023

Dear Directors:

Thank you for the opportunity to submit the following proposal to serve as independent auditor for the Tuxedo Country Club Rural County Fire Protection District.

We propose to conduct an audit of the financial statements of the Tuxedo Country Club Rural County Fire Protection District for the year ended June 30, 2023.

We will plan and perform the audit in accordance with generally accepted auditing standards and minimum audit requirements of state controllers will include tests of the accounting records and other procedures considered necessary under the circumstances. If our audit report is other than unmodified, we will fully discuss the reason with District's manager prior to presentation of the report. If during the audit we become aware of significant deficiencies in the design or operation of internal controls or of ways management practices can be improved, we will communicate such information to the District Board of Directors in a separate letter.

We propose to begin the audit for the year ended June 30, 2023, as soon as the district records are available. Setup, pre-list and certain other procedures would begin on notification of the contract. Fieldwork would begin soon after District personnel complete trial balance.

Our fee for the above services is based on hourly rates ranging from \$75. to \$125. per hour with maximum fee not to exceed \$5,500 for the audit year ended June 30, 2023.

Tuxedo Country Club Rural County Fire Protection District - Audit Proposal - Page 2

This audit proposal is for a financial audit and the above fees include our entire out of pocket expenses including up to 7 bound copies of the audit report. Additional copies are available at \$10. each.

We will need the cooperation and assistance of District personnel to successfully complete the audit. Such assistance will include obtaining copies of documents, contracts, invoices, etc., various audit inquiries and assistance with preparation of the audit confirmations and other standard auditing procedures.

Should the District need additional services, our fee assisting shall be billed at the rate of \$125. per hour in addition to the audit fee discussed above. Such additional fees, if any, will be discussed with the District in advance of providing such services.

Should you need any additional information regarding this proposal please call John direct at (209) 466-3894 or email to john@blombergcpa.com

Respectfully Submitted,

Alle

John E. Blomberg, CPA Blomberg & Griffin Accountancy Corporation

Approved By:

Signature

Dated

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 (Before October 1 – HSC § 13895)

OCTOBER

NOVEMBER

• Election.

DECEMBER

• New Director(s) take office, outgoing Director(s) term(s) end on first Friday of each oddnumbered year.

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Term of Current Board Members:

Name	Term Commenced	Term Ends
Rick Matuska	2020	2024
Ray Madrid	2020	2024
Kevin Galindo	2023 (Appointment)	2024

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