



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSD BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, MARCH 13, 2024

REGULAR SESSION AT 7:00PM

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVENUE, MILL VALLEY 94941

1. **CALL TO ORDER**

2. **ROLL CALL** President Steffen Bartschat

Directors: Vice President Matt McMahon, Jeff Brown, Jim Jacobs, Steve Levine

3. **APPROVE AGENDA**

4. **PUBLIC EXPRESSION**

*Members of the public are invited to address the Board concerning topics which are not listed on the Agenda (If an item is agendaized, interested persons may address the Board during the Board's consideration of that item). Speakers should understand that except in very limited situations, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. Consequently, if further consideration is required, the Board may refer the matter to its staff or direct that the subject be added to an agenda for a future meeting. The Board reserves the right to limit the time devoted to this portion of the Agenda and to limit the duration of speakers' presentations.*

5. **REGULAR BUSINESS: Board Actions**

- A. Discuss/consider proposed final content for community survey of TCSD services, events, and activities
- B. Discuss general use concepts for development of a masterplan for the Tam Valley Community Center outdoor spaces
- C. Consider resolution to approve job description for Solid Waste Driver without a Commercial Driver's License and corresponding salary range
- D. Consider resolution to amend TCSD Personnel Policy No. 105- Employee Benefits – Holidays to Incorporate Holiday in Lieu Pay and Holiday Overtime Pay

6. **REGULAR BUSINESS: Information Items**

- A. General Manager's report including research on other district board compensation policies
- B. Receive Sewer treatment plant update reports: SASM and SMCSO
- C. Board member and/or Subcommittee report

**7. CONSENT CALENDAR**

*All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single action of the Board. There will be no separate discussion unless specific items are removed from the Consent Calendar during adoption of the Agenda for separate discussion and action.*

- A. Receive monthly financial reports
- B. Approve minutes of February 14, 2024, regular meeting

**8. FUTURE AGENDA ITEMS**

- A. Review of meeting
- B. Board input for future Board Meetings

**ADJOURNMENT**

***NEXT REGULAR BOARD WORK SESSION***

***March 27, 2024***

***8:30am***

***Tam Valley Community Center***

***NEXT REGULAR BOARD MEETING***

***April 10, 2024***

***7:00pm***

***Tam Valley Community Center***



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Work Session Meeting  
March 13, 2024

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: DISCUSS/CONSIDER PROPOSED FINAL CONTENT FOR THE COMMUNITY SURVEY OF TCSD SERVICES, EVENTS, AND ACTIVITIES.**

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### RECOMMENDATION

Discuss/consider proposed final content for the community survey of TCSD services, events, and activities.

### DISCUSSION

One of the Board's 2024 goals is to "Conduct community survey." In 2023, we retained FM3 Research (FM3) to prepare and conduct the survey. FM3 Research conducted the community survey for Southern Marin Fire District and has extensive experience conducting surveys for local government including Marin County's past ballot measure campaigns.

In October 2023, the Board held a work session to provide FM3 with the Board's comments on the content for the community survey. In January 2024, FM3 met with PARC to receive their input on the content for the community survey.

Based on FM3's discussions with the Board, PARC, and staff, FM3 has summarized the proposed final content of the community survey in the attached memo. Staff will be working with FM3 to "shorten" the survey because it currently takes approximately 26 minutes to complete, which is well above the 15-20 minute goal. Towards this goal, it would be helpful to know if there are specific subject areas that we do not need to or should not explore in the survey.

However, one topic that FM3 has requested more detail on is the concept of a "new community gathering space/plaza." FM3 indicates that if the concept is better defined and less ambiguous, the survey responses will be more useful. Staff may also need to consult with PARC on the list of current and new events/activities included in the survey in an effort to shorten the survey. Our goal is for FM3 to roll out the survey in April.

### FISCAL IMPACT

The agreement with FM3 is a not-to-exceed amount of \$25,000. The final costs will depend on the length of the survey (15-20 minutes) and the number of survey respondents (150-250 people).

### ATTACHMENT

- A. FM3 memo



OPINION  
RESEARCH  
& STRATEGY

**TO** Board of Directors  
Tamalpais Community Services District

**FROM** Curt Below and Lucia Del Puppo  
FM3 Research

**RE:** TCSD Community Survey

**DATE** March 7, 2024

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This outline lays out a general structure (not question wording) for the Tamalpais Community Services District (TCSD) survey. We are happy to update, edit and add/remove specific subjects of exploration based on feedback from the District, including an upcoming meeting with your Board of Directors and Parks and Recreation Commission. The final survey will be up to 20-minutes long (approximately 40-60 individual questions) and will be conducted among up to 250 voters in Tam CSD. The margin of error for a sample of 250 voters will be +/-6.2% at the 95% confidence level.

### Introduction

1. How favorably/unfavorably do they view public figures/organizations?
  - TCSD
  - Marin County government
  - Marin Water
  - Mill Valley School District
2. How likely are you to recommend living in your community?
3. What services does TCSD provide in your area? (Open-ended)

**Impressions of Major Service Categories**

4. How important are the services provided by the District?
  - a. Solid waste: Trash/recycling/green waste collection
  - b. Wastewater services (i.e., sewer collection, not treatment)
  - c. Parks and recreation facilities maintenance and management
  - d. Community events
  - e. E-waste, HHW
  
5. How satisfied/dissatisfied are they with the services provided by the District:
  - a. Solid waste: Trash/recycling/green waste collection
  - b. Wastewater services (i.e., sewer collection, not treatment)
  - c. Parks and recreation facilities maintenance and management
  - d. Community events
  - e. E-waste, HHW
  
6. How would you rate the value of what you pay for specific services: excellent, good, only fair, poor?
  - a. Solid waste: Trash/recycling/green waste collection
  - b. Wastewater services (i.e., sewer collection, not treatment)
  - c. Parks and recreation facilities maintenance and management
  - d. Community events
  - e. E-waste, HHW

**Parks and Recreation Facilities**

7. How often do you or someone in your household visit this park/facility:
  - a. Kay Park
  - b. Eastwood Park
  - c. Tam Valley Community Center
  - d. The Cabin
  - e. Flamingo Park
  
8. How satisfied are you with facilities/amenities at Kay Park? *(List of amenities)*
  
9. How well do these words/phrases describe Kay Park? *(List of words/phrases)*
  
10. How satisfied are you with facilities/amenities at Eastwood Park? *(List of amenities)*
  
11. How well do these words/phrases describe Eastwood Park? *(List of words/phrases)*
  
12. Here are some reasons someone might not use Kay Park or Eastwood Park. Is each a reason you don't use Kay Park, Eastwood Park, both parks or not a reason. *(List of reasons)*
  
13. Position on dog off-leash policy options.

14. How would you rate the conditions of the following facilities:

- a. Tam Valley Community Center
- b. The Cabin

#### **Community Events**

- 15. How satisfied are you with each of the following events. If you've never attended, please say so. *(List of events/activities)*
- 16. (If attended) What are positive things about TCSD events you have attended? *(Open-ended)*
- 17. (If attended) What are some things that could be improved about TCSD events? *(Open-ended)*
- 18. (If never attended) Why have you never attended a TCSD event? *(Open-ended)*
- 19. Interest in potential community events/activities that could be added. *(List of events)*
- 20. How interested are you in a new community gathering space?
- 21. Would you be willing to pay a small amount more in property taxes to create a new community gathering space?

#### **Customer Service**

- 22. Have you had direct contact with the District?
- 23. How satisfied were you with aspects of service you received? *(List aspects of service)*
- 24. Have you received information from the District?
- 25. (If received) How helpful was the information you received?
- 26. Here are some ways TCSD could provide information, select the two ways you'd like to hear from them.
- 27. Were you aware of the TCSD e-newsletter?
- 28. Final comments/feedback *(Open-end)*

**Demographics**

29. Demographic questions:

- a. Own/Rent
- b. Ethnicity
- c. Education
- d. Income
- e. Gender

30. Voter file:

- a. Age
- b. Party
- c. Location
- d. Past participation in election



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Work Session Meeting  
March 13, 2024

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: DISCUSS GENERAL USE CONCEPTS FOR THE DEVELOPMENT OF A MASTERPLAN FOR THE TAM VALLEY COMMUNITY CENTER OUTDOOR SPACES**

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### RECOMMENDATION

Discuss general use concepts for guiding the development of a masterplan for the Tam Valley Community Center outdoor spaces and provide direction to staff.

### DISCUSSION

One of the Board's 2024 goals is to "Develop masterplan for the Tam Valley Community Center." The Community Center masterplan would be the design plan for future improvements to the existing outdoor spaces which includes the backyard area, gravel parking lot, and the open "green" spaces adjacent to the gravel and paved parking lot. The design would be based on the Board's desired functions and uses for the outdoor spaces.

At its retreat to develop the 2024 annual goals and priorities, the Board indicated a topic would like future meeting a more focused discussion regarding the concept of a "community gathering place/plaza." On the agenda this evening is a discussion on the proposed final content for the community survey. As part of that discussion, we have requested the Board to further define the concept of a "community gathering place/plaza." The Board's direction on this concept would presumably affect the masterplan for the Community Center. Specifically, it would be helpful to know if a masterplan for the Community Center outdoor spaces could be considered a community gathering place/plaza or if the Board envisions such a gathering place/plaza to be at a different location.

Staff proposed a process in which we invite three design firms to prepare a conceptual masterplan for Board consideration. The firms would make individual presentations to the Board on their concepts. Based on the presentations and any submitted materials, the Board would select one of the three firms to prepare a proposal to develop a masterplan for the Community Center outdoor spaces.

In addition to defining the concept of a community gathering place, it would be beneficial for the Board to provide direction on other key principles of the masterplan. This direction would provide general guidance for firms to assist in developing their conceptual masterplans.



Below are several principles drawn from the Institute of Local Government's Handbook for Planning Commissioners regarding community/urban design. These principles provide a good starting point for Board discussions regarding guiding principles. We have noted those principles that may require more Board discussion than others.

- People-oriented/design for comfort- To enjoy a space, scale needs to be inviting and people need to feel comfortable and secure.
- Create places to congregate/gather- spaces for community events & activities and/or ok for people to congregate during the day; this is related to Board discussion regarding a community gathering space.
- Provide connections- ensure circulation and accessibility between the outdoor spaces, sidewalks, and parking lot.
- Detail and variety- create aesthetic complexity and variety to make public spaces more interesting.
- Build on existing context or ok with major change to vision- Provide direction if ok to think outside the box or we should only reflect the design and scale of the existing area.
- Mitigate impacts to neighbors- recognize that the area is surrounded by homes.
- Functions/Uses- Provide direction on possible functions and uses such a community garden, demonstration projects, recreational amenities such bocce ball courts, new hardscapes and landscapes, and/or new structures such as bandshell, stage, and/or shade structures.
- Reflect the Corporation Yard and TVIC building in the masterplan- the masterplan will need to recognize the Corporation Yard and TVIC building are adjacent to the outdoor spaces.
- Efficient design- we have limited space, and everything is in close proximity to one another.
- Barriers to improvements- Are there planning/zoning requirements that could pose barriers to development? TCSD operates under a use permit for the community center.

Depending on the Board's discussion and direction, staff will discuss the next steps at the meeting.

**FISCAL IMPACT**

N/A



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
March 13, 2024

**TO: BOARD OF DIRECTORS**

**FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER**

**SUBJECT: CONSIDER RESOLUTION TO APPROVE JOB DESCRIPTION FOR SOLID WASTE DRIVER WITHOUT A COMMERCIAL DRIVER'S LICENSE AND CORRESPONDING SALARY RANGE**

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### **RECOMMENDATION**

Adopt a resolution approving the job description for a Solid Waste Driver Without a Commercial Driver's License and corresponding salary range.

### **BACKGROUND**

Periodic review of job descriptions and classifications is a recommended best practice of local government. It provides an opportunity to ensure that current job descriptions, along with staffing levels, meet the existing needs of the organization.

During the past several months, District management staff has conducted a comprehensive review of the solid waste collection activities. TCSD has a current staffing level of three (3) FTE Solid Waste Drivers and two (2) Sanitation, Maintenance and Solid Waste Workers (cross trainees), who divide their time in solid waste collection and wastewater. One cross trainee (CT1) works 80% in solid waste and 20% in wastewater, while the other cross trainee (CT2) works 20% in solid waste and 80% in wastewater. The net staffing is a total of four (4) FTE solid waste collection drivers.

Both job descriptions require a Class B, commercial driver's license. Solid waste drivers work a 4/10 schedule, which is working four days a week (Tues through Friday), ten hours per day. The cross trainees work a 5/8 schedule, which is the traditional five-day workweek, eight hours per day.

### **DISCUSSION**

Based upon a review of current staffing and service levels in solid waste collection, staff is recommending increasing the number of Solid Waste Drivers from three to four (4) and creating a new job description for a Solid Waste Driver that does not require a Commercial Driver's License (Class B).

#### Staffing Justification

Including the cross-trainees, the overall solid waste collection staffing level will increase to five (5) FTE during residential collection days (Tues through Friday). By adding a driver position, TCSD will be able to maintain a minimum staffing level of three (3) drivers per residential collection day. Previously, when a driver was out sick or on vacation, a temporary driver was available to fill in and

maintain the appropriate staffing and service levels. However, finding temporary drivers is now more challenging due to retirements and/or relocations out of the area. Subsequently, there have been numerous occasions when the staffing level has been reduced to three or, sometimes, two due to planned and unplanned absences. With only three drivers, we may incur overtime costs to finish collections. However, only having two drivers is an untenable situation as it creates a significant burden, both physical and mental, on the collection staff. Furthermore, reduced staffing will greatly affect services levels with pick-ups occurring much later in the day, more missed pick-ups, and lack of staff to perform other solid waste tasks such as bulky-item pick-ups or cart replacements.

As mentioned above, the work schedule for the two (2) Sanitation, Maintenance and Solid Waste Workers (cross trainee) is a 5/8 work schedule. One cross trainee (CT1) conducts solid waste collection for commercial accounts on Mondays. CT1 also drives the collection routes Tuesday-Friday but works 8 hours instead of 10 hours. The other cross trainee (CT2) assists with the Monday commercial collections and serves as a reserve driver, as needed, for absences if he is available.

Adding another Solid Waste Driver will free up the time of the CT2 allowing that person to focus more on wastewater activities such as preventative maintenance and cleaning of equipment. We conservatively estimate CT2 would have an additional 250 hours available for wastewater maintenance activities. Furthermore, adding another Driver will significantly reduce the need for overtime that is frequently incurred when we are short-staffed.

Another benefit of having another driver on staff will allow for more flexible staffing to respond to calls and requests for service later in the day. The new driver could potentially start their work shift later in the day to provide more immediate and same-day response to customer requests including a missed pickup and/or a new cart delivery. Many times, those calls and requests are received at the District office after the drivers have left for the day.

We estimate that approximately 50% of the new driver's time would, in essence, be covering the hours for drivers out due to planned vacations or sick days as well reduce the need for overtime incurred due to short staffing. As stated above, the new driver would assist with Monday commercial collections and free up time for CT2 to work on wastewater maintenance activities.

#### Revised Job Description

We recommend a new job description that removes the requirement to have a Class B commercial driver's license. Lowering the threshold to not require a commercial license will provide flexibility in recruiting for the position by expanding the labor pool of potential applicants. The new position will still have the same responsibilities as the current solid waste drivers, except driving vehicles exceeding 26,000 lbs., which are the large rear-loader collection trucks in the TCSD fleet. TCSD may, at its discretion, decide to send the driver to school to obtain the Class B license. The salary range for the new position is recommended at 8% lower than the current Solid Waste Driver with a Class B license. For example, Step A for a driver without a Class B license would be \$35.37 per hour compared to \$38.45 per hour for driver with a Class B license.

#### Recruitment Process

With the probable retirements of long-tenured drivers within the next 12-36 months, we would like to begin the recruitment in May/June prior to July 1<sup>st</sup> which is when the FY24-25 budget takes effect.

Recruiting, hiring and training Solid Waste Drivers and getting them familiar with Tam Valley is a lengthy and time-consuming process. Adding another driver now would ensure that service levels would not be impacted by future retirements.

**FISCAL IMPACT**

The cost would be reflected in the proposed FY24-25 Solid Waste budget and a specific topic of discussion at the Board's budget workshop in May.

**ATTACHMENTS**

Resolution with attached Solid Waste Driver Without a Commercial Driver's License job description and corresponding salary schedule



## TAMALPAIS COMMUNITY SERVICES DISTRICT

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### RESOLUTION NO. 2024-06

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING NEW A JOB DESCRIPTION, CLASSIFICATION AND SALARY RANGE FOR SOLID WASTE DRIVER WITHOUT A COMMERCIAL DRIVER'S LICENSE

**WHEREAS**, periodic review of job descriptions and classifications provides an opportunity to ensure that current job descriptions, along with staffing levels, meet the existing needs of the organization; and

**WHEREAS**, in the past several months, the District has conducted a comprehensive review of the solid waste operations; and

**WHEREAS**, based upon that review, staff is recommending increasing the number of Solid Waste Drivers to four (4) and creating a new job description for a Solid Waste Driver that does not require a Commercial Driver's License (Class B); and

**WHEREAS**, lowering the threshold to not require a commercial license will provide flexibility in recruiting for the position by expanding the labor pool of potential applicants, yet the position will still have the same responsibilities as the current solid waste drivers, except driving vehicles exceeding 26,000 lbs., and

**WHEREAS**, it is recommended the salary range for a Solid Waste Driver Without a Commercial Driver's License shall be 8% lower than a Solid Waste Driver; and

**WHEREAS**, the salary range for FY23-24 shall be as follows:

	Step A	Step B	Step C	Step D	Step E
Solid Waste Driver (without Class B License)					
Hourly Rate	\$ 35.37	\$ 37.23	\$ 39.19	\$ 41.26	\$ 43.43
Annual Salary	\$ 73,571.82	\$ 77,444.02	\$ 81,520.02	\$ 85,810.55	\$ 90,326.90

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District approves the salary range and attached as Exhibit " A" the job description and classification for Solid Waste Driver Without a Commercial Driver's License and authorizes the General Manager to do everything necessary and appropriate to implement these revisions.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 13th day of March 2024 by the following vote:

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AYES:

NAYS:

ABSENT:

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Steffen Bartschat, President

ATTEST:

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Secretary, Tamalpais Community Services District



## TAMALPAIS COMMUNITY SERVICES DISTRICT

### SOLID WASTE DRIVER (WITHOUT COMMERCIAL DRIVER'S LICENSE)

#### **DEFINITION**

Under general supervision of the Operations Superintendent, the Solid Waste Driver (Without Commercial Driver's License) provides refuse collection and disposal in a safe, courteous, and efficient manner in compliance with State and Federal regulations and TCSD policies.

#### **DISTINGUISHING CHARACTERISTICS**

Incumbents are responsible for driving manual and/or automated waste collection vehicles and for providing prompt, courteous and complete waste, greens, and recycling collection and removal services from customer locations. Incumbents are expected to work independently and exercise judgement and initiative and receive only occasional instruction or assistance as new and/or unusual situations arise and are fully aware of the operating procedures and policies of the District.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from management staff and may receive direction from other staff.
- Exercises no supervision over staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(Depending on assignment, may include but are not limited to, the following)*

- Performs required driver check-in procedures at the beginning of each day's shift.
- Performs heavy manual labor in the collection of waste, greens and recycled materials.
- Performs complete daily routine safety pre-trip inspection on the assigned vehicle including, but not limited to, checking tire pressure, fluid levels, safety equipment, gauges and controls.
- Ensures all safety measures appropriate for operation of assigned vehicle are consistently and efficiently applied.
- Performs assistance to other solid waste drivers as needed to complete the daily operations; work is to be conducted as part of a team.
- Drives a truck along residential and/or commercial routes and to disposal area(s).
- Climbs into and out of truck at customer locations and disposal area(s).
- Lifts and carries residential waste, recycling, and greens to truck and deposits into compactor.
- Operates hand hydraulic and other controls to lift containers, cycle compactor and dispose of collected material at the designated facility.
- Operates vehicle in all assigned service areas in a timely and efficient manner.
- Courteously interacts with customers, residents, supervisors, and other employees.
- Maintains good customer relations and positively influences the community's perception of TCSD throughout all applicable service areas by exhibiting positive, helpful behaviors and attitudes.
- Loads all assigned materials into truck.
- Writes labels and tags ("oops tag") on unsatisfactory waste, greens, and recycling containers and/or refuse.

## EXHIBIT A

- Cleans up the area around an accidental waste and/or spill. Assures materials being transported comply within the legal load limits.
- Ensures hazardous materials are not accepted, as best that can be determined.
- Reads route sheet, follows route map, and services each customer as identified on the route sheet or as assigned by supervisor.
- Performs driver checkout procedures upon returning to the facility at the end of the day.
- Follows all safety policies and procedures in accordance with the current safe practices.
- Responds and performs assigned work as a designated Disaster Service Worker in accordance with California State law during natural and man-made disasters and other emergencies.
- Performs other job-related duties as assigned.

### **PHYSICAL REQUIREMENTS**

- Must be physically mobile within a field environment for indefinite periods of time. May involve working in inclement weather.
- Involves working in a waste and hazardous waste collection, disposal, recovery, recycling environment.
- Involves sitting, standing, walking, pushing, and pulling, reaching above shoulder level, lifting and carrying up to 70 pounds and occasionally heavier weights, using both hands for simple and firm grasping, climbing stairs and fine finger manipulation, e.g., keyboard and mobile/radio phone skills, reading and route-related decision making.
- Requires clarity of hearing.
- Requires the ability to communicate clearly and effectively in English, in person, in writing, and by telephone (includes texts) and email.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- Safety practices and equipment related to the work.
- Principles and practices of customer services, techniques for providing a high level of customer service.
- Capability and safe operation of vehicles and mechanical and hydraulically operated refuse equipment.

#### **Skill and Ability To:**

- Perform minor maintenance duties.
- Follow District policies and procedures related to assigned duties.
- Maintain equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Respond appropriately to changing situations.
- Ability to work cooperatively as part of a team and able to take direction.
- Demonstrate strong customer service skills and establish maintain and foster positive and effective working relationship with members of the public and other District employees.
- Use English effectively to communicate in person, over the telephone and in writing.
- Math: ability to perform basic math calculations for proper service determination.
- Serve as a Disaster Service Worker as needed in emergencies per California State law.



## EXHIBIT A

### **Experience and Training Guidelines:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

- High School Diploma or equivalent.
- Requires 2 years related experience.
- Basic verbal, written and electronic device communications skills.

### **License or Certification:**

A valid Class C California Driver's License with a clean driving record is required and must be maintained during employment.

TCSO may require incumbent to acquire Class B California Driver's License within 48 months of employment. If so, TCSO will pay for the training and costs associated with obtaining the license. Incumbent who has or obtains a Class B California Driver's License will receive the same pay at the equivalent salary step as a Solid Waste Driver with a Class B License. Class B License must be maintained during employment.

### **Pre-Employment Conditions:**

- Department of Justice criminal history fingerprint clearance (Live Scan).
- Background check.
- Medical screening and drug testing clearance.
- Work Permit, if applicable.

### **PHYSICAL WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must possess mobility, strength, and stamina to perform physical work for extended periods of time.
- Work activities may require standing, walking on uneven and slippery surfaces, using ladders, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, climbing, grasping and making repetitive hand movement in the performance of daily duties.
- Writing: annotates service orders with actions taken and descriptions of work done
- Very repetitive work procedures and routine daily work practices.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- Incumbents must possess the ability to lift, carry, push and pull materials and objects weighing up to seventy (70) pounds or heavier weights with assistance and/or the use of proper equipment.
- Incumbents work both in indoor and outdoor environments with exposure to dust and/or other allergens, odors, noise, weather, uneven surfaces and terrain and confining workspaces moderate to loud noise levels, wet and/or slippery conditions, chemicals, mechanical and/or electrical hazards. May work in controlled and uncontrolled temperature conditions, cold and hot temperatures, or inclement weather conditions.

EXHIBIT A

- Exposure to fumes and gases from internal combustion engines and exposure to dust and fumes generated.
- Must be able to travel to different work sites and locations.
- Must be able to work early morning hours and may be assigned work hours during weekends and holidays.

**COMPENSATION:**

Per adopted salary schedule, benefits resolutions, and/or personnel policies

**Board Approval Date:** \_\_\_\_\_ Resolution 2024-06 3-13-24 \_\_\_\_\_



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
March 13, 2024

**TO: BOARD OF DIRECTORS**

**FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER**

**SUBJECT: CONSIDER RESOLUTION TO AMEND TCSD PERSONNEL POLICY NO. 105 – EMPLOYEE BENEFITS – HOLIDAYS TO INCORPORATE HOLIDAY IN-LIEU PAY AND HOLIDAY OVERTIME PAY**

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### **RECOMMENDATION**

Adopt a resolution amending TCSD Personnel Policy No. 105 – Employee Benefits – Holidays to Incorporate Holiday in Lieu Pay and Holiday Overtime Pay for Christmas Day and New Year’s Day

### **BACKGROUND**

TCSD recognizes twelve (12) holidays throughout the year. The list of holidays is as follows:

- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve Day (1/2 Day)
- Christmas Day
- New Year’s Eve Day (1/2 Day)

All TCSD employees are compensated for eight (8) hours, or four (4) hours, of holiday pay for the above holidays for a total of 88 hours of holiday pay per year. Solid Waste collection staff are required to work on all holidays recognized by TCSD that fall on a day they are regularly scheduled to work. If an employee works on a recognized holiday, they are paid at their regular rate of pay for all hours worked, plus eight hours of holiday pay. In essence, these employees are paid at the double time rate for hours worked.

### **DISCUSSION**

Similar to solid waste collection staff, public safety employees are required to work on all holidays that fall on their regular workday. In recognition of this, most public safety agencies pay their employees for recognized holidays separately, called Holiday In-Lieu Pay, once or twice a year. The pay is typically received on a separate check at the beginning of the fiscal or calendar year and is paid on a forward-looking basis for upcoming recognized holidays.

TCSD staff receive holiday compensation on the paycheck from the pay period in which the holiday occurs, such as the eight hours of Independence Day is paid on the first pay period of July. Solid waste collection staff typically work on a holiday, earning double time for hours worked. For

example, if working a ten-hour day, double time is paid for eight hours and regular time is for the remaining two hours worked that day.

The breakdown of how much holiday pay and double time should be paid, along with how much regular time earned during the holidays, particularly Christmas and New Year's, has created confusion among the staff. To clear up this confusion, staff is recommending paying solid waste collection staff separately for holidays via Holiday In-Lieu pay twice a year. Since staff is paid for 88 hours of holiday pay each year, it is recommended to split up the payments into two, the first pay period in January and the first pay period in July.

The check issued in January would be for 32 hours in recognition of the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day

The check issued in July would be for 56 hours in recognition of the following holidays:

- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve Day (1/2 Day)
- Christmas Day
- New Year's Eve Day (1/2 Day)

As mentioned above, solid waste collection staff is still required to work on a holiday. If that occurs, they will be paid at the approved regular hourly rate for all hours worked.

However, staff is recommending that if solid waste collection staff have to work on Christmas Day and/or New Year's Day and, those two holidays fall on their regular workdays, the drivers would be compensated at one and a half times (1.5) the approved hourly rate. We have found that many haulers such as Marin Sanitary Service do not collect refuse on those two holidays and delay regular route pick-ups by a day. If TCSD followed this practice, we would incur the same overtime cost as we would need to pick up on Saturday.

#### **FISCAL IMPACT**

Nominal impact of less than \$2,000/year assuming the Holidays fall on a Tuesday-Friday and 4 drivers work a 10/hr. shift each day.

#### **ATTACHMENTS**

Resolution with changes to TCSD Personnel Policy No. 105



## TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
info@tamcsd.org ♦ www.tamcsd.org

### RESOLUTION NO. 2024-07

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT AMENDING TCSD PERSONNEL POLICY NO. 105-EMPLOYEE BENEFITS – HOLIDAYS TO INCORPORATE HOLIDAY IN-LIEU PAY AND HOLIDAY OVERTIME PAY

**WHEREAS**, TCSD recognizes twelve (12) holidays throughout the year; and

**WHEREAS**, all TCSD employees are compensated for eight (8) hours, or four (4) hours, of holiday pay for a total of 88 hours of holiday pay per year; and

**WHEREAS**, solid waste collection staff are required to work on all holidays recognized by TCSD that fall on a day they are regularly scheduled to work; and

**WHEREAS**, if an employee works on a recognized holiday, they are paid at their regular rate of pay for all hours worked, plus eight hours of holiday pay, essentially receiving double time for hours worked; and

**WHEREAS**, the breakdown of how much holiday pay and double time should be paid, along with how much regular time earned during the holidays, particularly Christmas and New Year's, has created confusion among the staff; and

**WHEREAS**, to clear up this confusion, it is recommended paying solid waste collection staff separately for holidays via Holiday In-Lieu pay twice a year totaling 88 hours; and

**WHEREAS**, the first holiday in-lieu pay shall be received during the first pay period in January of each year for 32 hours paid at the approved regular rate of pay for the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day and Memorial Day; and

**WHEREAS**, the second holiday in-lieu pay shall be received during the first pay period in July of each year for 56 hours paid at the approved regular rate of pay for the following holidays: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day (1/2 day), Christmas Day and New Year's Eve Day (1/2 day); and

**WHEREAS**, solid waste collection staff are still required to work on a holiday, which, if occurs, they will be paid at the approved regular hourly rate for all hours worked; and

**WHEREAS**, if solid waste collection staff have to work on Christmas Day and/or New Year's Day and, those two holidays fall on their regular workdays, they would be compensated at one and a half times (1.5) the approved hourly rate.

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District approves Exhibit "A" which amends TCSD personnel policy No. 105 – Employee Benefits – Holidays to incorporate holiday in-lieu pay and holiday overtime pay and authorizes the General Manager to do everything necessary and appropriate to amend the personnel policy.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 13th day of March 2024 by the following vote:

/

/

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Steffen Bartschat, President

ATTEST:

\_\_\_\_\_  
Secretary, Tamalpais Community Services District

**SUBJECT:** Employee Benefits - Holidays

**POLICY NO:** P 105

### P 105.01 – HOLIDAYS

The District observes twelve (12) holidays each year, which includes half-day holidays for Christmas Eve and New Year's Eve. Only full-time regular employees will receive holiday pay at their regular rate of pay at the time the holiday occurs. All other employees, including part-time employees and temporary or seasonal employees, are not eligible to receive holiday pay.

The District publishes and distributes to all personnel a list of holidays for that year. Those holidays include:

- New Year's Eve (1/2 Day)
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve Day (1/2 Day)
- Christmas Day

In the event that a District-recognized holiday falls on a Saturday, the District will observe the holiday on the preceding Friday. In the event that District-recognized holiday falls on a Sunday, the District will observe the holiday on the following Monday. For the ½ day holidays that fall on a Sunday, the General Manager has the discretion to apply the ½ day holiday to the preceding Friday.

~~For employees working on an alternative workweek schedule (i.e., employees not working the traditional 5-day/8-hour schedule and instead are on a 4-day/10-hour schedule), the employee shall be paid holiday compensation at the approved regular earnings rate whenever the holiday falls on a day they are not scheduled to work.~~

- ~~For example, the Refuse crew works Tuesday through Friday. If the holiday falls on a Monday, the eligible employee gets paid eight (8) hours as holiday compensation (or four (4) hours for 1/2-day holiday) at the approved regular hourly rate.~~

### P 105.02 – FLOATING HOLIDAYS

In addition, the District grants full-time regular employees with four (4) floating paid holidays (i.e. 32 hours) which may be taken at any time mutually agreeable to the employee and the District. Floating holidays are given at the beginning of the calendar year and any unused floating holidays may not be carried over to the following year. For eligible employees hired during the year, the floating holidays will be pro-rated, giving the employee one holiday for each quarter of the year. Since floating holidays do not carry over from year to year, they will also not be paid out upon separation of employment.

For eligible employees hired during the year, the floating holidays will be pro-rated as follows:

- January 1 through March 31 – 4 days
- April 1 through June 30 – 3 days
- July 1 through September 30 – 2 days
- October 1 through December 31 – 1 day

#### P 105.03 – WORK ON A HOLIDAY

Any employee may be required to work on a holiday. For those employees who may be required to work on a District-recognized holiday, it is not necessary to stay at work in order to complete a regular shift on that day if the workload does not require a full day to complete. Pay for working on a holiday ~~will continue to be at the approved double time rate for the hours actually worked and the remainder, if applicable,~~ shall be paid at the approved regular rate for the hours actually worked.

~~Employees on the Solid Waste collection employees Refuse crew~~ are required to work on all holidays that fall on a day they are regularly scheduled to work and, thus, receive holiday in lieu pay. ~~If eligible for holiday pay, these employees will be paid at the approved double time rate. Pay for working on a holiday shall be paid at the approved regular rate for the hours actually worked, except for work on New Year's Day and Christmas Day. If an employee works on either or both of New Year's Day and Christmas Day the employee shall be paid at one and a half (1.5) times the approved regular rate for hours worked. For example, if Christmas Day and/or New Year's Day falls on a weekday and the employee works on that day they will be paid at one and half times the approved rate for the hours worked. Furthermore, if Christmas Day and/or New Year's Day fall on a weekend, the employee does not receive overtime pay for working on Monday or Friday (i.e., TCSD recognized holidays for non-Solid Waste collection staff).~~

When a Solid Waste collection employee an employee working on an alternative workweek schedule (i.e., employee not working the traditional 5 day/8 hour schedule and instead are on a 4 day/10 hour schedule) is called into work on a holiday that coincides with their day off, the employee shall be paid at the approved regular double time rate for the hours actually worked, except for work on New Year's Day and Christmas Day (when they are officially recognized by TCSD), which shall be paid at one and a half (1.5) times the approved regular rate for hours worked.

~~and the remainder will be paid as holiday compensation at the approved regular earnings rate.~~

- ~~For example, if the holiday falls on their day off (e.g., Monday) and the employee is called in to work for two (2) hours, then the employee shall be paid those two (2) hours at the approved~~



~~double time and the remaining six (6) hours will be paid as holiday compensation at the approved regular earnings rate.~~

#### P 105.04 – HOLIDAY IN LIEU PAY

Any employee regularly required to work on a TCSO recognized holiday shall be compensated on the first pay period in January of each year for thirty-two (32) hours at the approved regular rate of pay. The pay is compensation for the following TCSO recognized holidays in the upcoming year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day

Any employee regularly required to work on a TCSO recognized holiday shall be compensated on the first pay period in July of each year for fifty-six (56) hours at the approved regular rate of pay. The pay is compensation for the following TCSO recognized holidays in the upcoming year:

- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve Day (1/2 Day)
- Christmas Day
- New Year's Eve (1/2 Day)

The General Manager in his/her/their sole discretion will determine which employees (e.g., Solid Waste collection employees) meet the requirements of this section and are eligible to receive holiday-in-lieu pay.

**SUBJECT:** Employee Benefits – Paid Sick Leave

**POLICY NO:** P 106

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#### **P 106.01 – PAID SICK LEAVE & ELIGIBILITY**

In order to help prevent loss of earnings that may be caused by accident or illness, the District has established the following paid sick leave policy.

Employees begin accruing paid sick leave on their first day of employment. Paid sick leave does not accrue during any unpaid leave of absence.

#### **P 106.02 – ACCRUAL FOR FULL-TIME EMPLOYEES**



**TAMALPAIS COMMUNITY SERVICES DISTRICT**

**Staff Report  
Board Meeting  
MARCH 13, 2024**

**TO: BOARD OF DIRECTORS**  
**FROM: GARRETT TOY, GENERAL MANAGER**  
**SUBJECT: GENERAL MANAGER’S REPORT FOR FEBRUARY**

**RECOMMENDATION**

Receive and discuss the February 2024 General Manager’s report.

**DISCUSSION**

Wastewater Statistics and Work

- January flow through Bell Lane Pump Station: 15,578,000 gallons
- January flow through Bob Bunce Pump Station: 198,877 gallons
- Rain: 8.19 total inches
- Sewer Spill: 0
- Lateral Inspections Feb. 2024: 33 (incl. 17 CIP CCTV’s in Phase D)

Solid Waste Statistics and Work

SOLID WASTE CALLS FOR SERVICE 2024		
TYPE OF SERVICE	Month	
	Jan	Feb
Missed pick-up	42	27
New Service request	8	2
Replacement carts	7	8
Dumpsters	1	2
Extra trash pick-up	10	9
Late put out	3	2
Other	<u>1</u>	<u>1</u>
Total	72	51
YTD Total		123
	Avg/mo.	62

Parks & Recreation

- At its retreat, the Board suggested staff add events such as Trivia Night and Paint & Wine event as well as explore the possibility of public-private partnerships for some events. Attached is an update on our efforts to develop partnerships for events and the status of upcoming events.

- *Murder Mystery (Feb. 2&3, 9&10); events sold out*

<b>MURDER MYSTERY</b>	
<b>February 2024</b>	
<b>Revenue</b>	
Tickets	\$ 12,191.04
<b>Total Revenue</b>	<b>\$ 12,191.04</b>
<b>Expenses</b>	
All Other Expenses	\$ 10,466.01
Part-time Staff	\$ 2,189.28
Full-time Staff OT only	\$ 422.18
<b>Total Expenses</b>	<b>\$ 13,077.47</b>
<b>Net Surplus/(Deficit)</b>	<b>\$ (886.43)</b>
<b>Percent Cost Recovery</b>	<b>93%</b>
<b>Notes</b>	
Bar Sales not included in revenue (proceeds to F.O.T.V)	\$ 1,451.00
Approx 50% of p/t costs for kitchen staff	
F/T is paid overtime and does not include comp time	

- *Community Center Restroom Remodel Project*  
Contractor has completed the demolition of the restrooms in the community center. We issued one change order to address a wall that needs to be reframed.
- *Community Center Fence Replacement Project*  
The project is progressing, but the contractor continues to be impacted by the weather. The contractor has not been working on forecasted heavy rain days and does need to wait for the ground to dry out to be able to use his heavy equipment.

Administration

- At its last meeting, the Board requested staff to survey other special districts regarding Board compensation. The Board adopted its current compensation of \$100 per Board meeting in 2006 (Ordinance No. 80).
- Next PARC meeting is 3/15/24.

**ATTACHMENT**

- A. Update on events
- B. Compensation Survey

## **Board Update on Events** (as of February 29, 2024)

### **Spaghetti Bingo**

- Date set for March 22nd
- Launched ticket sales on 2/23 in newsletter
- Tickets sold as of 2/29 - 65 out of 100
- Signs going up next week

### **Trivia Night**

- Met with Jules about partnering on this since she already hosts trivia at the Junktion weekly.
- Agreed to sponsor one Trivia Night a month
- Looking at dates but plan to start late March/early April

### **Sew and Sip**

- Met with Jules and she has been trying to launch a sewing/mending circle and how to alter clothes you already own. This seems like a fun creative event to partner on vs a painting night. (Note: still exploring painting night)
- Looking at April 11th to launch this together.

### **Garden Talk with Michael Bogart**

- Scheduled for March 23rd at the Cabin - 10am
- Topic "What to do in your garden before spring has sprung"
- Micheal will have tea and coffee offered.
- We will start promoting in the March 1st newsletter

### **Earth Day**

- Partnering with Xtracycle/Priority Bikes and the Junktion
- Booking youth bands with Jules (Junktion)
- Screening a cargo bike documentary
- Booking speakers - naturalist
- Jules will help with a craft and organizing/running the garage sale section

### **Creekside**

- Working on expanding sponsorships beyond Creekside into all large events.
- Almost all bands with signed contracts - one open slot right now.
- Focusing on making it warmer/making the vibe work better at the Community Center location.

COMPENSATION SURVEY FOR SPECIAL DISTRICT BOARD MEMBERS  
as of Feb. 16, 2024

District	Per meeting	Per Day for Mtg	mtgs/days per mo	Other comp/mo	Comments
TCSD	\$ 100.00		6		
LGVSD	\$ 252.70		6	\$ 200.00	\$200 toward medical insurance
SMCSD		\$ 160.00	6		
Homestead SD	\$ 150.00				President receives \$175/mtg
Alto SD	\$ 125.00				Chair receives \$150/mtg
Almonte SD	\$ 100.00				President receives \$125/mtg
Strawberry Recreation District	\$ 100.00		5		Receive offset of taxes per W2
RVSD		\$ 314.00	6		
Sanitary District #5 of Marin County		\$ 100.00	6		
SASM	\$ -	\$ -	n/a		No compensation
BCPUD		\$ 250.00	n/a		\$250 per month regardless of no.of mtgs;est. avg. 2 mtg/mo.
Avg. per mtg/day		\$ 177.67			

Note: meeting includes attending other agency meetings as approved by the Board

Date: February 15, 2024

To: Steffen and Garrett,

I attended the SASM Meeting for February 15, 2024, at the SASM wastewater plant conference room.

**ATTENDANCE**

All SASM Commissioners were present: Lew Kiou, president of the SASM board (Almonte Sanitary District), Peter McIntosh (Richardson Bay Sanitary District), Stephen Burke (City of Mill Valley), Jim Jacobs (Tamalpais Community Services District), Todd Gates of the Alto Sanitary District, and Al Leibof (Homestead Valley Sanitary District) attended the meeting. A quorum was present.

SASM Staff: Mark Grushayev, Director of the Wastewater Treatment Plant was present. Brian Exberger, SASM Chief Treatment Plant Operator, and SASM Administrative Assistant, V. Tyler.

Andrew Poster, P.E., City Engineer and Director of Public Works and Todd Cusimano, City Manager for the City of Mill Valley were absent.

Bonner Buehler, Manager for Homestead Valley was in the audience. No other members of the public were present.

**BUSINESS SESSION**

For 2022-2023, there were 16 violations related to the non-working trickling filters, and the compromised process created effluent limit violations per the Water Code section 13385. The \$3,000 per event is a Mandatory Minimum Penalty (MMP). Based on the Regional Water Quality Control Board (RWQCB) Violation Letter regarding NPDES Permit CA00337711, SASM will pay \$3,000 per violation, or \$48,000. The board approved the payment, which will come out of reserves.

The board approved a contract for the Primary Clarifiers Influent Channel Cover Project which is part of the Construction Services Agreement (CSA) for an amount not to exceed \$146,546 to Hallsten Corporation of Sacramento, California. This amount was budgeted in the Capital Improvement Plans (CIP) for this project.

**NEXT SASM MEETING**

Future meetings will be live at the SASM conference room at the SASM plant at 6 pm. The next SASM meeting is March 21, at 6:00 pm. I will attend the meeting.

Sincerely,

Jim Jacobs  
TCSD Representative

i attend the SMCSD Board of Directors meeting on March 5 at 12 noon.

The Board:

1. Approved Sewer Service Charge Study for fiscal years 2024 through 2029. Projected 2% annual increase for the 5 year term for all customer classes. True impact to TCSD : 3.4% in year one; 2% years 2-5 due to our agreement with SMCSD. .  
Prop 218 Public hearing May 7. Effective date July 1.

Copy of the rate study sent to TCSD management; also posted on SMCSD website.  
Would be worthwhile, for those Board members interested to attend the May 7th presentation as SMCSD's costs comprise the majority of our wastewater expenditures.

Note that TCSD has the highest average annual sewer charges for single family homes (EDU's) at \$2,246 when compared to Marin City, Sausalito, Ross Valley, Alto, Mill Valley, Larkspur.

2. Rejected all bids for the Beach Main Rehab project . Will be rebid and will include the TCSD Flow Meter Project.

3. Approved contract for roof repairs on Ops building at NTE \$147,690.

4. Discussed nominations for CSDA Board Directors for 2005-2007 term.

5. Approved Annual Board compensation and reimbursement for 2023.

#### Plant and Operations

1. Experienced multiple high flows in February due to heavy rains. No blending events or discharge to the bay.

2. Experienced multiple power outages as well due to rain and high winds. Back up generators worked as planned.



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
March 14, 2024

TO: BOARD OF DIRECTORS  
FROM: SARAH MEHTAR, FINANCE AND PROGRAMS MANAGER  
SUBJECT: RECEIVE MONTHLY FINANCIAL REPORTS

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### RECOMMENDATION

Receive and file the February 2024 financial reports.

### BACKGROUND

In the fall of 2021, the TCSD Financial Reporting Ad Hoc Committee provided additional recommendations regarding reports and the schedule to reflect industry standards and provide improved transparency into TCSDs finances. TCSD staff continues to provide all required financial reporting.

### Schedule of Reports

Disbursements (checks & credit card register)	Monthly
Budget year-to-date report	Monthly
CIP project expenditure report	Quarterly
Measure A expenditure report	Quarterly
Treasurer's report	Quarterly
Audited financial statements	January
Proposed and adopted budgets	May and June
Multi-year financial plans	As needed
Mid-year budget report	Feb

Please note that Fiscal Year Quarters are as follows:

1 <sup>st</sup> Quarter (July-Sept)	Report in November
2 <sup>nd</sup> Quarter (Oct-Dec)	Report in February
3 <sup>rd</sup> Quarter (Jan-Mar)	Report in May
4 <sup>th</sup> Quarter (Apr-June)	Report in August

The staff quarterly reports lag the actual quarters because the Board meets the Second Wednesday of each month. As a result, often the data cannot be compiled and analyzed by the Board meeting after the quarter ends.

### DISCUSSION

Resolution 2023-18 amending the policy of investment of District funds was passed in November 2023. Accordingly in December 2023, two-thirds of the investments were transferred from LAIF to the newly established Wells Fargo Stagecoach Sweep Account.



As of February 29, 2024, TCSD had the following cash and investment balances:

Institution	Account	31-Jan-24	29-Feb-24
Wells Fargo	General Checking	\$ 572,114.02	\$ 161,793.18
Wells Fargo	General Savings	\$ 2,000,000.00	\$ 200,000.00
Wells Fargo	Stagecoach Sweep	\$ 5,449,460.70	\$ 8,240,692.71
Wells Fargo	General Merchant Services	\$ 18,247.92	\$ 10,194.94
State of CA - LAIF	General Account	\$ 2,931,980.75	\$ 2,931,980.75
<b>Total Balances</b>		<b>\$ 10,971,803.39</b>	<b>\$ 11,544,661.58</b>

TCSD budgets are divided into the District’s three main service areas: a) Wastewater, b) Solid Waste, and c) Parks and Recreation. Wastewater and Solid Waste are proprietary funds based on service fees, whereas the Parks and Recreation fund is a governmental fund supported primarily by ad valorem property tax revenues and Measure A parks funds generated by sales tax revenues. Expenses for each of the three funds are tracked separately.

**MONTHLY REPORTS**

The disbursement reports for February 2024 are attached to this report (Attachment A). The largest disbursement for the period was to Kaiser Permanente, \$ 39,675.42, for March and April medical premium. The second largest was to Croce, Sanguinetti, & Vander Veen, \$35,860.05, for 2022-23 Annual Report and Associated Meetings.

The year-to-date annual budget report (Attachment B) is through the end of February 2024. The report gives the cumulative totals for the fiscal year with budget comparisons. YTD Parks and Recreation revenues are \$796,244.97, which is 64% of the budget. YTD Wastewater revenues are \$3,427,138.74, which is 56% of the budget. And YTD Solid Waste revenues are \$1,666,379.86, which is 59% of the budget.

The County disburses payments for Wastewater and Solid Waste services, collected through property tax bills, to public agencies in installments. The District received its first disbursement for the fiscal year from the County of Marin in December and it equals approximately 50% of the revenue projections, while later payments are expected in April and June. The first installment total was \$5,153,003.55, of which \$7,554.17 was deducted as admin fees by the County. The revenue is broken down as: \$3,202,361.81 for Wastewater, \$1,539,096.79 for Solid waste and \$411,544.95 for Parks and Recreation.

**FISCAL IMPACT**

N/A

**ATTACHMENTS**

- A. Monthly Disbursement Reports
- B. Year-to-Date Annual Budget Reports



Tamalpais Community Services District  
Disbursements from U.S. Bank Credit Card

Date	Name	Memo	Amount
02/07/2024	El Pollo Loco	Food for Muder Mystery (3rd Day)	\$ 1,605.88
02/07/2024	El Pollo Loco	Food for Muder Mystery (Last Day)	\$ 1,467.14
02/09/2024	Harbor Freight Tools	Replace Old Portable Generator	\$ 1,385.26
02/01/2024	Costco	Murder Mystery and Misc. Office	\$ 577.81
02/21/2024	FasTrak	Bridge Account Replenishment	\$ 510.00
02/07/2024	Costco	Murder Mystery and Misc.	\$ 472.05
02/01/2024	Microsoft	Software Licenses	\$ 350.00
02/12/2024	Lowes.com	New Kitchen Sink for Comm. Center	\$ 296.61
02/06/2024	Verizon Wireless	Device & Data Plan	\$ 278.74
02/03/2024	Comcast	Internet Jan18- Feb 17, 2024 @ 305 Bell Ln.	\$ 259.62
02/10/2024	Go To Communitations, Inc.	(415)388-6393 Voice & Data Lines and Wireless Services	\$ 251.39
02/15/2024	Amazon.com	Vehicle Log Books (40 pk)	\$ 245.24
02/11/2024	Amazon.com	Generator Trailer Wheel & Hitch Lock	\$ 241.28
02/17/2024	Staples Business Credit	Printer Paper, Wall Calendar, File Folders, Carbonless Receipt Book and Misc.	\$ 234.23
02/12/2024	CSMFO	Staff Training - Finance Webinar	\$ 200.00
02/10/2024	DoorDash.com	Lunch for Board Retreat	\$ 170.12
02/13/2024	Smart & Final	Murder Mystery Misc.	\$ 158.31
02/03/2024	Comcast	Internet Jan 13- Feb 12, 2024 @ 203 Marin Ave	\$ 144.84
02/02/2024	CSMFO	Membership for Municipal	\$ 135.00
02/08/2024	QuickBooks Time, Inc.	Online Time Card Service- Jan 2024	\$ 132.00
02/10/2024	Verizon Wireless	Data Plan for Refuse Driver's iPads	\$ 120.48
02/08/2024	Upside Mill Valley	Coffee for Board Meetings	\$ 118.56
02/02/2024	A Party Center	Dinner Plates for Murder Mystery (1 of 2)	\$ 118.25
02/09/2024	A Party Center	Dinner Plates for Murder Mystery (2 of 2)	\$ 118.25
02/19/2024	AT&T	Staff Cell Phone Plan	\$ 114.17
02/08/2024	Terminix	Pest Control Servicing at Community Center & Main Office	\$ 106.00
02/22/2024	California Water Environment Association	CWEA Member Training	\$ 101.00
02/07/2024	Safeway	Murder Mystery Cast Meal - Backstage Show Night 2/09	\$ 99.98
02/27/2024	Environment Association	CWEA Training Education Credit	\$ 94.00
02/01/2024	Smart & Final	Prizes for Murder Mystery	\$ 92.95
02/07/2024	Amazon.com	Air Tags for Trucks	\$ 92.00
02/15/2024	Grainger	Isuzu Headlamps Connector Grease	\$ 90.45
02/06/2024	Lauder It	Laundry from Murder Mystery 1st week	\$ 87.75
02/26/2024	O'Reilly Auto Parts	12 & 15 : Electrical Repairs	\$ 86.17
02/16/2024	Lauder It	Laundry for general events	\$ 81.65
02/03/2024	Beverages & More	Beverages for Cast and for Bar Restock	\$ 80.88



Tamalpais Community Services District  
Disbursements from U.S. Bank Credit Card

Date	Name	Memo	Amount
02/01/2024	Smart & Final	Murder Mystery- Cookies	\$ 69.93
02/05/2024	Ikea	Cast gifts- Cookies	\$ 62.25
02/02/2024	Smart & Final	Misc. Murder Mystery Supplies	\$ 51.92
02/28/2024	Transbay Lock Inc	2 Spare Gate Locks	\$ 50.15
02/07/2024	Safeway	Murder Mystery Cast Meal - Backstage Show Night	\$ 50.09
02/13/2024	Temu.com	Garbage Picker	\$ 47.93
02/16/2024	UPS Store	Notary for Greene Vs. Kenyon Litigation	\$ 43.74
02/10/2024	Target	Cast Food and Gifts	\$ 39.12
02/06/2024	Amazon.com	Supplies for M.M - laminating sheets	\$ 35.71
02/01/2024	Amazon.com	Supplies for M.M	\$ 35.71
02/02/2024	Webstaurant Store	Flatware rack for Dishwasher in Comm. Ctr.	\$ 34.75
02/27/2024	Transbay Lock Inc	Comm. Ctr. Side Keys	\$ 31.68
02/13/2024	Shutter Stock	Stock Images for P&R	\$ 29.00
02/01/2024	Restaurant	Lunch to pick up refuse truck in Livermore	\$ 27.81
02/08/2024	Amazon.com	Office Supplies - Color Paper	\$ 26.52
02/02/2024	California Water Environment Association	CWEA Member Training - online class	\$ 25.00
02/17/2024	Amazon.com	Red Marker Flags - 100pk (for USA 811)	\$ 18.34
02/16/2024	Amazon.com	New name plates for 2 Board Members	\$ 17.30
02/17/2024	Staples Business Credit	Wall Calendars	\$ 16.55
02/06/2024	Amazon.com	Supplies for M.M - cardstock for programs	\$ 13.26



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
02/23/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/22/2024	\$ 59,233.44
02/09/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/08/2024	\$ 57,914.30
02/21/2024	100834	Kaiser Foundation Health Pln	Mar & Apr 2024 Medical	\$ 39,675.42
02/23/2024	100843	Croce, Sanguinetti, & Vander Veen	2022-23 Annual Report and Associated Meetings and Consultations	\$ 35,860.05
02/02/2024	100801	J. W. Mobile/Napa Truck Service	15: Replace Shift Cable, Check Mico Inop, Transmission, Body Control Valve, Fender Repair, Tires; 20: Front Brake Repair, Replace Front & Rear Tires, Replace Filter & Oil;	\$ 27,395.54
02/21/2024	100836	J. W. Mobile/Napa Truck Service	12: Replace Transmission, New PTO, Found Throttle Up Inop; 7: Box & Electrical Repairs, Check Hydraulic Leak, Repair Rear Fenders; #93, 94 & 95: 90 day inspection; 15: Replace Shift Tower	\$ 26,155.33
02/23/2024	100847	Jorges Tree Services	Monthly Parks & Open Space Mani.- 3 days/week - Nov, Dec & Jan	\$ 16,695.00
02/09/2024	100818	Hayes, Robert W. - Architect	Community Center Bathroom Remodel, Building Permit Drawings Complete	\$ 16,315.00
02/23/2024	100848	Maggiore & Ghilotti Inc.	Bell Lane Pump Station Bypass Repair	\$ 15,601.26
02/02/2024	100802	Marin Sanitary Service	Jan 2024 Solid Waste 134.15 tons @\$110.99/T	\$ 14,889.28
02/02/2024	100809	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement Dec 22, 2023	\$ 13,871.91
02/23/2024	100839	Marin County Employees Retirement Sys.	PP4 2024 Feb 10 - Feb 23, 2024	\$ 13,219.21
02/09/2024	100825	Marin County Employees Retirement Sys.	PP3 2024 Jan 27 - Feb 09, 2024	\$ 12,832.91
02/09/2024	100811	Marin Resource Recovery Center	Green Waste, 111.72 Tons @\$102.48/T, Jan 2024	\$ 11,449.10



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
02/23/2024	100853	Owen Equipment Company	#23: Three Radio Comm. Set up and #23: Parts for hydro vactor	\$ 9,314.67
02/21/2024	100835	FleetCrew Inc.	Emission Durathon Service and Level 1 Cleaning (plus travel charge) for multiple vehicles	\$ 7,069.50
02/02/2024	100808	Roy's Sewer Service, Inc.	Cleared Clogged Line - Resident Reported Odor Sheffield Ave. and Pump Truck Clean up after; Regular Maint. Cleaning	\$ 6,666.00
02/01/2024	44602	Teamsters Anthem PPO	Medical Insurance Premium	\$ 5,879.10
02/09/2024	100824	Marin County Employees Retirement Sys.	PEPRA W/H PP3 2024 Jan 27 - Feb 09, 2024	\$ 5,025.26
02/23/2024	100837	Marin County Employees Retirement Sys.	PEPRA W/H PP4 2024 Feb 10 - Feb 23, 2024	\$ 5,025.26
02/23/2024	100849	Miller Starr Regalia	Greene Vs. Kenyon Litigation, January 2024	\$ 3,542.95
02/02/2024	100799	Diesel Direct	703.2 gal Diesel, for Above Ground Tank	\$ 3,486.64
02/02/2024	100807	Pacific Window Cleaning & Janitorial, Inc	Cleaning Services Jan 2024	\$ 3,265.00
02/02/2024	100806	Pacific Gas & Electric	Office, Shop, Cabin and CC Gas & Electricity and Kay Park and Eastwood Electricity	\$ 2,826.02
02/21/2024	100832	Spec.Dist.Risk Mgmt. Auth. (SDRMA)	insur claim deductible: Date of loss 12/26/23	\$ 2,640.94
02/09/2024	100815	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Jan 2024, 8 Trips, 10.41	\$ 2,546.10
02/23/2024	100838	Employee Personal W/H	Employee Personal W/H	\$ 2,325.00
02/02/2024	100796	AT&T	Community Ctr Alarm Phone Lines and Office Data Lines, Wireless Services	\$ 2,263.97
02/09/2024	100816	Cal Accessibility	50% Retainer based on Work Proposal for ADA assesments	\$ 2,200.00
02/23/2024	44603	Delta Dental	Mar 2024 Employee Dental Coverage	\$ 1,581.76
02/02/2024	100797	Central Marin Sanitation Agency	F.O.G. Services for TCSD Food Service Establishments, Oct - Dec	\$ 1,290.75
02/23/2024	100846	Janice Clement Event Planning & Mgmt.	Kitchen Management at Murder Mystery 2/1,2,9 and 10	\$ 1,100.00



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
02/23/2024	100842	Best Best & Kreiger (BBK)	Attorney fees - Jan	\$ 742.50
02/23/2024	100851	Perfect Timing Personnel Services, Inc.	Front Desk Sub: Feb 15-16, 2024	\$ 629.42
02/23/2024	100841	Bay Area Air Quality Management District	April 2024-April 2025 Permit to Operate Fuel Nozzles	\$ 614.00
02/02/2024	100804	Matrix Computer Solutions	IT services	\$ 580.00
02/09/2024	100822	UBEO West LLC- RMC	Copier Lease 1/20- 2/19/24	\$ 573.31
02/09/2024	100826	Pace Supply Corp.	Added Valve to Tank Aux Port and Bell Ln P.S Back up Pump, Fitting for Jetter Nozzle, Heater Thermocouple restock	\$ 522.75
02/09/2024	100810	Employee Personal W/H	Employee Personal W/H	\$ 500.00
02/02/2024	100805	Napa Auto Parts- DNG Enterprises	Greasing Tools For Vactor Truck; Spill Kit Bag Restock; 94: Parts	\$ 454.49
02/09/2024	100817	e-Recycling of California	Misc e-waste picked up 1/31/24	\$ 414.76
02/02/2024	100798	Cintas	Carpets, Towels, Soap	\$ 374.96
02/02/2024	100803	Martin Bros. Supply	Backfill Sand for Community Center; Blacktop Patch for Eastwood Park	\$ 354.69
02/23/2024	100845	Eco-Check Compliance, Inc.	Performed Annual Monitoring Certification, spill bucket test, vapor test	\$ 300.00
02/09/2024	100819	North Bay Bottling	Drinking Water Jan'24	\$ 270.00
02/09/2024	100814	Atco Pest Control	Pest Control for Eastwood Park	\$ 225.00
02/23/2024	100844	Davis Sign Co.	Kay Park Sign	\$ 207.58
02/02/2024	100795	Goodman Building Supply Co.	Supplies for Eastwood and Other Parks; Storm Drain Repair at Bell Lane P.S; Build Hook Rack on Vactor Truck	\$ 201.09
02/09/2024	100820	Stericycle, Inc.	Feb 2024 Medical Waste Services	\$ 185.66
02/23/2024	100840	AT&T (Internet)	Internet service Bob Bunce Pump Station	\$ 181.90
02/21/2024	100833	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 181.22
02/23/2024	100852	Water Components & Building Supply Inc.	Part for Truck #23; Drain Guard in Yard; Marking TCSD Electrical Utilities	\$ 149.95
02/23/2024	44600	VSP Vision Service Plan (CA)	Employee Vision Coverage Feb 2024	\$ 133.67



Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
02/09/2024	100812	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	124.43
02/09/2024	100813	Access Answering Service	Answering Service - Feb	92.00
02/16/2024	44601	Pitney Bowes	Postage Meter Ink	69.17
02/23/2024	100850	Pace Supply Corp.	Truck 23 Misc. Part Ordered	63.64
02/09/2024	100827	Tamalpais Paint & Color CM	Eastwood Park - Paint Bathroom	54.89
02/20/2024	44579	Optum Financial (COBRA)	Feb- COBRA Administration for TCSD Staff	5.18
02/09/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/08/2024	1.65



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**Year-to-Date Budget Report**  
**FY 2023-24**

ATTACHMENT B

	<b>WASTEWATER DEPT.</b>			
	Feb 2024 (67% of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4101 · Sanitation Service Charges	\$ 3,218,329.69	\$ 6,032,000	53%	
4103 · Permits/Lateral Connection Fees	\$ 14,280.00	\$ 31,200	46%	
4104 · Muir Woods Sanitaion Svc. Chrg.	\$ 74,545.37	\$ 55,906	133%	
4420 · Interest Revenue	\$ 119,983.68	\$ 26,700	449%	
<b>Total Revenue</b>	<b>\$ 3,427,138.74</b>	<b>\$ 6,145,806</b>	<b>56%</b>	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 270,809.17	\$ 391,820	69%	
5012 · Overtime Pay	\$ 4,152.23	\$ 4,543	91%	
5013 · Performance Recognition	\$ 8,613.06	\$ 7,816	110%	
5014 · Temporary Help	\$ 2,415.78	\$ 8,295	29%	
<b>Total 5010 · Salaries</b>	<b>\$ 285,990.24</b>	<b>\$ 412,474</b>	<b>69%</b>	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 37,088.65	\$ 54,017	69%	
5022 · Retirement Contributions	\$ 53,510.95	\$ 73,315	73%	
5023 · Social Security and Medicare	\$ 20,079.50	\$ 31,400	64%	
5024 · Other Employee Benefit	\$ 2,461.37	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 10,954.29	\$ 22,822	48%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 24,860	0%	
<b>Total 5020 · Employee Benefits</b>	<b>\$ 124,094.76</b>	<b>\$ 206,414</b>	<b>60%</b>	
5110 · Wastewater Treatment Expense				
5111 · SMCSO Sewage Treatment O&M	\$ 1,194,000.54	\$ 2,439,558	49%	1st Installment
5121 · SASM Sewage Treatment & Capital	\$ 79,974.50	\$ 160,017	50%	1st Installment
5131 · Almonte and Homestead Svc Fees	\$ -	\$ 9,000	0%	
<b>Total 5110 · Wastewater Treatment Expense</b>	<b>\$ 1,273,975.04</b>	<b>\$ 2,608,575</b>	<b>49%</b>	
5140 · Sewer System Maint. & Repair	\$ 127,276.84	\$ 225,000	57%	
5330 · Tree & Landscaping	\$ -	\$ 10,000	0%	
5400 · TCSD Board Fees	\$ 2,669.00	\$ 5,000	53%	
5401 · Professional Services	\$ 24,701.09	\$ 60,000	41%	
5420 · Staff Training & Travel Expense	\$ 788.48	\$ 7,381	11%	Recategorized
5425 · Office and Technology	\$ 11,171.36	\$ 19,200	58%	
5430 · Telephone and Alarms	\$ 11,467.99	\$ 15,000	76%	
5431 · Public Communications	\$ 120.75	\$ 7,000	2%	
5432 · Insurance	\$ 56,532.79	\$ 55,000	103%	
5437 · Miscellaneous	\$ -	\$ 1,000	0%	
5438 · Fees and Permits	\$ 16,245.70	\$ 37,000	44%	
5439 · Utilities	\$ 6,300.67	\$ 9,000	70%	
5440 · Fuel Expense	\$ 11,518.25	\$ 12,000	96%	
5450 · Maintenance and Supply	\$ 29,401.23	\$ 100,000	29%	
5470 · Yard & Bldg. Improvements	\$ 37.21	\$ 10,000	0%	
5483 · Debt Issuance Costs	\$ 1,042,498.98	\$ 1,340,000	78%	
<b>Total Expense</b>	<b>\$ 3,024,790.38</b>	<b>\$ 5,140,044</b>	<b>59%</b>	





**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**Year-to-date Budget Report**  
**FY 2023-24**

ATTACHMENT B

<b>SOLID WASTE DEPT.</b>				
	Feb 2024 (67% of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 1,577,447.54	\$ 2,797,000	56%	
4202 · Other Solid Waste Services	\$ 4,943.75	\$ 7,600	65%	
4410 · Donations/Fundraising/Grants	\$ -	\$ 5,000	0%	
4420 · Interest Revenue	\$ 83,988.57	\$ 18,690	449%	
<b>Total Revenue</b>	<b>\$ 1,666,379.86</b>	<b>\$ 2,828,290</b>	<b>59%</b>	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 437,521.70	\$ 699,737	63%	
5012 · Overtime Pay	\$ 39,756.94	\$ 52,934	75%	
5013 · Performance Recognition	\$ 12,963.23	\$ 13,642	95%	
5014 · Temporary Help	\$ 2,714.46	\$ 25,000	11%	
<b>Total 5010 · Salaries</b>	<b>\$ 492,956.33</b>	<b>\$ 791,313</b>	<b>62%</b>	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 98,702.90	\$ 141,000	70%	
5022 · Retirement Contributions	\$ 121,632.06	\$ 181,132	67%	
5023 · Social Security and Medicare	\$ 35,867.11	\$ 58,930	61%	
5024 · Other Employee Benefits	\$ 5,167.37	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 18,661.87	\$ 43,616	43%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 27,940	0%	
<b>Total 5020 · Employee Benefits</b>	<b>\$ 280,031.31</b>	<b>\$ 452,618</b>	<b>62%</b>	
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 130,606.60	\$ 190,937	68%	
5212 · Recycling Fees	\$ 1,561.84	\$ 50,000	3%	
5213 · Green Waste Disposal Fees	\$ 80,405.85	\$ 121,284	66%	
5214 · Debris Day Expenses	\$ 2,050.00	\$ 21,679	9%	
<b>Total 5210 · Solid Waste Disposal Expense</b>	<b>\$ 214,624.29</b>	<b>\$ 383,900</b>	<b>56%</b>	
5400 · TCSD Board Fees	\$ 2,069.00	\$ 3,500	59%	
5401 · Professional Services	\$ 47,769.00	\$ 185,000	26%	
5420 · Staff Training & Travel Expense	\$ 471.27	\$ 4,114	11%	Recategorized
5425 · Office and Technology	\$ 13,357.52	\$ 20,000	67%	
5430 · Telephone and Alarms	\$ 5,209.61	\$ 7,300	71%	
5431 · Public Communications	\$ -	\$ 25,000	0%	
5432 · Insurance	\$ 81,051.83	\$ 79,000	103%	
5437 · Miscellaneous	\$ -	\$ 1,040	0%	
5438 · Fees and Permits	\$ 22,654.82	\$ 43,300	52%	
5439 · Utilities	\$ 1,386.23	\$ 3,600	39%	
5440 · Fuel Expense	\$ 26,663.36	\$ 91,500	29%	
5450 · Maintenance and Supply			0%	
5451 · General Supplies	\$ 2,871.67	\$ 3,448	83%	
5452 · Maint. & Supply Contract Svc	\$ 11,822.01	\$ 14,801	80%	
5454 · Vehicle Repair & Maint.	\$ 114,344.23	\$ 210,000	54%	
5456 · Bridge Tolls	\$ 3,570.00	\$ 4,268	84%	
5457 · Solid Waste Carts & Bins	\$ -	\$ 38,737	0%	
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 132,607.91</b>	<b>\$ 271,254</b>	<b>49%</b>	
5470 · Yard & Bldg. Improvements	\$ 37.20	\$ 10,000	0%	
5471 · Minor Equipment	\$ -	\$ 4,600	0%	
Vehicle Lease	\$ 44,804.48	\$ 44,900	100%	
<b>Total Expense</b>	<b>\$ 1,365,694.16</b>	<b>\$ 2,421,940</b>	<b>56%</b>	



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**Year-to-date Budget Report**  
**FY 2023-24**

ATTACHMENT B

**PARKS AND RECREATION DEPT.**

	Feb 2024 (67% of year)	Budget 2023-24	% of Budget Spent	Comments
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4301 · Taxes	\$ 648,920.50	\$ 1,058,250	61%	
4303 · Tia's After School Program Rev	\$ 25,401.00	\$ 30,600	83%	
4310 · Facilities Rental & Fees	\$ 22,581.54	\$ 28,350	80%	
4320 · Park Rentals	\$ 1,540.00	\$ 2,730	56%	
4330 · Class Fees	\$ 11,075.00	\$ 30,906	36%	
4350 · TCSD Event Revenue	\$ 48,863.43	\$ 73,800	66%	
4410 · Donations/Fundraising/Grants/Tips	\$ 762.90	\$ 4,899	16%	
4420 · Interest Revenue	\$ 35,995.10	\$ 8,010	449%	
4430 · Miscellaneous Revenue	\$ 1,105.50	\$ 2,040	54%	
<b>Total Revenue</b>	<b>\$ 796,244.97</b>	<b>\$ 1,239,585</b>	<b>64%</b>	
<b>Expense</b>				
5011 · Wages and P.T.O	\$ 277,899.63	\$ 423,104	66%	
5012 · Overtime Pay	\$ 5,811.71	\$ 6,544	89%	
5013 · Performance Recognition	\$ 8,256.29	\$ 8,448	98%	
5014 · Temporary Help	\$ 14,498.59	\$ 38,064	38%	
<b>Total 5010 · Salaries</b>	<b>\$ 306,466.22</b>	<b>\$ 476,160</b>	<b>64%</b>	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 50,345.22	\$ 60,000	84%	
5022 · Retirement Contributions	\$ 53,833.01	\$ 79,244	68%	
5023 · Social Security and Medicare	\$ 23,239.30	\$ 40,000	58%	
5024 · Other Employee Benefits	\$ 2,390.47	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 1,938.26	\$ 4,360	44%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 9,350	0%	
<b>Total 5020 · Employee Benefits</b>	<b>\$ 131,746.26</b>	<b>\$ 192,954</b>	<b>68%</b>	
5300 · Events Expense	\$ 62,027.39	\$ 76,450	81%	
5330 · Tree & Landscaping Services	\$ 13,770.00	\$ 30,000	46%	
5331 · Landscaping Contract Svc	\$ 38,056.00	\$ 73,000	52%	
5332 · McGlashan Trail Maintenance	\$ 2,494.00	\$ 4,500	55%	
5333 · Vegetation Management	\$ 268.00	\$ 40,000	1%	
5340 · Instructor Fees	\$ 10,897.25	\$ 9,647	113%	
5341 · Tia's Afterschool Program Exp	\$ 7,163.65	\$ 11,434	63%	
5400 · TCSD Board Fees	\$ 2,462.00	\$ 5,529	45%	
5401 · Professional Services	\$ 18,862.45	\$ 35,000	54%	
5420 · Staff Training & Travel Expense	\$ 977.32	\$ 6,866	14%	Recategorized
5425 · Office and Technology	\$ 13,026.72	\$ 18,847	69%	
5430 · Telephone and Alarms	\$ 13,144.12	\$ 14,542	90%	
5431 · Public Communications	\$ 2,539.65	\$ 3,846	66%	
5432 · Insurance	\$ 40,893.18	\$ 37,240	110%	
5437 · Miscellaneous	\$ -	\$ 473	0%	
5438 · Fees and Permits	\$ 11,167.52	\$ 24,841	45%	
5439 · Utilities	\$ 15,998.95	\$ 19,995	80%	
5440 · Fuel Expense	\$ 5,629.63	\$ 4,458	126%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 5,632.59	\$ 9,580	59%	
5452 · Maint. & Supply Contract Svc	\$ 17,993.26	\$ 23,966	75%	
5454 · Vehicle Repair & Maint.	\$ 449.00	\$ 3,854	12%	
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 2,905.81	\$ 8,655	34%	
5459 · Park Maint.	\$ 25,390.94	\$ 10,729	237%	
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 52,371.60</b>	<b>\$ 56,784</b>	<b>92%</b>	
5470 · Yard & Bldg. Improvements	\$ 37.21	\$ 10,000	0%	
5471 · Minor Equipment	\$ -	\$ 3,432	0%	
<b>Total Expense</b>	<b>\$ 749,999.12</b>	<b>\$ 1,155,998</b>	<b>65%</b>	



## TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
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### TCS D BOARD OF DIRECTORS MEETING

#### MINUTES

WEDNESDAY, FEBRUARY 14, 2024, AT 7:00 P.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by Vice President McMahon at 7:00 pm on Wednesday, February 14, 2024.

2. ROLL CALL

President Steffen Bartschat (absent)

Vice president Mat McMahon, Directors Jeff Brown, Jim Jacobs, Steve Levine

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM), Alan Shear; Finance and Programs Manager, Sarah Mehtar; TCS D Clerk, Natalie Callahan

Others present: Erin Rosenblatt, PARC Commissioner

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE/ J. JACOBS      AYES: 4 (M. McMAHON, J. BROWN, J. JACOBS, S. LEVINE)

NAYS: 0      ABSENT: 1 (S. BARTSCHAT)

4. PUBLIC EXPRESSION

Vice President McMahon invited public expression on non-agenda items, in response to which there was the following:

Director Levine congratulated Jeff Brown, Director of the Murder Mystery, Camille Esposito and Casey Healon for pulling off such a wonderful, successful event. Director Levine also congratulated Josh Everhart and SMFD's contractor for doing a wonderful clean up job at Eastwood Park.

5. REGULAR BUSINESS: Board Actions

A. Discussed PARC goals and priorities for 2024.

PARC President, Erin Rosenblatt, shared with the Board the PARC's goals and priorities for 2024.

The Board discussed and asked Erin Rosenblatt questions.

The Board gave guidance on the top three priorities they would like PARC to focus on.

Top three priorities for PARC:

- Review Park policies
- Develop New events / programs
- Complete Community survey

B. Received mid-year budget report.

There was no public comment.

C. Received monthly financial reports.

There was no public comment.

D. Received Quarterly Treasurer's report.

There was no public comment.

E. Discussed / consider adopting resolution awarding a contract to DMR Builders in an amount not to exceed \$275,494 for the corporation yard shop improvements and approve project contingency reserve of \$35,000 to cover unforeseen field conditions.

GM shared with the Board that DMR is also the contractor for the Community Center Restroom remodel project.

The Board discussed and asked questions of staff.

There was no public comment.

**MOTION TO AWARD BID TO THE LOWEST RESPONSIBLE BIDDER FOR THE CORPORATION YARD SHOP IMPROVEMENTS AND APPROVE CONTINGENCY RESERVE OF \$35,000 FOR UNFORESEEN FIELD CONDITIONS AND ADOPT RESOLUTION 2024-05.**

**M/S: S. LEVINE / J. BROWN      AYES: 4 (M. McMAHON, J. BROWN, J. JACOBS, S. LEVINE)  
NAYS: 0      ABSENT: 1 (S. BARTSCHAT)**

- F. Discussed / consider adopting goals and priorities for 2024 and discussed follow-up items From the February 10<sup>th</sup> Board retreat.

The Board identified the top four priorities for 2024:

- Conduct community survey
- Develop masterplan for the Tam Valley Community Center
- Evaluate the feasibility of acquiring the Cabin property from the County of Marin
- Adopt Emergency Operations Plan (Disaster Preparedness and Response Plan)

There was no public comment.

**MOTION TO ADOPT GOALS AND THE TOP 4 PRIORITIES FOR 2024**

M/S: J. JACOBS / J. BROWN      AYES: 4 (M. McMAHON, J. BROWN, J. JACOBS, S. LEVINE)  
NAYS: 0      ABSENT: 1 (S. BARTSCHAT)

- G. Discussed solid waste daily operations and service calls.

Board gave their support and direction to staff to proceed with creating a job description for an additional driver.

There was no public comment.

- H. Discussed / consider ratifying agreement with Maggoira & Ghilotti in a not-to-exceed amount of \$32,528 to repair the Bell Lane Pump Station bypass pipe system and approve a project contingency of \$5,000 to be used by General Manager for unforeseen field conditions.

The Board discussed and asked questions of staff.

There was no public comment.

**MOTION TO RATIFY AGREEMENT WITH MAGGOIRA & GHILOTTI IN A NOT-TO-EXCEED AMOUNT OF \$32,528 TO REPAIR THE BELL LANE PUMP STATION BYPASS PIPE SYSTEM AND APPROVE A PROJECT CONTINGENCY OF \$5,000.**

M/S: S. LEVINE / J. JACOBS      AYES: 4 (M. McMAHON, J. BROWN, J. JACOBS, S. LEVINE)  
NAYS: 0      ABSENT: 1 (S. BARTSCHAT)

- I. Discussed / consider adopting resolution to approve the Commemorative and Memorial Bench / Furnishing Policy.

The board directed the staff to change owner of the bench to donor of the bench.

The Board discussed and asked questions of staff.

There was no public comment.

MOTION TO ADOPT RESOLUTION 2024-04 TO APPROVE THE COMMEMORATIVE AND MEMORIAL BENCH / FURNISHING POLICY.

M/S: J. JACOBS / S. LEVINE      AYES: 4 (M. McMAHON, J. BROWN, J. JACOBS, S. LEVINE)      NAYS: 0      ABSENT: 1 (S. BARTSCHAT)

6. REGULAR BUSINESS: Information Items

A. General Manager Report

GM Toy reported the following:

- Lateral inspections Jan.-Dec. 2023: 88 (for resales, ADU's, 26 incl. in Phase D CIP)
- Lateral inspections January 2024: 19 (incl. 12 CIP in Phase D)
- Phase D updates: Glosage Engineering has completed approximately 90% of its sewer pipeline replacement work including the additional work.
- Net revenue for the Crab Feed (1/20/24) was \$2,504.
- GM Toy gave update on the PG&E temporary power poles.

Vice President McMahon noted Jim Kaspers comments regarding Agenda Item # 5A. He suggested TCSD staff reach out to Jim Kasper to let him know his comments were shared with the Board.

There was no public comment.

B. Received sewer treatment plant update reports: SASM and SMCSO  
SASM Board of Commissioners meeting was cancelled.

GM Toy attended on behalf of Director Levine the SMCSO Board of Directors meeting on February 6, 2024. GM Toy reported on his written report.

There was no public comment.

D. Board member and/or Subcommittee report

Director Levine asked about the Community Center restroom remodel schedule. Assistant GM Shear informed the board that the restroom demolition will start on Thursday, February 15.

There was no public comment.

7. CONSENT CALENDAR

- A. Approve minutes of January 10, 2024, BOD meeting
- B. Approve minutes of January 24, 2024, BOD Work Session meeting

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: J. BROWN / S. LEVINE      AYES: 4 (M. McMAHON, J. BROWN, J. JACOBS, S. LEVINE)      NAYS: 0      ABSENT: 1 (S. BARTSCHAT)

8. FUTURE AGENDA ITEMS

The Board requested staff to research board compensation. Director Jacobs recalls compensation has been the same since 2003 when he started serving on the board. The Board agreed the meeting went well.

9. ADJOURNMENT

MOTION TO ADJOURN

THE MEETING WAS ADJOURNED AT 8:36 PM

Approved by Board on: \_\_\_\_\_