

**TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT**

**AGENDA FOR  
BOARD OF DIRECTORS MEETING  
9:00 A.M. JUNE 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 May 3, 2023 meeting of the Board.
4. **Financial Report**. Presentation of Financial Status Report. Discussion and possible action.
5. **District Bills**. Motion to Approve of Bills.
6. **Stockton Fire Department Report / Requests / Comments**. Discussion and possible action on the following items:
  - a. Chief's Report.
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.
8. **New Business**. Discussion and possible action on the following items:
  - a. Approve Resolution 2023-08 – Setting Appropriations Limit
  - b. Grand Jury Email – Website
  - c. Board Member Stipends
  - d. Approve Preliminary Budget for 2023
9. **Correspondence**. Discussion and direction.
10. **LAFCo Meeting Reports**. Discussion and possible action.
11. **Director Reports**. Discussion and possible action.
12. **Future Agenda Items**. Items for future meetings.
13. **District Calendar**.
14. **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.*

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

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

# ITEM 3

**MINUTES OF THE REGULAR MEETING OF BOARD OF TRUSTEES  
FOR TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT  
HELD ON MAY 3, 2023**

1. Call to Order/Roll Call.
  - a. Persons Present: Chairman Matuska, Director Madrid, Director Clark, Deputy Chief Salvestrin, Interim Secretary Tom Terpstra, and Kevin Galindo
2. **Public Comment.**
  - a. Kevin Galindo, a member of the public, expressed interest in being on the Board of Directors. Mr. Galindo is a retired plumber, and has 2 brothers on the fire department. He also sits on the board for Country Club Sanitary District.
3. **Minutes.** Approval of Minutes of April 12, 2023, meeting of the Board.
  - a. Director Madrid moved, seconded by Director Clark, to approve the minutes as presented. The motion carried unanimously.
4. **Financial Report.**
  - a. Tom Terpstra presented financial report and looked for direction regarding the form of the reports.
  - b. Director Clark referenced a fixed asset report that Ginger Root used to do. Chairman Matuska stated that it was updated quarterly, but Director Clark said they got a copy monthly.
    - i. The Directors stated that they desire a quarterly report of fixed assets, balance sheet, and profits and losses.
  - c. Director Clark moved, seconded by Director Madrid, to accept the report as presented this time. The motion carried unanimously.
5. **Stockton Fire Department Report / Requests / Comments.** Discussion and Possible Action on the following items:
  - a. Chief's Report.
    - i. Deputy Chief Salvestrin presented the report. Discussed 2022/2023 winter storm events, Fire Academy, break-ins at Fire Station 3, and County response totals for the District.
    - ii. Chairman Matuska asked whether there was any talk of commissioning a dedicated paramedic truck within the Department. Deputy Chief Salvestrin said there has been some talk to get one, pending funding.
6. **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. Tom Terpstra presented a report. Deputy Chief Salvestrin had nothing to add.

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- ii. Chairman Matuska expressed concern about a fire hydrant being out of service for 3 months. Time to take action. Contractor (Haley Contracting) said they needed to dig it up to determine where the leak is. Looking for Board decision to hire the contractor to dig it up.
- iii. Tom Terpstra offered to write letter outlining the District's position, stating the Board's decision to hire a contractor to assess the leakage and fix the issue, without conceding the issue of responsibility for the maintenance and/or repair of the hydrant.
- iv. Director Clark expressed concern about the ambiguity of the definition of a fire hydrant. Wants to get this clarified so that this isn't an issue going forward.
- v. Chairman Matuska stated that the District needs to get this issue resolved.
- vi. Director Madrid moved, seconded by Director Clark, to hire a contractor to assess and fix the hydrant. The motion carried unanimously.

b. **Approve Legal Services Agreement**

- i. Chairman Matuska stated that he reviewed the letter and had no suggested changes. Directors Clark and Madrid agreed.
- ii. Director Madrid moved, seconded by Director Clark, to approve of and sign the Agreement. The motion carried unanimously.

7. **New Business.**

a. **Approve Resolution 2023-07 – Adoption of Records Retention Schedule**

- i. Chairman Matuska stated that some things on the Schedule do not pertain to the District. He also asked about how detailed a list of destroyed documents needs to be.
- ii. Director Madrid had the same question.
- iii. Tom Terpstra stated that the list can be very cursory, and that each document did not need to be described.
- iv. Director Madrid moved, seconded by Director Clark, to approve Resolution 2023-07. The motion carried unanimously.

8. **Correspondence.**

- a. None to report.

9. **Director Reports.**

- a. Chairman Matuska presented a written report. Concern with weeds west of I-5, discussed real estate as well. See attached.
- b. Director Madrid presented a written report. Reported about weeds, hydrants, and remodels. Expressed concern about 2004 S. Tuxedo Ave. Chairman Matuska believed this could be County jurisdiction, should be referred there.

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- i. Remodel at 2124 Alpine – Director Madrid not concerned about business at that location, but because it’s an air conditioning business, there’s a concern about gasses and other flammable substances there.
- c. Director Clark – oral report. Discussed limited activity in the real estate market, new concrete work occurring in his jurisdiction, kitchen remodels, and roofing projects. Weeds along railroad right of way, seeing many people cutting the weeds now. Director Madrid offered to send contact info to Tom Terpstra of owners of places that District needs to report to City.

10. **Future Agenda Items.**

- a. Possibly appoint a new successor upon a Director resignation.
- b. LAFCo – meeting report.
- c. Set reimbursement rate for Director attendance.

11. **District Bills.**

- a. A discussion between the Board members ensued regarding Board member stipends and the need to set stipend amounts.
- b. True-up – Chairman Matuska has always had issue with this. He asked whether this was something to add to a future agenda. Director Madrid agreed. Chairman Matuska decided to put it off for 60 days.
- c. Director Madrid moved, seconded by Director Clark, to approve the bills as presented. The motion carried unanimously.

12. **District Calendar.**

- a. None.

13. **Adjournment.** Meeting was adjourned at 10:14 pm.

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# ITEM 8

**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: \_\_\_\_\_

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; 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 7<sup>TH</sup> day of June, 2023.

Dated: \_\_\_\_\_, 2023

\_\_\_\_\_  
SECRETARY, Tuxedo-Country Club Rural County  
Fire Protection District

**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