

TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT

**AGENDA FOR
BOARD OF DIRECTORS MEETING
9:00 A.M. SEPTEMBER 6, 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 August 2, 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.
 - b. Fallen Firefighters Memorial.
8. **New Business**. Discussion and possible action on the following items:
 - a. Approve Final Budget for 2023.
9. **Correspondence**. Discussion and direction.
10. **Director Reports**. Discussion and possible action.
11. **Future Agenda Items**. Items for future meetings.
 - a. Audit Contract.
 - b. Proposals to Create District Website.
12. **District Calendar**.
13. **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
September 6, 2023**

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

ITEM 3

TUXEDO COUNTRY CLUB RURAL FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS MEETING

9:00 A.M. August 2, 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. Those present were President Matuska, Director Madrid, Director Galindo, Albert Frausto, Deputy Chief Salvestrin, and Secretary Tom Terpstra.
2. **Public Comment.** None received.
3. **Minutes.** Director Madrid moved, seconded by Director Galindo, to approve the July 7, 2023 minutes of the meeting of the Board. The motion carried unanimously.
4. **District Bills.**
 - a. President Matuska stated that it has been the District's practice to pay director stipends quarterly. He requested that the stipends be paid at the same meeting in which financial reports were presented.
 - b. Director Madrid moved, seconded by Director Galindo, to remove director stipends from August bills and approve the bills as amended. The motion carried unanimously.
5. **Stockton Fire Department Report / Requests / Comments.**
 - a. Chief's Report.
 - i. Deputy Chief Salvestrin provided a written report. Please see attached.
 - ii. President Matuska stated that he had concerns about a fire hydrant (Rainier and Alpine) near golf course that was completely covered by blackberry bushes. Deputy Chief Salvestrin noted this issue.
 - iii. Director Madrid requested additional notice of Fire Department community activities so that the District can also be involved.
6. **New Business.**
 - a. Fallen Firefighters Memorial
 - i. President Matuska stated that he would like for the District to purchase a brick for \$350.
 - ii. Mr. Terpstra stated that research would be required to determine whether District funds may be spent for this purpose.
 - iii. Director Madrid moved, seconded by Director Galindo, to purchase a brick for the memorial, contingent upon approval by counsel. The motion carried unanimously.
7. **Unfinished Business.**
 - a. Proposals to Create District Website.
 - i. Albert Frausto discussed a proposal from Mayaco, a local web design and marketing company. He mentioned that they expect to launch Eastside Fire District's website in the next few days.
 - ii. Director Madrid asked whether Mayaco knows what legal requirements are necessary for the District. Mr. Frausto said they do not, and that this would be the District's

responsibility. However, he did state that they ensure their websites meet ADA 2.1 “AA” certification standards.

- iii. President Matuska asked about the initial setup fee. Mr. Frausto stated that websites for similar districts cost roughly \$2,500 to set up. He stated that minor website changes are usually charged at \$32.50 per hour, but more complex changes would be charged at \$60-\$120 per hour.
 - iv. Director Madrid asked whether Mayaco would provide any training on how to manage the website. Mr. Frausto stated that Mayaco offers one free training in which they would teach the person how to make simple changes to the website.
 - v. Mr. Terpstra asked about the price that Mayaco would charge to host the website. Mr. Frausto stated that Mayaco charges \$30 per month and \$25 per year to maintain the domain name. Mr. Terpstra also asked if any additional charges would be assessed beyond these. Mr. Frausto stated that the only additional charges would be for tech support as needed, and potentially supplemental ADA accessibility software, if the District desired.
 - vi. Mr. Terpstra also asked whether small districts like fire and reclamation districts have required much additional help from Mayaco. Mr. Frausto stated that they have mostly handled the website operations once Mayaco set it up for them.
 - vii. President Matuska stated that he wanted to wait to act on this matter and check with Eastside to see what they have thought of Mayaco. He requested to table this for 60 days. Directors Madrid and Galindo agreed.
- b. Definition of Fire Hydrant and City of Stockton responsibility for maintenance/repair of leaking fire hydrant at 3686 W. Country Club Blvd.
- i. Mr. Terpstra stated that at the previous meeting, he was only directed to draft a letter stating the District’s position regarding the definition of a fire hydrant. After further review, he stated that if the District was to demand payment from the City for the repairs it made to the leaking hydrant, it would be more prudent to make that demand in the same letter. He stated that he is now seeking direction from the Board to include a demand for reimbursement from the City in the letter the Board approved last month.
 - ii. Deputy Chief Salvestrin stated that he was not familiar with the disagreement between the City and the District regarding the definition of a fire hydrant.
 - iii. President Matuska explained that the leak was caused by a deteriorated coupler after the main valve on the lateral.
 - iv. Director Madrid stated that the District’s letter needs to be very clear on what a hydrant is.
 - v. Director Madrid moved, seconded by Director Galindo, to include a demand for payment in the letter to the City of Stockton Municipal Utilities Department in addition to the matters previously directed by the Board. The motion carried unanimously.

8. Correspondence.

- a. Mr. Terpstra stated that the District received one Public Records Act request, and that he will respond in accordance with the law.

9. Director Reports.

- a. President Matuska provided a written report. Please see attached.
- b. Director Madrid provided a written report. Please see attached.
 - i. One hydrant was hit by a car. Director Madrid believes Cal Water replaced the hydrant.

- c. Director Galindo provided a written report. Please see attached.
 - i. Weed issues near Dollar General on Alpine Road.
 - ii. President Matuska asked Deputy Chief Salvestrin how they would like to be informed of weed abatement issues. Deputy Chief Salvestrin said to reach out to james.klein@stocktonca.gov.

10. **Future Agenda Items.**

- a. Website discussion and possible action to be on October agenda.

11. **District Calendar.**

- a. President Matuska commented that the District cannot adopt a final budget before the City of Stockton approves theirs. Deputy Chief Salvestrin said he is not aware when the City will approve of theirs.

12. **Adjournment.** The meeting was adjourned at 10:00 a.m.

Stockton Fire Department- Fire Districts Board Update:
August 2023

Emergency Management

- July 26 Tabletop Exercise- Cybersecurity
- After Action Reports- COVID & 2023 Winter Storms

Fire Department

- Fire Academy 23-2 began August 1st
- 5th Alarm Fire at 1663 E. Main Street (behind St. Gertrude Church)
- National Night Out- August 1st
- Department-wide training on new Self-Contained Breathing Apparatus (SCBA)
- Recruiting for Firefighter/Paramedic FCTC (\$15k signing bonus)
- Fire Chief visiting firehouses to meet with crews and share department updates.
- 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	

Tuxedo Country Club Rural County

Fire Protection District

Rick Matuska, Director, President

Environmental Status Report (I-5 West)

August 2023

Fire Hydrants

All appear to be in good order with the exception of the hydrant located at Alpine and Rainier Avenues. This hydrant is totally covered with Blackberry bushes and can not be seen.

Real Estate Activity

Property for rent	0
Property for sale	7
Vacant Property	7

Other comments

Weed Issues:

Weeds along the west side of I-5 have been cut between the Calaveras River and Telegraph Avenue. They remain between Telegraph Avenue and Country Club Blvd.

No other significant issues observed.



Tuxedo Country Club
Rural County
Fire Protection District
NORTH DISTRICT

WEED ABATEMENT:

3404 Plymouth

2244 La Jolla

3943 Crawford

3717 Delaware

2217 Christina Ave

REAL ESTATE ACTIVITY

2505 Christina Ave

3404 Webster (EMPTY)

2230 DeOvan (EMPTY)

Plymouth Rd Cal Trans working on it

HYDRANTS;

NEW DELAWARE /MISSION

ADDITIONAL ACTIVITY

PRIMARY YEARS ACADEMY

WALK WAY TO SCHOOL CLEANED

AND OPEN

Submitted AUG 2,2023

By Ray Madrid

Tuxedo Country Club
Rural County
Fire Protection District
Kevin Galindo Director

July 2023

Real Estate Activity

2132 Clipper
2205 Fraser Ave.
2121 Mission
2020 Oxford Way (Sale pending)
2204 Oxford Way
2625 Webster Ave.

Weed Abatement

1928 Bristol
2112 Clipper
2128 Elmwood Ave.
2208 Elmwood Ave.
2037 Lake Dr.
2507 Marin e Ave.
2546 Mendocino Ave
2016 Middlefield Ave.
2080 Middlefield Ave.
2709 Mission
2446 Monterey Ave.
2302 Oxford Way
2503 Webster Ave.

Corner of Fraser Ave. and Country Club (empty lot).
Dollar General back parking lot.

Fire Hydrants

All in good working order

ITEM 4

Tuxedo Financial Summary

Profit & Loss

September 2023

	Current Month	Year to Date	Balance as of July 31, 2023
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INCOME

Valley Strong Business Share Savings	\$ 6.43	\$ 6.43	\$ 75,703.80
Valley Strong 9 Month CD	\$ 525.72	\$ 525.72	\$ 152,084.94
Bank of Stockton 17-month CD			\$ 239,700.56
Interest Income - Fund 49601	\$ 31,007.00	\$ 31,007.00	\$ 3,446,247.30
Interest Income - Fund 49611	\$ 230.00	\$ 230.00	\$ 26,717.67
Interest Income - Fund 49681	\$ 1,938.00	\$ 1,938.00	\$ 224,339.82
Interest Income - Fund 49691	\$ 16,811.00	\$ 16,811.00	\$ 1,942,197.19

Property Taxes

Secured	\$ -	\$ -	-
Secured SB 813	\$ -	\$ -	-
Unsecured	\$ -	\$ -	-
Unsecured SB 813	\$ -	\$ -	-
SB 813 - Prior	\$ -	\$ -	-
Unsecured - Prior	\$ -	\$ -	-

Total Income	\$ 50,518.15	\$ 50,518.15	
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	Current Month	Year to Date	
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EXPENSES

AUDITORS PROLL AND A/P CHARGES	\$ -	\$ -	
AUDITORS DRCT ASSMT SERV CHRG	\$ 620.17	\$ 620.17	
ATTORNEY	\$ 3,990.00	\$ 12,284.10	
AUDITOR	\$ -	\$ -	
TAX ADMINISTRATION CHARGES	\$ -	\$ -	
BUSINESS SVS	\$ -	\$ -	
CITY OF STOCKTON CONTRACT	\$ 230,414.66	\$ 230,414.66	
DIRECTORS FEES	\$ 700.00	\$ 2,700.00	
INSURANCE-GENERAL LIABILITY	\$ -	\$ -	
MISCELLANEOUS EXP	\$ 5,572.96	\$ 5,572.96	

Total Expenses	\$ 241,297.79	\$ 251,591.89	
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Tuxedo Country-Club Rural County Fire Protection District
Balance Sheet
As of July 31, 2023

Assets

CURRENT ASSETS

Checking/Savings

49601 General Fund		\$ 3,446,247.30
Interest Earned:	\$ 31,007.00	
49611 Contingency Fund		\$ 26,717.67
Interest Earned:	\$ 230.00	
49681 Special Reserve Fund		\$ 224,339.82
Interest Earned:	\$ 1,938.00	
49691 Capital Reserve Fund		\$ 1,942,197.19
Interest Earned:	\$ 16,811.00	
Valley Strong Business Share Savings		\$ 75,703.80
Interest Earned:	\$ 6.43	
Valley Strong 9 Month CD		\$ 152,084.94
Interest Earned:	\$ 525.72	
Bank of Stockton 17-month CD		\$ 239,700.56
Total Checking/Savings		\$ 6,106,991.28

Other Current Assets

Interest Receivable		\$ 50,518.15
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Total Current Assets		\$ 6,157,509.43
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TOTAL ASSETS		\$ 6,157,509.43
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LIABILITIES

LIABILITIES

Current Liabilities

Accounts Payable		\$ 241,297.79
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Total Current Liabilities		\$ 241,297.79
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TOTAL LIABILITIES		\$ 241,297.79
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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	\$ 3,240.00	\$ 750.00	\$ 3,990.00
September			
October			
November			
December			
Grand Total	\$ 17,759.10	\$ 2,310.00	\$ 20,069.10
Average per Month	\$ 4,439.78	\$ 577.50	\$ 5,017.28

ITEM 5

**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, SEPTEMBER 6, 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	\$230,414.66	6221056500	02410037
San Joaquin County Assessor – Job Number 8125 Attn: Accounts Receivable 44 North San Joaquin Street, Room 230 Stockton, CA 95202-3273	\$620.17		
Neumiller & Beardslee P.O. Box 20 Stockton, CA 95201	\$3,990.00	6221005100	0000003873
Ray Madrid 3050 Christina Avenue Stockton, CA 95204	\$300.00	6226010900 6238000000	0000104641
Rick Matuska 3487 W. Michigan Avenue Stockton, CA 95204	\$200.00	6226010900 6238000000	0000056244
Kevin Galindo 1942 Oxford Way Stockton, CA 95204	\$200.00	6226010900	

TOTAL GENERAL FUND 49601	\$235,724.83
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Rick Matuska, President

Ray Madrid, Vice President

Kevin Galindo, Director



REVENUE SERVICES DIVISION
 425 N EL DORADO ST
 STOCKTON, CA 95202
 (209) 937-8297

INVOICE

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

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
TUXEDO/COUNTRY CLUB FIRE DISTRICT	08/07/2023	110114	\$0.00	09/07/2023	\$115,207.33

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
FIRE COUNTRY CLUB	1.00	\$115207.330000	EACH	\$115,207.33	\$0.00	\$0.00	\$115,207.33
Invoice Total:							\$115,207.33

FIRE/COUNTRY CLUB FOR THE MONTH OF JULY 2023

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



REVENUE SERVICES DIVISION
 425 N EL DORADO ST
 STOCKTON, CA 95202
 (209) 937-8297

INVOICE
Remit Portion

Invoice Date	08/07/2023
Invoice Number	110114
Customer Number	104439
Amount Paid	
Due Date	09/07/2023
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

12300182024800110114600115207334



REVENUE SERVICES DIVISION
 425 N EL DORADO ST
 STOCKTON, CA 95202
 (209) 937-8297

INVOICE

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

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
TUXEDO/COUNTRY CLUB FIRE DISTRICT	08/07/2023	110118	\$0.00	09/07/2023	\$115,207.33

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
FIRE COUNTRY CLUB	1.00	\$115207.330000	EACH	\$115,207.33	\$0.00	\$0.00	\$115,207.33
Invoice Total:							\$115,207.33

FIRE/COUNTRY CLUB FOR THE MONTH OF AUGUST 2023

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



REVENUE SERVICES DIVISION
 425 N EL DORADO ST
 STOCKTON, CA 95202
 (209) 937-8297

INVOICE
 Remit Portion

Invoice Date	08/07/2023
Invoice Number	110118
Customer Number	104439
Amount Paid	
Due Date	09/07/2023
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

12300182024800110118700115207334



SAN JOAQUIN
 COUNTY
Greatness grows here.

Office of the Assessor-Recorder-County Clerk

Steve J. Bestolarides, Assessor-Recorder-County Clerk

Karyn Johnson, Assistant Assessor-Recorder-County Clerk

Friday, July 28, 2023

Tuxedo Country Club Rural County Fire Protection District
 Attn: Tom Terspra
 3121 W. March Lane, Suite 100
 Stockton, CA 95201-3020

INVOICE for Job No. 8125

Service Charge for: 2023-2024 Report for Entity Fund #56601

ENTITY FUND REPORT

BASE FEE	\$	70.00
4,158 Records @.12 per	\$	498.96
<hr/>		
Subtotal	\$	568.96
Sales Tax (9.0%)	\$	51.21
<hr/>		
TOTAL AMOUNT	\$	620.17
AMOUNT PAID	\$	-
AMOUNT DUE	\$	620.17

Please make check payable to: *San Joaquin County Assessor, reference Job Number above* and mail to:

San Joaquin County Assessor
 Attn: Accounts Receivable
 44 North San Joaquin Street, Room 230
 Stockton, California 95202-3273

If you have any questions regarding your bill
 Please contact 209-468-2645

“Information concerning property characteristics is maintained solely for assessment purposes and is not continuously updated by the assessor. Therefore, neither the county nor the assessor shall incur any liability for errors, omissions, or approximations with respect to property characteristics information of any other information or records provided by the assessor to any party.” Revenue & Taxation Code Section 408.3 (d)



SAN JOAQUIN
 COUNTY
Greatness grows here.

Office of the Assessor-Recorder-County Clerk

Steve J. Bestolarides, Assessor-Recorder-County Clerk

Karyn Johnson, Assistant Assessor-Recorder-County Clerk

**2023-2024 Entity Fund Report
 ORDER FORM**

DISTRICT NAME: *Tuxedo Country Club Rural County Fire Protection District*

President Fire Chief: *Rick Matuska*
 Mailing Address: *3121 W. March Ln Suite 100*
Stockton, CA 95201
 Phone: *209-948-8200*
 Email: *herpstra@denwiller.com*

5-digit Entity Fund #: *56601*
 (also known as Tax Code #)

The district requests the following reports for FY 2023-2024:

- Entity Fund Report (structures, land, etc.)
 - Includes: (1) Excel file with district data
 - (3) .PDF files, data pre-sorted by
 - APN or AAN
 - Name
 - Use Code
- Possessory Interests (occupancies on public land)
 - (1) Excel file with district data
 - (3) .PDF files, data pre-sorted by
 - Account (AAN)
 - Parcel # or Reference APN
 - Assessee

4158

Select method of delivery: Mail to district address
 Pick-up in the Assessor's Lobby

The District acknowledges the fee for each report requested will be billed based on a \$70.00 processing fee, plus:
 \$0.12 per record for the Entity Fund Report
 \$0.03 per record for the Possessory Interests Report

[Signature] *7/29/23*
 Authorized by (district signature) Date

Returns Order Forms to:
 Karyn Johnson
 Office of the Assessor-Recorder-County Clerk
 44 N. San Joaquin Street, Suite 230
 Stockton, CA 95202
 or via email: KJohnson1@sicgov.org



Neumiller & Beardslee

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

August 17, 2023
Invoice No.: 344285

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	\$ 3,990.00
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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.



Neumiller & Beardslee

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

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

August 17, 2023
Invoice No.: 344285

MATTER INVOICE SUMMARY

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

Client-Matter No.: 85745-32581

RE: General

Professional Services	\$ 3,990.00
Total Disbursements Advanced	<u> \$.00</u>
TOTAL DUE THIS INVOICE	\$ 3,990.00

Neumiller & Beardslee

Invoice No.: 344285

August 17, 2023

Client-Matter No.: 85745-32581

RE: General

PROFESSIONAL SERVICES

Date	Init	Description Of Services Rendered	Hours	Amount
7/05/23	TTJ	Fire Hydrants: research City department responsible for maintenance of hydrants.	.20	60.00
7/07/23	TTJ	Secretarial: prepare for and attend meeting. Draft minutes of meeting. Send correspondence to Mayaco to invite them to next Board meeting.	5.20	1,560.00
7/11/23	TTJ	Secretarial: correspondence with County Auditor Controller to coordinate collection of special tax, work on filing resolutions and payment of bills.	1.20	360.00
7/12/23	TTJ	Secretarial: prepare paperwork for County Auditor for special tax collection.	.40	120.00
7/14/23	TTJ	Assessment: compile materials for County collection of assessment. Correspondence with County re same.	1.50	450.00
7/18/23	TTJ	Finalize minutes for 7/7 Board meeting.	.20	60.00
7/25/23	TTJ	Secretarial: correspondence with Auditor/Controller re assessment. Request Entity Fund report from Assessor.	.70	210.00
7/26/23	TTJ	Agenda: begin drafting agenda for 8/2 meeting. Call with R. Matuska re same. Draft letter to registrar of voters re appointment of Director Galindo.	1.40	420.00
7/27/23	AJP	Agenda: correspondence with District Secretary re: agenda items.	.20	60.00
7/27/23	TTJ	Public Records Request: review records request, research applicable law for response. (Legal)	.50	150.00
7/27/23	TTJ	Board Recognition: research authority to honor past board members and secretaries for their services with plaques. (Legal)	.30	90.00
7/27/23	TTJ	Agenda: prepare agenda and packet materials for 8/2 meeting. (Secretarial)	1.50	450.00
TOTAL PROFESSIONAL SERVICES				\$ 3,990.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Hours	Rate	Total
A. Pinasco	.20	300.00	60.00
T. Terpstra Jr.	13.10	300.00	3,930.00
TOTALS	13.30		\$ 3,990.00

Neumiller & Beardslee

Invoice No.: 344285

August 17, 2023

TOTAL DUE THIS INVOICE	<u>\$ 3,990.00</u>
Outstanding Balance	\$.00
Current Invoice	<u>\$ 3,990.00</u>
TOTAL BALANCE DUE	<u>\$ 3,990.00</u>

ITEM 8

TUXEDO-COUNTRY CLUB RURAL COUNTY FIRE PROTECTION DISTRICT

FINAL BUDGET – SEPTEMBER 6, 2023

CAPITAL FUND

HYDRANT REPLACEMENT AND REPAIR	20,000.00
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GENERAL FUND

ATTORNEY	9,000.00
AUDITED FINANCIAL STATEMENTS	1,500.00
ASSESSMENT	31,500.00
SECRETARY	30,000.00
CITY OF STOCKTON CONTRACT	1,382,487.96
ELECTIONS	2,500.00
DIRECTORS FEES	8,000.00
INSURANCE	3,000.00

ITEM 12

**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**