



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

TCSD BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, April 10, 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. Consider change order for Community Center/Corporation Yard Fence Replacement Project in an amount not-to-exceed \$70,000 and approve project contingency reserve of \$15,000
- B. Adopt resolution declaring an emergency pursuant to TCSD purchasing policies and Public Contract Code §20806 and authorizing the General Manager to contract for emergency repairs for two sewer lines damaged by falling trees (approx. locations: 1235 Lattie Lane and 354 Pine Hill Road)
- C. Adopt resolution clarifying the provisions of the TCSD retiree health program
- D. Adopt resolution approving revised regular Board meeting schedule for 2024 and discuss future work session topics

6. **REGULAR BUSINESS: Information Items**

- A. General Manager's report for March
- 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 10, 2024, special meeting for annual Board retreat.
- C. Approve minutes of March 13, 2024, regular meeting.
- D. Approve minutes of March 27, 2024, regular work session meeting.

8. FUTURE AGENDA ITEMS

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

ADJOURNMENT



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
April 10, 2024

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: CONSIDER CHANGE ORDER FOR COMMUNITY CENTER/CORPORATION YARD FENCE REPLACEMENT PROJECT IN AN AMOUNT NOT-TO-EXCEED \$70,000 AND APPROVE PROJECT CONTINGENCY RESERVE OF \$15,000

RECOMMENDATION

Adopt resolution approving a contract change order for the Community Center/Corporation Yard Fence Replacement Project in an amount not-to-exceed \$70,000 for a concrete pad, pad grading/compaction, and the replacement of a portion of the fence for the corporation yard and establish a contingency reserve of \$15,000.

BACKGROUND

At its September 2023 meeting, staff reported the Community Center and Corporation Yard Fence project would be divided into three phases for practical and scheduling purposes:

- Phase I- Community Center and parking lot fence (include site grubbing and brush removal)
- Phase II- Corporation yard expansion area including fence (southern portion), filling in and leveling areas, and asphalt paving
- Phase III- Remainder of Corporation Yard fence

The bid notice for Phase I was advertised in the Marin IJ and posted to plan exchanges as required in early October and bids were opened on November 2, 2023.

At its November 2023 meeting, the Board awarded the project to LVI Engineering Inc. as the lowest responsible bidder for a total amount of \$155,950. The bid award also included a project contingency of \$20,000 (approx. 13%).

DISCUSSION

LVI has completed Phase I of the project to remove the existing fence and construction of approximately 800 linear feet of new 6 ft redwood fence with 2 ft lattice around the Community Center and parking lot.

Since LVI Engineering is now familiar with the topography of the community center parking area and has mobilized resources, along with surplus redwood fencing and lattice onsite, staff requested a change order from LVI (see attachment B) for the following additional work:

- 1) Behind the Community Center, create a compacted gravel pad, ~15x20 feet, for future placement of a storage shed. This will create storage for equipment and furnishings that support recreation events (e.g. chairs and tables, etc.) and future storage for items currently stored under the community center stage. (\$11,500)
- 2) In the fence area dividing the corporation yard and community center parking area, clear and level an area of ~35x35 feet and place a large, compacted base pad of excavated topsoil around the area, and remove 50 feet of existing fence in the area. (\$20,500)
- 3) Install ~100 feet new fence with a 2' lattice and one gate between the corporation yard and community center side. The fence border will connect with the rear of the TVIC building (6 ft clearance from the fence to the TVIC building) to section off that portion of the area creating additional space on the corporation yard side for additional storage for replacement refuse collection cans and other solid waste and wastewater equipment/materials. (\$38,000)

The proposed change order is for \$70,000. It should be noted that the proposed work was initially envisioned to be part of Phase II for the fence project and the shed is part of the CIP project to make general improvements to the community center (e.g., interior/exterior painting)

If the Board approves the change order tonight, staff will work with Nute Engineering to review submittals and coordinate pre-construction and construction meetings for the Project. We anticipate the contractor will start sometime next week with completion by mid-May 2024.

FISCAL IMPACT

The FY23-24 CIP budget allocated \$256,000 for all three project phases of the replacement of the perimeter fencing for the community center and corporation yard. Phase I project award was for \$155,950 with \$20,000 of contingency reserve. The following are the four change orders for Phase I:

Change Order #1	Remove two trees	\$6,713.70
Change Order #2	Tree removal due to fence conflict	\$4,648.30
Change Order #3	Delays related to PG&E emergency work	\$15,101.80*
Change Order #4	Hand excavation of certain areas and cutting fence posts where no lattice	\$4,756.40
	PG&E to reimburse \$15,101.80	\$31,220.20*
	Total w/o PG&E related expense	\$16,118.40

*Change order related to delays caused by PG&E will be reimbursed

Agenda Item # 5A

The total of the four change orders is \$31,220.20; however the \$15,101.80 incurred due to the last-minute PG&E work will be reimbursed by PG&E. Therefore, Phase I of the fence replacement project came in under budget with a total expense of \$172,058.40.

The attached proposed change order is for \$70,000. Staff is recommending a \$15,000 contingency for unforeseen field conditions. The following is the recommended funding sources from all three funds for the change order:

-\$14,425 – Measure A Fund – work related to creating pad for storage container behind the Community Center and a share of the work related to demolition of current fence and installation of new fence in the area dividing the corporation yard and community center parking area

-\$38,025 – Solid Waste Facility Fund – share of work related to demolition of current fence and installation of new fence in the area dividing the corporation yard and community center parking area

-\$17,550 - Waste Water Facility Fund – share of work related to demolition of current fence and installation of new fence in the area dividing the corporation yard and community center parking area

The attached resolution makes the required findings to award the change order, authorizes the General Manager to execute an agreement with LVI Engineering and authorizes the use of the construction contingency reserves for the Project.

ATTACHMENTS

- A. Resolution
- B. Change Order Proposal from LVI Engineering
- C. Plan Design of Proposed Work



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RESOLUTION NO. 2024-08

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING A CHANGE ORDER FOR THE COMMUNITY CENTER/CORPORATION YARD FENCE REPLACEMENT PROJECT PHASE I IN AN AMOUNT NOT TO EXCEED \$70,000 AND ESTABLISH A PROJECT CONTINGENCY RESERVE OF \$15,000

WHEREAS, at its November 2023 meeting, the Board awarded the Community Center/Corporation Yard Fence Replacement Project Phase I (Project) to LVI Engineering Inc. as the lowest responsible bidder for a total amount of \$155,950; and

WHEREAS, LVI has completed Phase I of the project to remove the existing fence and construction of approximately 800 linear feet of new 6 ft redwood fence with 2 ft lattice around the Community Center and parking lot; and

WHEREAS, LVI Engineering is now familiar with the topography of the community center parking area and has mobilized resources, along with surplus redwood fencing and lattice onsite, staff requested a change order from LVI for the additional work of a concrete pad, pad grading/compaction, and the replacement of a portion of the fence for the corporation yard; and

WHEREAS, the proposed change order is for \$70,000 and a project contingency reserve should be established to address the need for bid alternate materials and/or unforeseen field conditions; and

WHEREAS, the FY23-24 CIP has allocated sufficient funds to cover Project costs.

THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District Board of Directors takes the following actions:

- 1) Approves the change order in the amount not to exceed \$70,000 to LVI Engineering Inc. Community Center/Corporation Yard Fence Replacement Project – Phase I for a concrete pad, pad grading/compaction, and the replacement of a portion of the fence for the corporation yard.
- 2) Establishes a Project contingency reserve of \$15,000 and authorizes the General Manager to use the reserve for bid alternative materials and/or unforeseen field conditions.
- 3) Authorizes the General Manager to do everything necessary and appropriate to prepare and execute a change order with LVI Engineering.

/

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 10th day of April 2024 by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District



Suite 6,
4280 Redwood Hwy,
San Rafael,
CA 94903
TEL 415-3055034
CA LICENSE A #1072473

4/1/2024
LVI Bid Number: 24025

Dear Pippin Cavagnaro
Nute Engineering,
907 Mission Ave,
San Rafael,
CA 94901,

RE: Tamalpais Fence Phase 2 and two Gravel Pads

Dear Pippin,
Thank you for the opportunity to provide pricing for this project. Our proposal is based on the following:

- SITE WALK
- EMAIL WITH DESCRIPTION OF WORK TO BE COMPLETED

LVI ENGINEERING ESTIMATE TOTAL: \$ 70,000
Our cost proposal is as follows:
Fence install: \$ 38,000

Inclusions:

- All labor, material, and equipment required to complete fencing scope of work.
- Excavate for footings.
- Install approximately 100LF of 6' wood fence with 2'.
- Stand and install two gate posts for person gate (which are on site already).

Pad Preparation for future shed: \$ 11,500

Inclusions:

- All labor, material, and equipment required to complete the pad preparation.
- Clear and level the shed footprint.
- Placement of 6" of drain rock over geo fabric.



- Installation of approximately 20' of perforated pipe for pad drainage.

Pad install and fence removal:

\$ 20,500

Inclusions:

- All labor, material, and equipment required to complete the pad preparation and fence removal.
- Clear and level the 35"x35' area and remove 12" of topsoil.
- Import approximately 4 loads of recycled base rock.
- Removal of approximately 50' of existing fence.
- Off haul of one load of lumber waste.
- Off haul of one load of concrete footings
- Placement of excavated topsoil around the site as in locations designated by the district.

Exclusions

- **Permits**
- **Tree removal**
- Removal of spoils generated by others
- All testing, classification, handling, removal, disposal of any contaminated and/or hazardous materials(s)
- Working in inclement weather and conditions resulting from inclement weather
- Dust / Vibration / Noise / settlement monitoring
- Any unknown buried obstructions, rock, or otherwise
- Third party testing or inspection
- Survey, Layout, and As-Builts
- Bonds

Conditions / Clarifications:

- Bid expires after 120 days.
- All equipment and labor rates are subject to 15% markup.
- Traffic and pedestrian control for our work only
- Pricing assumes soils to be used as "clean" soil for un-restricted re-use.
- All costs are based on an 8-hour day, Monday through Friday. All over-time costs to be covered by others.
- Rough Grade to design elevations, Fine Grade to within 0.10'

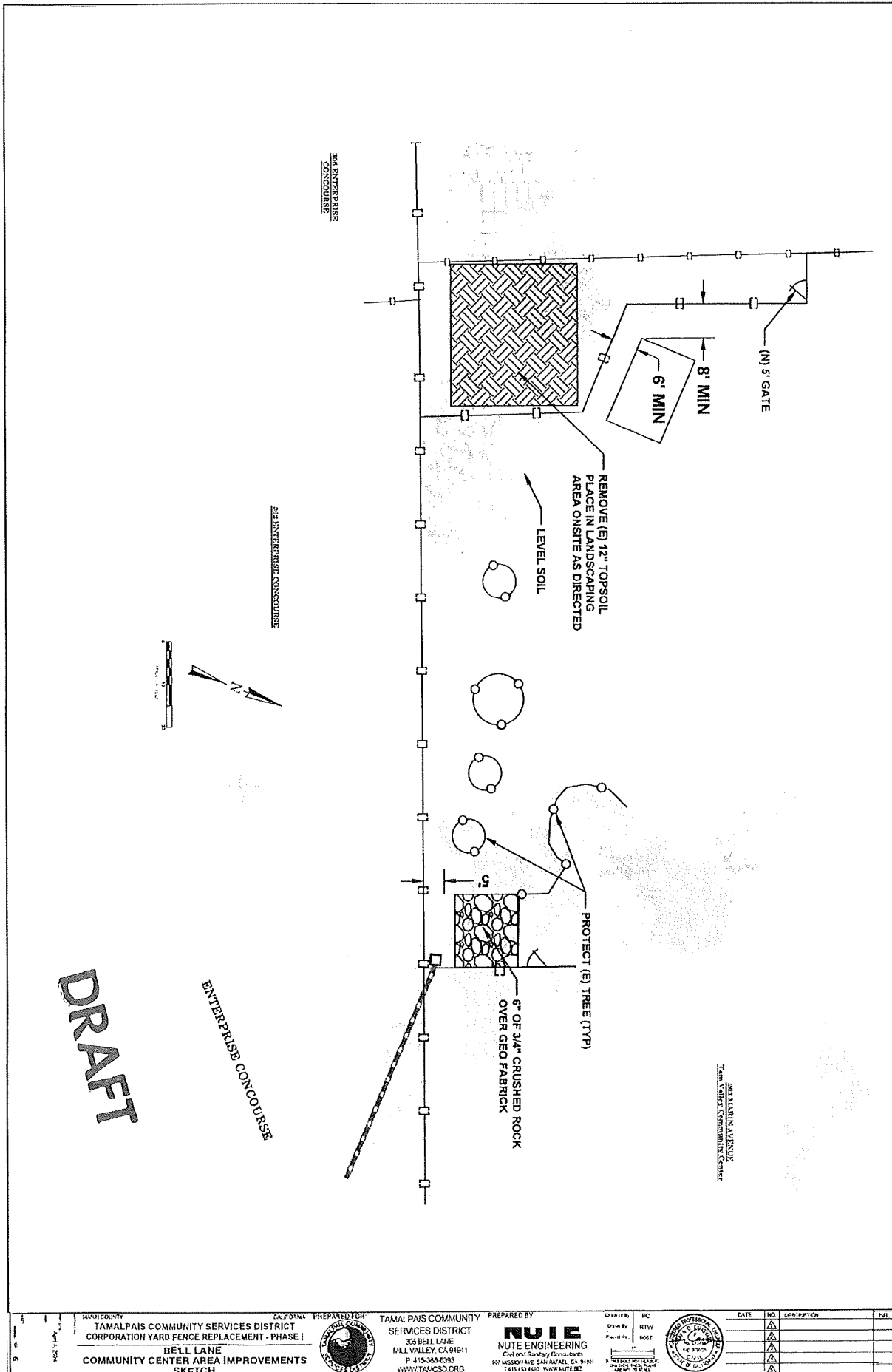
Thank you for the opportunity to provide this bid. Please call me at (415) 305-5034 if you have any questions or need clarifications.

Thank you,

Joe Whyte

LVI Engineering

ATTACHMENT C



DRAFT

ENTER-PRISE CONCOURSE

COUNTY: TAMALPAIS PREPARED FOR: TAMALPAIS COMMUNITY SERVICES DISTRICT 305 BELL LANE MILL VALLEY, CA 94541 P 415-360-6393 WWW.TAMCSD.ORG		PREPARED BY: NUTE ENGINEERING 507 MISSISSIPPI AVE. SAN RAFAEL, CA 94901 T 415-453-1422 WWW.NUTE.ET		DATE: _____ NO.: _____ DESCRIPTION: _____ INT: _____
PROJECT NO.: _____ SHEET NO.: _____		DRAWN BY: RTW CHECKED BY: BOST SCALE: 1" = _____' DATE: _____		PROFESSIONAL SEAL: _____ LICENSE NO.: _____ EXPIRES: _____



TAMALPAIS COMMUNITY SERVICES DISTRICT
Staff Report
April 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: ADOPT RESOLUTION DECLARING AN EMERGENCY PURSUANT TO TCSD PURCHASING POLICIES AND PUBLIC CONTRACT CODE §20806 AND AUTHORIZING THE GENERAL MANAGER TO CONTRACT FOR EMERGENCY REPAIRS FOR TWO SEWER LINES DAMAGED BY FALLING TREES (APPROX. LOCATIONS: 1235 LATTIE LANE AND 354 PINE HILL ROAD)

RECOMMENDATION

Adopt resolution authorizing the General Manager to contract for emergency repairs to the damaged sewer line (approx. location 1235 Lattie Lane and Pine Hill Rd).

DISCUSSION

We are requesting emergency repairs for two above ground sewer pipelines damaged by falling trees on March 29th and April 2nd, respectively. For your reference, TCSD has six total locations where the sewer main pipeline cross creeks/drainage channels/ravines above ground. Due to the recent incidents, staff has inspected the other 4 pipelines and determined that they are in good condition.

Lattie Lane

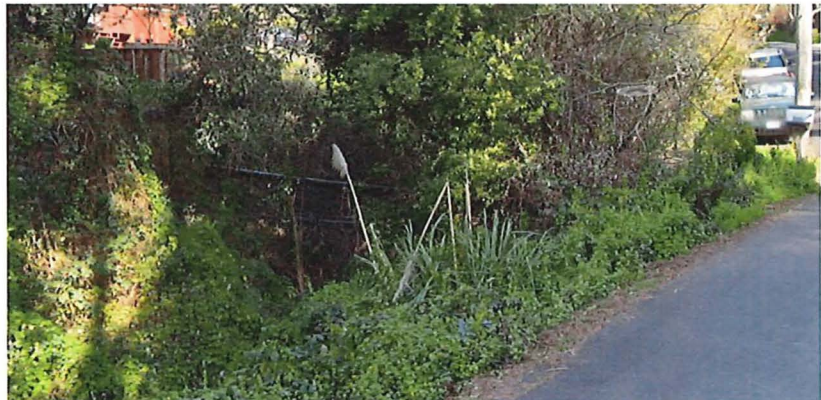
On March 29th, staff was informed that a tree had fallen across the sewer line at approximately 1235 Lattie Lane. The pipe is suspended over a ravine (see picture below). Staff had the tree removed that day and pipe inspected that day. The engineer reports Lattie Lane is a critical situation. The existing pipe has been bent by a tree and could fail from a stress fracture. The



elevated pipe there is approximately 60 feet in length with two existing concrete supports for a clear span of 30'. The pipe needs to be repaired and bolstered-up with additional support like an I-beam and/or a steel casing pipe with sealed HDPE pipe.

Pine Hill Rd.

On April 2nd, staff discovered trees had fallen on the sewer main line at approximately 354 Pine Hill Rd. (see pictures below) The Pine Hill Rd. sewer line spans a drainage channel. The trees have been removed along with vegetation that had grown over/on top of the pipe. The engineer believes this situation is much more precarious than Lattie Lane because of its current condition. The inspection revealed that: a) the pipe currently spans the full 60+ feet without any mid-pipe support which far exceeds what a crossing of this type should span. The pipe is over 25 years old and most likely the bank erosion over that time has increased the span width, b) the protective coating material on the bottom of the pipe has eroded and the pipe displays significant signs of corrosion, and c) the existing upstream manhole has a significant crack in the bottom due to pipe stress and is tilting. Again, bank erosion over time has exposed the manhole. The repair work will be complicated because there are three existing utility pipes (e.g., gas, water) immediately next to and under the sewer pipe. The pipeline's condition requires emergency action.



Emergency Action

Due to the urgency of both situations and significantly high costs due to the locations of the pipes, staff is recommending the declaration of an emergency pursuant to TCSD purchasing policies and Public Contract Code §20806. The declaration of an emergency will authorize the General Manager to contract for emergency repairs without giving notice to bid contracts. However, the Board is required to review the action at each subsequent regular meeting to determine if the emergency action should continue or be terminated. This action does require a 4/5 vote to adopt the resolution

TCSD follows the Uniform Public Construction Cost Accounting Act (UPCCA) which allows for public projects \$60,000 or less to be performed by negotiated contract. However, if the emergency repair costs more than \$60,000 an emergency declaration is required to not bid out the project. Nute Engineering is in the process of obtaining estimates from contractors to make the repairs and will report at the meeting his preliminary discussions with contractors. However, the engineer believes the repairs will cost in the \$100,000's due to the pipes' design and location.

While the engineer will provide more information on cost at the meeting, the resolution does not establish a not-to-exceed amount because it is emergency repair work of a complex nature with possible unforeseen field conditions. Pursuant to TCSD purchasing policies and Public Contract Code §20806, the General Manager will report back at the next regular Board meeting and subsequent meetings the status of the emergency until the emergency has been addressed. The General Manager's report will include project updates and any revisions to cost estimates.

FISCAL IMPACT

Staff and the TCSD engineer will discuss preliminary cost estimates and funding sources at the meeting. It should be noted that one of the purposes of the recent creation of capital reserves is to provide funding for emergency project such as these two.

ATTACHMENT

- A. Resolution
- B. Map of Lattie Lane sewer main
- C. Map of Pine Hill sewer main



TAMALPAIS COMMUNITY SERVICES DISTRICT

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RESOLUTION NO. 2024-09

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPT DECLARING AN EMERGENCY PURSUANT TO TCSD PURCHASING POLICIES AND PUBLIC CONTRACT CODE §20806 AND AUTHORIZING THE GENERAL MANAGER TO CONTRACT FOR EMERGENCY REPAIRS FOR SEWER LINES DAMAGED BY A FALLING TREE (APPROX. LOCATION 1235 LATTIE LANE AND 354 PINE HILL)

WHEREAS, on March 29, 2024 staff was informed that a tree had fallen across the sewer line at approximately 1235 Lattie Lane; and

WHEREAS, on April 2, 2024, staff discovered trees fell on the sewer line at approximately 354 Pine Hill Rd; and

WHEREAS, the TCSD engineer reports Lattie Lane has an elevated pipe approximately 60 feet in length with two existing concrete supports for a clear span of 30' and as a result is a critical situation as the existing pipe has been bent by a tree and could fail from a stress fracture; and

WHEREAS, the TCSD engineer believes the Pine Hill pipe situation is much more precarious than Lattie Lane and is at risk of failure because the pipe currently spans the full 60+ feet without any mid-pipe support which far exceeds what a crossing of this type should span and exhibits significant corrosion as the pipe's protective coating has eroded over time; and

WHEREAS, TCSD has adopted purchasing policies to address emergency procurements; and

WHEREAS, TCSD has adopted the Uniform Public Construction Cost Accounting Act (UPCCA); and

WHEREAS, TCSD wishes to declare an emergency pursuant to TCSD purchasing policies and Public Contract Code §20806 due to the urgency of both situations and significant costs for repair; and

WHEREAS, the General Manager will report back at the next regular Board meeting and subsequent meetings, as required, the status of the emergency including estimated costs; and

NOW, THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District declares an emergency situation and authorizes the General Manager to do

everything necessary and appropriate to contract for emergency repairs for both sewer line segments pursuant to TCSD purchasing policies and Public Contract Code §20806.

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 10th day of April 2024 by the following vote:

AYES:

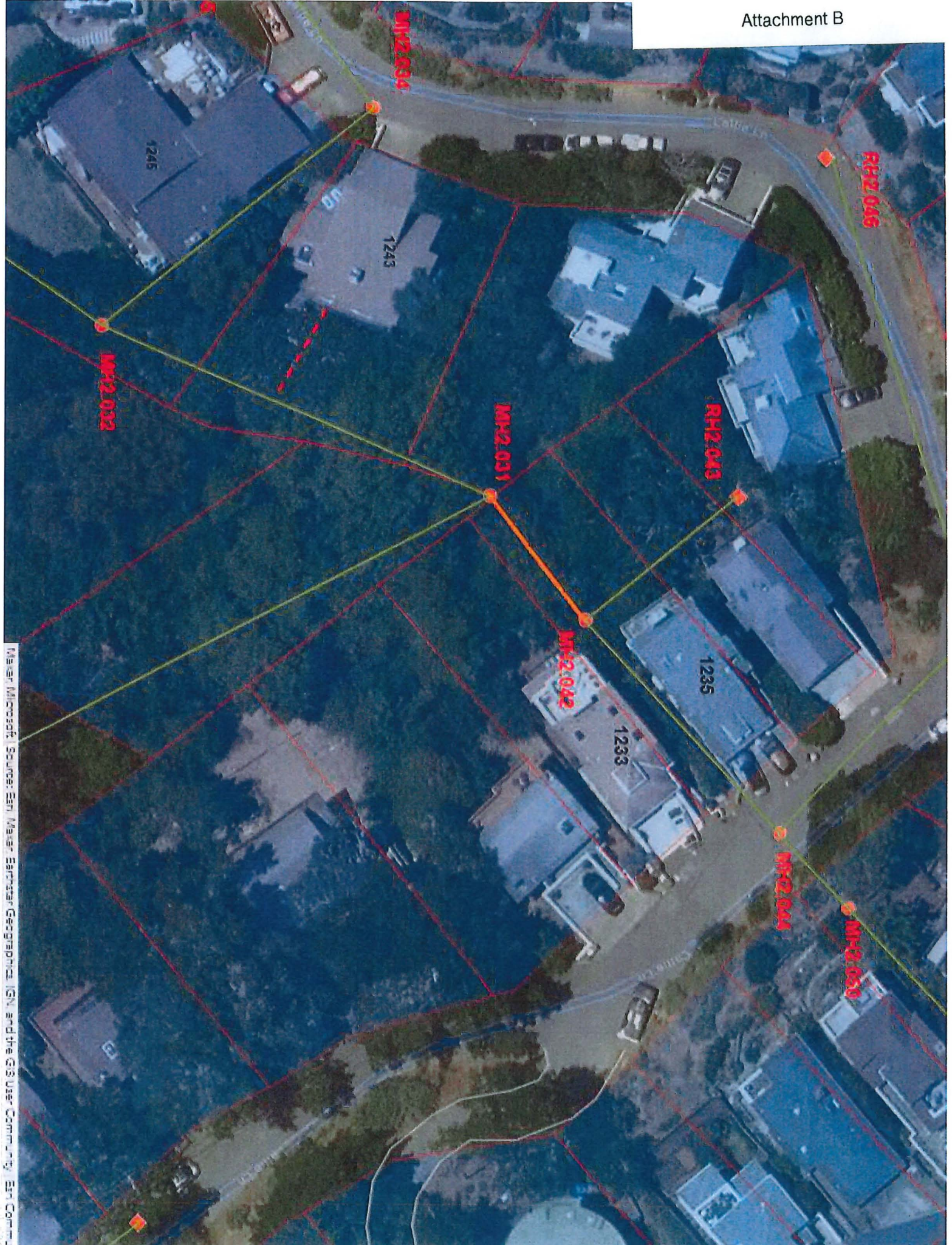
NAYS:

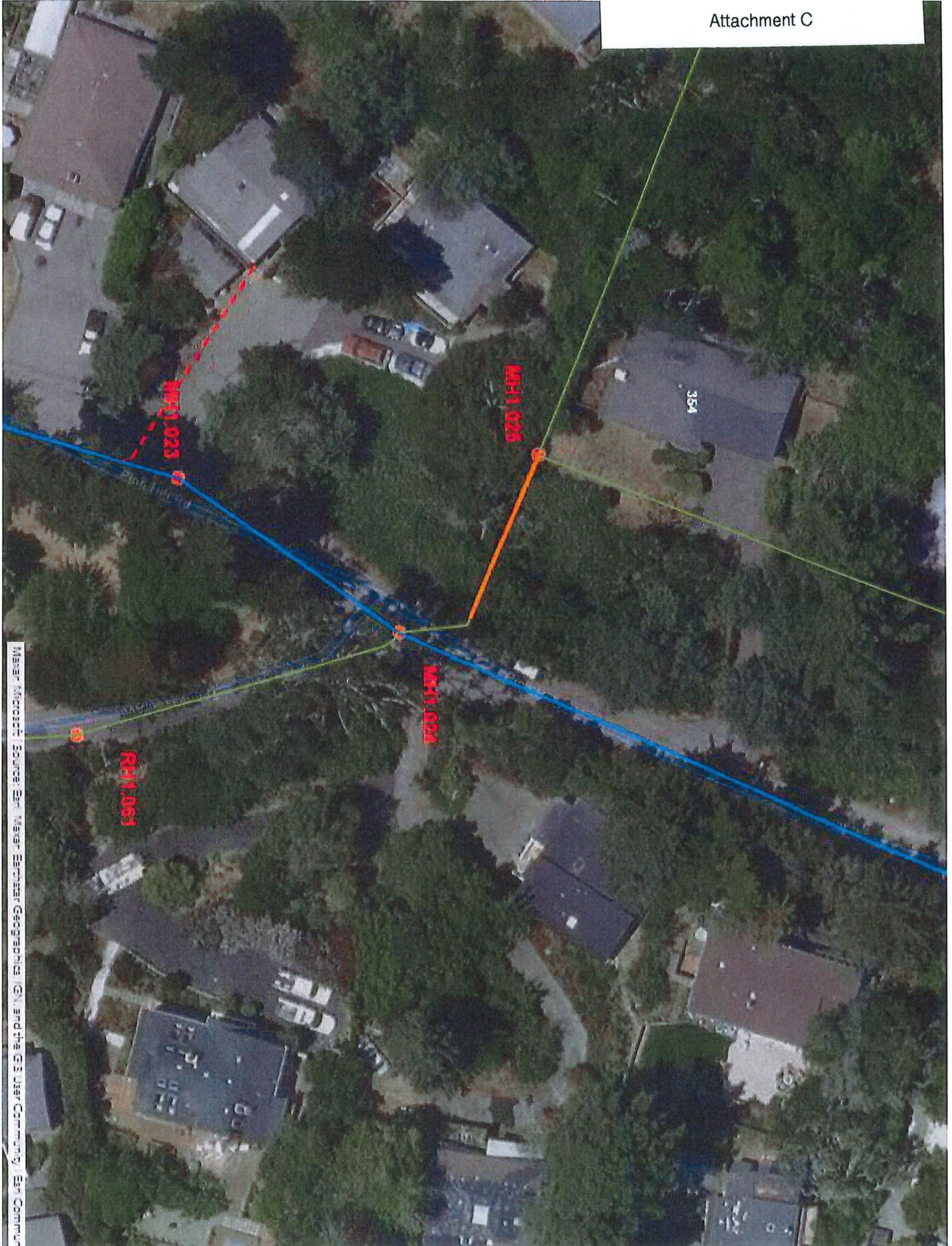
ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District





Master Microsoft Source: Ben Mayer, Esquire Geographics (GN) and the GIS User Community, Ben Communit



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
April 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: ADOPT RESOLUTION CLARIFYING THE PROVISIONS OF THE TCSD RETIREE HEALTH PROGRAM

RECOMMENDATION

Adopt resolution clarifying the provisions of the TCSD retiree health program.

BACKGROUND

In January 2008, TCSD adopted a retiree health program for employees that retired from and worked for TCSD a minimum of 20 years. TCSD would pay Marin County Employee's Retirement System (MCERA) for single employee health coverage for retirees based on the Kaiser rate. The contribution was limited to the employee only and not family members.

In December 2011, TCSD expanded health coverage to include the employee's family and dental care. The contribution for retiree health was based on Kaiser's rate for family health coverage and Delta Dental.

In May 2014, TCSD revised the retiree health program for employees hired after May 14, 2014. The new health contribution was \$737 per month or \$8,844 per year. The contribution was based on the Kaiser rate for employee-only. The program would only apply to employees and not their families. The goal was to reduce TCSD's OPEB liability.

In January 2018, TCSD clarified that TCSD would continue to pay for retiree medical and dental for employees who move out of state, but the contribution would be capped at the Kaiser family rate.

In all the above circumstances, employees are required to pay any additional costs above the TCSD contribution in order to receive retiree health benefits through MCERA.

DISCUSSION

Given TCSD adopted four resolutions over a 10 year period regarding the retiree health program, we believe it would be beneficial to review and clarify the program requirements for employees hired prior to and after May 14, 2014. Also, the 2014 resolution indicates the Board may review on an annual basis the contributions to retiree health for employees hired after

May 14, 2014. The current cap is \$737/month or \$8,844 per year. The current Kaiser rate for employee only is \$1,027/month or \$12,324/yr. The difference is \$3,480 per year.

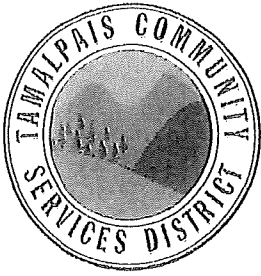
There may be other policy revisions and clarifications needed for the program such as employees hired after May 14, 2014 who move out of state and how to address Medicare premiums. Staff will discuss more at the meeting. For your reference, attached are the previously adopted resolutions pertaining to the retiree health program.

FISCAL IMPACT

tbd

ATTACHMENTS

- A. Resolution to be distributed at the meeting
- B. 2018 Resolution
- C. 2014 Resolution
- D. 2011 Resolution
- E. 2008 Resolution



Tamalpais Community Services District

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RESOLUTION NO. 2018-01

A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT AUTHORIZING TCSD TO MAINTAIN CONSISTENT IMPLEMENTATION OF RETIREE MEDICAL PAYMENTS WITH MARIN COUNTY

WHEREAS, the Tamalpais Community Services District (the "District" or "TCSD") is a community services district organized under Sections 61000 et seq. of the Government Code of the State of California; and

WHEREAS, TCSD's Resolution 2011-09 provided medical and dental benefits to retirees and their families who have served in district employment for 20 or more years before retiring; and

WHEREAS, TCSD's Resolution 2011-09 states that the maximum monetary contributions that TCSD will make to MCERA for retiree health benefits during any fiscal year of an eligible retiree and his family will be the monetary contribution that the District makes for family employee health coverage during that fiscal year, and that eligible retirees are required to pay any additional costs in order to receive retiree health benefits through MCERA; and

WHEREAS, the County of Marin currently offers Kaiser and other medical and dental insurance to TCSD's retirees; and

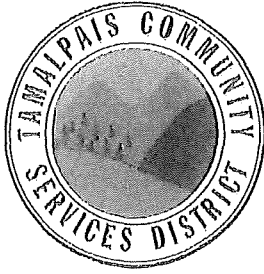
WHEREAS, TCSD provides California Kaiser medical and Delta dental coverage to employees and eligible family members; and

WHEREAS, a retiree may wish to move to an area not covered by California Kaiser; and

WHEREAS, TCSD intends to clarify its intention to pay for retiree medical and dental coverage up to the amount it would have paid for eligible benefits with Kaiser in California; and

WHEREAS, the District wishes to contain its costs; and

WHEREAS, the retiree has a choice whether to live in an area where Kaiser coverage is offered, or in an area where it is not.



Tamalpais Community Services District

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NOW THEREFORE BE IT RESOLVED, the Board resolves that TCSD will continue to pay for eligible retiree medical and dental, capped at the amount it would have paid for family employee health coverage under for California Kaiser offered by the County of Marin, with the retiree paying any difference between what TCSD would have paid for California Kaiser healthcare and the retiree's chosen plan.

I HEREBY CERTIFY that the foregoing resolution is a full, true, and correct copy of a resolution duly and regularly adopted and passed by the Board of Directors of the Tamalpais Community Services District, County of Marin, California, at a meeting thereof, held on the sixteenth day of January, 2018, by the following vote:

AYES: *Steffen Bartschat, Matt McMahon, Steve Levine, Jim Jacobs, Jeff Brown*

NAYS: *Ø*

ABSTAIN: *Ø*

ABSENT: *Ø*

A handwritten signature in black ink, appearing to read "Steffen Bartschat".

Steffen Bartschat
President, Board of Directors

ATTEST:

A handwritten signature in black ink, appearing to read "Heather Abrams".

Heather Abrams
Secretary of the Board

RESOLUTION NUMBER 2014-03
RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICE DISTRICTS BOARD OF DIRECTORS
ESTABLISHING A REVISED HEALTH PLAN FOR EMPLOYEES
WHO RETIRE AFTER TWENTY YEARS OF TCSD SERVICE.

WHEREAS, TCSD established a benefit program for employees who have retired after 20 years of full time service in 2007?

WHEREAS, the initial program did not define specific benefit levels or programs and the Board of Directors of TCSD now wants to better define the benefit program for all employees who will be hired after May 14, 2014.

WHEREAS, TCSD like many public agencies is experiencing increasing annual expenses and substantial long term liability associated with providing retired health and dental care. Based on GASB reports done for TCSD in 2014, the estimate of TCSD's long term liability for retired health is approximately \$2.7 million dollars depending on earning rate assumptions.

WHEREAS, to address the future growth of the long term liability for members (with 20 years of service) and hired after May 14, 2014 a new health contribution level will be established based on the cost of single employee healthcare in existence on May 14, 2014 of \$8,844 (\$737 / month x 12). The program will only contribute to the retired employee and not include spouse or family benefits.

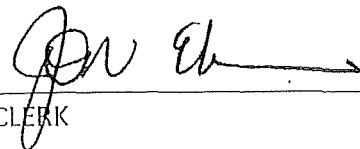
NOW, THEREFORE, BE IT RESOLVED, given the unfunded liability associated with retired health, the TCSD Board of Directors established the new dollar contributions cap with a maximum benefit of \$8,844 / year. Subsequent increases may be reviewed by the TCSD on a year to year basis.

PASSED AND ADOPTED at its regular meeting of May 14, 2014 by the Board of Directors of the Tamalpais Community Service District this 14th day of May 2014 on the following vote.

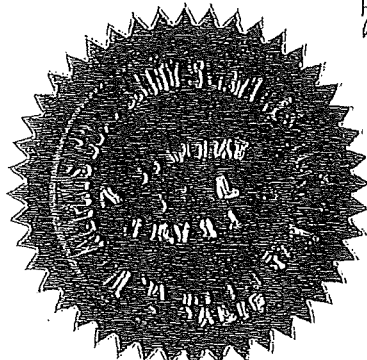
AYES: 4
ABSTAIN: 1
NOES: 0
ABSENT: 0

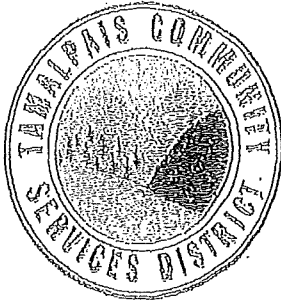


PRESIDENT, BOARD OF DIRECTORS

ATTEST:


CLERK





Tamalpais Community Services District

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TAMALPAIS COMMUNITY SERVICES DISTRICT RESOLUTION NO. 2011-09

A RESOLUTION ADOPTING CERTAIN RETIREE DENTAL AND HEALTH BENEFITS AND AMENDING
RESOLUTION 2008-02 FOR EMPLOYEES WITH 20 OR MORE YEARS OF DISTRICT SERVICE

RESOLVED, by the Board of Directors of Tamalpais Community Services District, Marin County, CA
that

WHEREAS, On the 9th day of January, 2008, the Board of Directors of the Tamalpais Community
Services District Adopted Resolution 2008-02 adopting certain retiree health benefits for employees
who retire after twenty years of District service, and

WHEREAS, the Board of Directors of TCSD now has proposed to Amend Resolution 2008-02 to
provide additional economic support for retiree Health and Dental Benefits to include the employee's
family members through the Marin County Employees Retirement Association (MCERA) to Employees
who have worked for the District for a minimum of twenty years.

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of The Tamalpais Community Services
District orders as follows:

1. Any Employee who works for the Tamalpais Community Services District for a minimum of
twenty (20) years will be entitled to receive economic support from the District for retiree
health care benefits through MCERA.
2. The maximum monetary contributions that the Tamalpais Community Services District will
make to MCERA for retiree health benefits during any fiscal year of an eligible retiree and his
family will be the monetary contribution that the District makes for a family employee health
coverage during that fiscal year. Eligible retirees will be required to pay any additional costs in
order to receive retiree health benefits through MCERA.
3. Any retiree of the Tamalpais Community Services District and their family receives retiree
health benefits through the MCERA must comply with any requirements imposed by MCERA
in order to remain eligible to receive those benefits.

I certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the
Tamalpais Community Services District, Marin County, California, at a meeting held on December
14th, 2011, by the following vote:

AYES, and in favor thereof, Directors: President Steffen Bartschat, Directors Linda Johnson, Jim Jacobs, Gretchen Stagg, and Jeff Brown

NOES, Directors: None

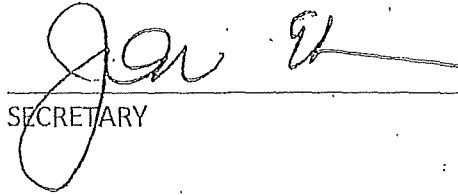
ABSTAIN, Directors: None

ABSENT, Directors: None

APPROVED:



PRESIDENT



SECRETARY

RESOLUTION NO. 2008-02

**RESOLUTION ADOPTING CERTAIN RETIREE HEALTH BENEFITS FOR
EMPLOYEES WITH
TWENTY OR MORE YEARS OF DISTRICT SERVICE**

RESOLVED, by the District Board of the Tamalpais Community Services District, County of Marin, California that;

WHEREAS, the Tamalpais Community Services District provides certain retirement benefits to retired District employees through the Marin County Employees' Retirement Association ("MCERA");

WHEREAS, the Tamalpais Community Services District desires to provide economic support for retiree health benefits through the MCERA to employees who have worked for the District for a minimum of twenty years.

NOW, THEREFORE, IT IS ORDERED, as follows:

1. Any employee who works for the Tamalpais Community Services District for a minimum of twenty years will be entitled to receive economic support from the District for retiree health care benefits through the MCERA.
2. The maximum monetary contribution that the Tamalpais Community Services District will make to the MCERA for retiree health benefits during any fiscal year on behalf of an eligible retiree will be the monetary contribution that the District makes for single employee health coverage during that fiscal year. Eligible retirees will be required to pay any additional costs in order to receive retiree health benefits through the MCERA.
3. Any retiree of the Tamalpais Community Services District who receives retiree health benefits through the MCERA must comply with any requirements imposed by the MCERA in

order to remain eligible to receive those benefits. The Tamalpais Community Services District will not provide any monetary support for retiree health benefits for any spouse, domestic partner and/or dependent(s) of any former District employee who receives retiree health benefits through the MCERA.

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted and passed by the District Board of the Tamalpais Community Services District, County of Marin, California, at a meeting thereof held on the 9th day of January, 2008 by the following vote:

AYES: President: Steffen Bartschat, Directors: Linda Johnson, Jim Jacobs, Rick Johnson and Gretchen Stagg

NOES: None

ABSENT: None



Secretary, Tamalpais Community Services District



Steffen Bartschat,, Board of Directors President



TAMALPAIS COMMUNITY SERVICES DISTRICT
Staff Report
April 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: ADOPT RESOLUTION APPROVING REVISED REGULAR BOARD MEETING SCHEDULE FOR 2024 AND DISCUSS FUTURE WORK SESSION TOPICS

RECOMMENDATION

Adopt resolution approving revised regular Board meeting schedule for 2024 and discuss future work session topics.

DISCUSSION

Ordinance No. 79 adopted in May 2006 establishes the regular meeting schedule for Tamalpais Community Services District (TCSD) as the second Wednesday of the month at 7:00pm. Ordinance No. 79 also allows the TCSD Board to make changes to the regular meeting schedule by ordinance or resolution. In December 2023, the Board adopted its regular meeting and work session schedule for 2024.

The attached resolution makes the May 15th meeting a regular Board meeting with an earlier start time of 5:00pm. The May 15th meeting would replace the previously scheduled April 24th work session, May 8th meeting, and May 22nd Budget work session. The revised schedule will allow all the Board members to attend the May 15th meeting which will include the FY23-24 budget workshop.

Please note the revised schedule includes the annual field trip to Kay and Eastwood Parks for the June 26th and the tour of the corporation yard for the July 24th work sessions, respectively. We are seeking feedback on these work session topics as well as others for future meetings. It would also be good to know if a work session should be canceled for summer vacations.

FISCAL IMPACT

N/A

ATTACHMENTS

- A. Resolution with schedule



TAMALPAIS COMMUNITY SERVICES DISTRICT

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RESOLUTION NO. 2024-10

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING A REVISED REGULAR MEETING SCHEDULE FOR 2024

WHEREAS, Ordinance No. 79 adopted in May 2006 establishes the regular meeting schedule for Tamalpais Community Services District (TCSD) as the second Wednesday of the month at 7:00pm; and

WHEREAS, Ordinance No. 79 also allows the TCSD Board to makes changes to the regular meeting schedule by ordinance or resolution; and

WHEREAS, the TCSD Board desires to approve a revised regular meeting schedule for the upcoming calendar year.

THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District approves the revised regular meeting schedule for 2024 attached as Exhibit A and incorporated herein by reference.

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 10th day of April 2024 by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District



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TCSD 2024 BOARD MEETING SCHEDULE

(revised April 10, 2024)

REGULAR BOARD MEETINGS* – Second Wednesday of each month – 7:00pm at Tam Valley Community Center
 REGULAR BOARD WORK SESSIONS* – Fourth Wednesday of the Month- 8:30am at Tam Valley Community Center
MEMBERS OF THE PUBLIC ARE INVITED TO ALL OPEN MEETINGS

DATE	TYPE	LOCATION
1/10/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
1/24/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
2/14/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
2/10/24	BOARD PLANNING RETREAT	FERNWOOD CEMETERY (9am-1pm)
3/13/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
3/27/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
4/10/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
5/15/24	BOARD MEETING (5:00pm)	TAM VALLEY COMMUNITY CENTER
6/12/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
6/26/24	BOARD WORK SESSION 8:30am Kay Park 9:00am Eastwood Park	KAY AND EASTWOOD PARKS
7/10/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
7/24/24	BOARD WORK SESSION	305 BELL LANE (CORPORATION YARD)
8/14/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
8/28/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
9/11/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
9/25/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
10/9/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
10/23/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
11/13/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
12/11/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
11/27/24 & 12/25/24	NO BOARD WORK SESSIONS	Thanksgiving Recess & Winter Break
*Note	Typical meeting time unless otherwise noted in this table	Typical location unless otherwise noted in this table.

Tam Valley Community Center, 203 Marin Drive, Mill Valley
 Agendas for public meetings are located either in the bulletin board at TCSD's Main Office or online at www.tamcsd.org



TAMALPAIS COMMUNITY SERVICES DISTRICT

**Staff Report
Board Meeting
April 10, 2024**

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

RECOMMENDATION

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

DISCUSSION

Wastewater Statistics and Work

- March flow through Bell Lane Pump Station: 14,115,600 gallons
- January flow through Bob Bunce Pump Station: 163,587 gallons
- Rain: 5.52 total inches
- Sewer Spill: 0
- Lateral Inspections 2024 ytd: 41 (incl. 17 CIP CCTV’s in Phase D)
- Performed emergency repair work to repair a lateral sheared off by apparent contraction of the sewer main pipe. This sewer pipe movement has also caused pipe to intrude into three manholes in the area which also required repairs (approx. location 345 Dolan Ave). This segment of pipe was relatively new, but out of warranty. The total cost for the repair was \$8,840.

Solid Waste Statistics and Work

SOLID WASTE CALLS FOR SERVICE 2024			
TYPE OF SERVICE	Month		
	Jan	Feb	March
Missed pick-up	42	27	22
New Service request	8	2	4
Replacement carts	7	8	8
Dumpsters	1	2	4
Extra trash pick-up	10	9	6
Late put out	3	2	1
Other	<u>1</u>	<u>1</u>	<u>4</u>
Total	72	51	49
2024 YTD Total			172
	Avg/mo.		57
2023 YTD Total			209

- Staff test drove an electric rear loader refuse truck in the field. At this time, this model truck would not meet our needs due to the steep topography of the routes.

Parks & Recreation

- Spaghetti Bingo March 22nd
125 paid attendees
3 kids under 3 - free

We played 6 games of bingo and gave away 10 prizes (2 games had 2 winners, each)

Expenses

\$470 Food

\$ 70 Beverages

\$ 70 Prizes

\$ 50 Signage update

\$180 50 more bingo cards and butcher paper (one-time expenses)

=====

\$840 Total Expenses

Revenue

\$1,225 Eventbrite tickets

\$ 115 Bar donations

=====

\$1,340 Total Revenue

Approx. \$ 500 Net Profit (with no OT or full-time staff costs included)

Trivia Night #1

18 Attendees – all TCSD residents

We agreed to pay Tam Junktion \$2 per attendee (each got a discount off the \$10 ticket) and \$50 to help cover her cost for food/drinks provided.

Total Cost: \$86

- Up Coming Events

Staff has been actively partnering with local businesses as well as coordinating/adding the events listed below. These events are featured in the weekly newsletter

- o April 20th Earth Day- all day activities including a Wooley Egg Ranch Tour and Garage Sale at the Community Center
- o April 11th -“Sip and Sew” in partnership with Tam Junktion
- o May 4th – Debris & Shredding Day

- May 7th (First Tuesday of every month) - Trivia night in partnership with Tam Junktion
- May 10th- Spaghetti Bingo
- May 18th- Hazardous Waste Day

Administration

- The Marin County Office of Emergency Management (OEM) is in the process of securing funding to cover associated costs with expansion of Marin County's Hazard Mitigation Plan (HMP). OEM plans to extend HMP's coverage to encompass utilities and special districts within Marin County. The last update to the countywide HMP extended coverage to all the municipalities in Marin. HMP's are required for public agencies to apply for and receive FEMA disaster recovery and mitigation funds. To participate, the OEM required a signed letter of intent from TCSD by March 28th, 2024. Attached is the letter we sent to OEM using their template. The letter provides more information on the HMP. The countywide HMP effort eliminates the need and cost for TCSD to prepare and/or update its own HMP.
- Submitted revised budget for CalRecycle SB 1383 grant as requested by CalRecycle staff
- Filed paperwork which was accepted for temporary EPA ID for Hazardous Waste Day.
- Next PARC meeting is 4/19/24.

ATTACHMENT

HMP letter



TAMALPAIS COMMUNITY SERVICES DISTRICT

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Alan Shear
Assistant General Manager
Tamalpais Community Services District
Mill Valley, CA 94941

March 22, 2024

Steven Torrence
Director
Marin County Fire – Office of Emergency Management
1600 Los Gatos Drive Suite #301
San Rafael, Ca 94903

RE: Letter of Interest for Tamalpais Community Services District to join Marin County Office of Emergency Management Utilities and Special Districts Hazard Mitigation Plan

I am writing on behalf of Tamalpais Community Services District (TCSD) to convey our excitement in partnering with Marin County Office of Emergency Management on a Special District Hazard Mitigation Plan. This initiative is crucial for us, as it directly aligns with our unwavering commitment to ensuring the safety and well-being of the faculty, staff and community we serve.

Understanding the importance of preparedness in the face of natural and human-made hazards, we recognize the Hazard Mitigation Plan to include our public utilities is a critical step towards enhancing our resilience. By joining forces, we aim to develop comprehensive strategies that address the unique needs and vulnerabilities of our facilities, thereby minimizing potential risks and ensuring a safer environment for our community.

Our district is prepared to actively participate in the planning process, contributing valuable insights and resources to ensure the successful integration of our site(s) into the county's overarching mitigation strategy. We are confident that through collaborative effort, we can achieve a robust framework that not only addresses current challenges but is also proactive in anticipating and mitigating future risks.

Thank you for your considering this proposal for partnership on such a crucial initiative. We are keen to engage in further discussions and to contribute actively to the planning and implementation phases of this project.

Best Regards,

A handwritten signature in black ink, appearing to be "AS", with a long horizontal line extending to the right.

Alan Shear

Date: March 21, 2024

To: Steffen and Garrett,

I attended the SASM Meeting for March 24, 2024, at the SASM wastewater plant conference room.

ATTENDANCE

The following SASM Commissioners were present: Lew Kious, president of the SASM board (Almonte 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. Peter McIntosh (Richardson Bay Sanitary District) was absent.

SASM Staff: Mark Grushayev, Director of the Wastewater Treatment Plant was present.

Andrew Poster, P.E., City Engineer and Director of Public Works, Todd Cusimano, City Manager for the City of Mill Valley, Brian Exberger, SASM Chief Treatment Plant Operator, and SASM Administrative Assistant, V. Tyler were absent.

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

CLOSED SESSION

A closed session occurred prior to the public meeting. SASM discussed a legal issue with counsel regarding a planned mediation of a legal dispute on the case of SASM v. Carollo Engineers, Inc. No other information is available to report.

BUSINESS SESSION

The commissioners approved the minutes from the February 15, 2024 meeting and received the General Manager's Monthly Report.

NEXT SASM MEETING

The next SASM meeting is the Strategic Planning Session on April 18, 2024, at 6:00 pm. The session will be held at the Mill Valley Community Center, Cascade Room. I will attend the meeting.

Sincerely,

Jim Jacobs
TCSD Representative

SMCSD Board of Directors Meeting April 2, 2024 attended by Steve Levine

The following topics were discussed at the April 2, 2024 SMCSD Board of Directors meeting:

The Board:

1. Authorized the GM to execute a 3 year agreement with Nigro and Nigro to conduct an independent audit for 2024-2026 in the amount of \$60,000.
2. Approved a minor District Reserve policy amendment regarding Designation of Unrestricted Reserves.
3. Approved bid and contract award for the Digester Heating System Replacent project in the amount of \$241,900. Authorized GM to approve change orders up to 10% of the contract price.

GM Report:

1. Reported no high flow, SSO's or blending events in March.
2. Presented updated Capital Investment Program including costs and schedules for the next 5 years with an estimated budget of \$14.7 million or \$2.9 million per year.

Projects include:

- . Bio-handling
- . Marin City pump station rehab
- . Marin City Sewer Collection System rehab
- . Primary Digester upgrade
- . Princess St.pump station rehab
- . Main St. Force Main
- . Locust St. Force Main
- . Shop, Operations and equipment facility upgrades.



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
April 10, 2024

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

RECOMMENDATION

Receive and file the March 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 st Quarter (July-Sept)	Report in November
2 nd Quarter (Oct-Dec)	Report in February
3 rd Quarter (Jan-Mar)	Report in May
4 th 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 March 31, 2024, TCSD had the following cash and investment balances:

Institution	Account	29-Feb-24	31-Mar-24
Wells Fargo	General Checking	\$ 161,793.18	\$ 262,419.67
Wells Fargo	General Savings	\$ 200,000.00	\$ 200,000.00
Wells Fargo	General Merchant Services	\$ 10,194.94	\$ 7,116.11
Wells Fargo	Stagecoach Sweep	\$ 8,240,692.71	\$ 7,737,005.19
State of CA - LAIF	General Account	\$ 2,931,980.75	\$ 2,931,980.75
Total Balances		\$ 11,544,661.58	\$ 11,138,521.72

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 March 2024 are attached to this report (Attachment A). The largest disbursement for the period was to LVI Engineering Inc., \$68,729.27, for Corporation Yard Fence Replacement Progress Bill 02. The second largest was also to LVI Engineering Inc., \$50,896.66, for Corporation Yard Fence Replacement Progress Bill 01.

The year-to-date annual budget report (Attachment B) is through the end of March 2024. The report gives the cumulative totals for the fiscal year with budget comparisons. YTD Parks and Recreation revenues are \$810,234.61, which is 65% of the budget. YTD Wastewater revenues are \$3,447,607.68, which is 56% of the budget. And YTD Solid Waste revenues are \$1,686,130.13, which is 60% 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
03/16/2024	QuickBooks	Annual Software Subscription	1,419.03
03/01/2024	Microsoft	Software Licenses	350.00
03/04/2024	ConstantContact.com	Annual Subscription of Email Marketing at Non-profit rat	324.10
03/06/2024	Verizon Wireless	Device & Data Plan	309.40
03/08/2024	O'Reilly Auto Parts	9: Replaced Defective Battery; Fuel Storage Treatment	292.07
03/03/2024	Comcast	Internet Feb 18- Mar 17, 2024 @ 305 Bell Ln.	259.62
03/20/2024	Costco	Spaghetti Bingo Food & Coffee for Office	258.90
03/10/2024	Go To Communitcations, Inc	(415)388-6393 Voice & Data Lines and Wireless Service	251.39
03/20/2024	Smart & Final	Spaghetti Bingo Food	236.10
03/14/2024	Amazon.com	Spaghetti Bingo Supplies	180.06
03/05/2024	Comcast	Internet Feb 13- Mar 12, 2024 @ 203 Marin Ave	144.84
03/05/2024	Mill Valley Auto Service	22: P/M Service	141.01
03/10/2024	Verizon Wireless	Data Plan for Refuse Driver's iPads	126.36
03/13/2024	BingBanners	Banners for TVIC / CalTrans Flood Mgmt. Meeting	125.20
03/08/2024	QuickBooks Time, Inc.	Online Time Card Service- Feb 2024	124.00
03/20/2024	Buck's Saw Service	Repair Weed Wacker	123.88
03/08/2024	Terminix	Pest Control Servicing at Community Center & Main Off	106.00
03/15/2024	Grainger	Disinfecting Wipes	91.76
03/15/2024	Grainger	P&R Kitchen Butcher Paper	87.64
03/19/2024	Amazon.com	Toilet Paper Dispenser for Eastwood Park Bathroom	80.05
03/15/2024	Target	Spaghetti Bingo Prizes & Gifts	72.21
03/19/2024	AT&T	Staff Cell Phone Plan	66.91
03/15/2024	Platt Electric	Copper Rod & Wiring	60.16
03/18/2024	BingBanners	Earth Day Signage	51.59
03/25/2024	Upside Mill Valley	Coffee & Pastries for Board Meetings	45.52
03/20/2024	The Sparklers	Deposit for Face Painting on Earth Day Celebration	40.00
03/13/2024	Shutter Stock	Stock Images for P&R	29.00
03/14/2024	UPS Store	Mail for Auction of truck	12.67



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
03/22/2024	100898	LVI Engineering Inc.	Corporation Yard Fence Replacement Progress Bill 02	\$ 68,729.27
03/08/2024		QuickBooks Payroll Service	Created by Payroll Service on 03/07/2024	\$ 57,364.19
03/22/2024		QuickBooks Payroll Service	Created by Payroll Service on 03/21/2024	\$ 56,906.61
03/22/2024	100905	LVI Engineering Inc.	Corporation Yard Fence Replacement Progress Bill 01	\$ 50,896.66
03/22/2024	100902	Nute Engineering	Engineering Consulting Svcs. Multiple Projects Jan - Feb 2024	\$ 36,329.02
03/06/2024	100854	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement Feb 2024	\$ 22,300.91
03/22/2024	100895	DMR Builders	Community Center Restroom Remodel Progress Billing No.1	\$ 22,138.06
03/22/2024	100891	Marin County Employees Retirement Sys.	PP6 2024 Mar 09 - Mar 22, 2024	\$ 21,434.12
03/08/2024	100869	Marin Sanitary Service	Feb 2024 Solid Waste 120.38 tons @\$110.99/T	\$ 13,361.01
03/08/2024	100882	Marin Resource Recovery Center	Green Waste, 111.61 Tons @ \$102.48/T, Feb 2024	\$ 11,437.79
03/08/2024	100858	Marin County Employees Retirement Sys.	PP5 2024 Feb 24 - Mar 8, 2024	\$ 9,434.53
03/08/2024	100877	Roy's Sewer Service, Inc.	Feb Maint. Cleaning	\$ 8,850.00
03/27/2024	100923	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement Mar 2024	\$ 8,397.46
03/08/2024	100878	SmartCover Systems	SubSonic System for Flow Monitoring - Annual Renewal & Warranties	\$ 7,669.00
03/08/2024	100865	Diesel Direct	1,223.7 gal Diesel, for Above Ground Tank and 321.3 gal Gasoline, for Under Ground Tank	\$ 7,493.13
03/22/2024	100903	Roy's Sewer Service, Inc.	March Maint. Cleaning	\$ 6,268.75
03/12/2024	100884	Jorges Tree Services	Monthly Parks & Open Space Manit.- 3 days/week - Feb	\$ 5,565.00
03/08/2024	100875	Raff's Construction Svc, Inc.	Kay Park Fence Repairs	\$ 5,400.00



Tamalpais Community Services District
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
03/22/2024	100896	Hayes, Robert W. - Architect	Community Center Bathroom Remodel, Construction Administration	\$ 4,960.00
03/22/2024	100892	Marin County Employees Retirement Sys.	PP6 2024 Mar 09 - Mar 22, 2024	\$ 4,807.78
03/22/2024	100901	J. W. Mobile/Napa Truck Service	94: Check Hopper Lights and Exhaust Pipe; 23: Fabricate Basket for Box	\$ 4,761.22
03/27/2024	100910	Ubeo Business Services LLC.	Laserfiche Cloud Conversion - Annual Renewal	\$ 4,750.00
03/22/2024	100897	Miller Starr Regalia	Greene Vs. Kenyon Litigation, February 2024	\$ 3,290.50
03/15/2024	44639	Teamsters Anthem PPO	Medical Insurance Premium	\$ 3,197.95
03/08/2024	100873	Pacific Gas & Electric	Office, Shop, Cabin and CC Gas & Electricity and Kay Park and Eastwood Electricity	\$ 3,131.08
03/08/2024	100856	Marin County Employees Retirement Sys.	PP5 2024 Feb 24 - Mar 8, 2024	\$ 3,107.33
03/22/2024	100894	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Feb 2024, 9 Trips, 10.94 tons	\$ 2,881.92
03/08/2024	100861	AT&T	Office Data Lines, Wireless Services Bunce Pump Station & Comm. Ctr. Alarm Phone Lines	\$ 2,591.40
03/01/2024	100885	East Bay Muni Utility District	BACWA Membership Dues 2023-24 and Special Programs Fee	\$ 2,528.00
03/22/2024	100900	Diesel Direct	648.5 gal Diesel, for Above Ground Tank	\$ 2,518.45
03/22/2024	100904	Preferred Truck & Equip.	12: Diagnose and Repair PTO Issues	\$ 2,325.09
03/08/2024	100857	Employee Personal W/H	Employee Personal W/H	\$ 2,325.00
03/22/2024	100893	Employee Personal W/H	Employee Personal W/H	\$ 2,325.00
03/08/2024	100863	B Metal Fabrications, Inc.	Comm. Ctr. Kitchen Counter - countertop modification and SS filler panel	\$ 2,108.78
03/08/2024	100874	Pacific Window Cleaning & Janitorial, Inc	Cleaning Services Feb 2024	\$ 1,975.00
03/08/2024	100866	FleetCrew Inc.	12: DPF Durathon Review & Cleaning and 15: DPF Durathon Review & Cleaning	\$ 1,865.14



Tamalpais Community Services District
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
03/22/2024	100899	Burkell Plumbing Inc.	Fountain Repair	\$ 1,578.00
03/12/2024	100883	Friends of Tam Valley	Crab Feed and Murder Mystery Beverage Sales	\$ 1,512.00
03/08/2024	100876	Ray Gaskin Service	# 20 & 21: Tipper Hardware and 20: Handle Kit	\$ 1,327.83
03/27/2024	100907	AT&T	Community Ctr Alarm Phone Lines 3/19 - 4/18/24 and 415-389-8722, Bunce Pump Stn 3/11-4/10	\$ 1,312.42
03/08/2024	100867	Flyers Energy, LLC	DEF Fluid for Refuse Trucks	\$ 1,213.23
03/15/2024	100887	Cintas	Carpets, Towels, Soap	\$ 771.95
03/27/2024	100909	Roto-Rooter Plumbers	Clean up of Sewage Spill at 345 Dolan Ave.	\$ 600.00
03/08/2024	100870	Matrix Computer Solutions	IT services	\$ 595.00
03/08/2024	100881	UBEO West LLC- RMC	Copier Lease 2/20- 3/19/24	\$ 573.31
03/20/2024	100888	Johnson Controls Security Solutions	Apr-Jun 2024, Monitoring Alarm - 203 Marin Ave	\$ 399.12
03/09/2024	100886	Johnson Controls Security Solutions	Apr-Jun 2024, Monitoring Alarm - 305 Bell Ln	\$ 352.67
03/08/2024	100871	North Bay Bottling	Drinking Water Feb'24	\$ 315.00
03/08/2024	100864	Best Best & Kreiger (BBK)	Attorney fees - Feb	\$ 275.50
03/08/2024	100862	Atco Pest Control	Pest Control for Eastwood Park	\$ 225.00
03/08/2024	100859	Goodman Building Supply Co.	Concrete, Glass Cleaners, C.C Light bulbs & Kitchen faucet supplies, Signs for No Parking and Sa...	\$ 209.66
03/08/2024	100879	Stericycle, Inc.	Mar 2024 Medical Waste Services	\$ 185.66
03/27/2024	100908	Eco-Check Compliance, Inc.	30 day designated operator inspection per UST regulations svc. on 2/29/24	\$ 150.00
03/08/2024	100880	TEC Equipment, Inc.	Isuzu Trucks Transmission Fluid Case	139.38
03/13/2024	44618	VSP Vision Service Plan (CA)	Employee Vision Coverage Mar 2024	133.67
03/06/2024	100855	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	130.40
03/20/2024	100889	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	116.98
03/08/2024	100860	Access Answering Service	Answering Service - Mar	92.00
03/08/2024	100872	Pace Supply Corp.	Materials to Reset Comm. Ctr. Kitchen Basin	90.16



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
03/25/2024	100906	Stagg, Gretchen (v)	Reimbursement for Food Purchased for Spaghetti Bingo 3/22	76.99
03/08/2024	100868	Jackson's Hardware	Rodder Trailer Connector Hardware	21.96
03/15/2024	44619	Optum Financial (COBRA)	Feb- COBRA Administration for TCSD Staff	4.81



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

ATTACHMENT B

WASTEWATER DEPT.				
	Mar 2024 (75% 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	\$ 18,848.00	\$ 31,200	60%	
4104 · Muir Woods Sanitaion Svc. Chrg.	\$ 74,545.37	\$ 55,906	133%	
4420 · Interest Revenue	\$ 135,884.62	\$ 26,700	509%	
Total Revenue	\$ 3,447,607.68	\$ 6,145,806	56%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 302,653.08	\$ 391,820	77%	
5012 · Overtime Pay	\$ 4,184.18	\$ 4,543	92%	
5013 · Performance Recognition	\$ 8,613.06	\$ 7,816	110%	
5014 · Temporary Help	\$ 2,415.78	\$ 8,295	29%	
Total 5010 · Salaries	\$ 317,866.10	\$ 412,474	77%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 40,182.19	\$ 54,017	74%	
5022 · Retirement Contributions	\$ 61,943.96	\$ 73,315	84%	
5023 · Social Security and Medicare	\$ 22,553.23	\$ 31,400	72%	
5024 · Other Employee Benefit	\$ 2,573.46	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 10,954.29	\$ 22,822	48%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 24,860	0%	
Total 5020 · Employee Benefits	\$ 138,207.13	\$ 206,414	67%	
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%	
Total 5110 · Wastewater Treatment Expense	\$ 1,273,975.04	\$ 2,608,575	49%	
5140 · Sewer System Maint. & Repair	\$ 156,598.09	\$ 225,000	70%	
5330 · Tree & Landscaping	\$ -	\$ 10,000	0%	
5400 · TCSD Board Fees	\$ 3,001.00	\$ 5,000	60%	
5401 · Professional Services	\$ 35,298.17	\$ 60,000	59%	
5420 · Staff Training & Travel Expense	\$ 881.32	\$ 7,381	12%	Recategorized
5425 · Office and Technology	\$ 12,649.18	\$ 19,200	66%	
5430 · Telephone and Alarms	\$ 13,520.49	\$ 15,000	90%	
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	\$ 18,826.93	\$ 37,000	51%	
5439 · Utilities	\$ 9,469.77	\$ 9,000	105%	
5440 · Fuel Expense	\$ 12,610.68	\$ 12,000	105%	
5450 · Maintenance and Supply	\$ 38,752.60	\$ 100,000	39%	
5470 · Yard & Bldg. Improvements	\$ 218.87	\$ 10,000	2%	
5483 · Debt Issuance Costs	\$ 1,042,498.98	\$ 1,340,000	78%	
Total Expense	\$ 3,131,027.89	\$ 5,140,044	61%	



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

ATTACHMENT B

SOLID WASTE DEPT.				
	Mar 2024 (75% of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 1,585,677.16	\$ 2,797,000	57%	
4202 · Other Solid Waste Services	\$ 5,333.75	\$ 7,600	70%	
4410 · Donations/Fundraising/Grants	\$ -	\$ 5,000	0%	
4420 · Interest Revenue	\$ 95,119.22	\$ 18,690	509%	
Total Revenue	\$ 1,686,130.13	\$ 2,828,290	60%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 487,380.25	\$ 699,737	70%	
5012 · Overtime Pay	\$ 40,040.14	\$ 52,934	76%	
5013 · Performance Recognition	\$ 12,963.23	\$ 13,642	95%	
5014 · Temporary Help	\$ 2,714.46	\$ 25,000	.11%	
Total 5010 · Salaries	\$ 543,098.08	\$ 791,313	69%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 102,200.02	\$ 141,000	72%	
5022 · Retirement Contributions	\$ 138,323.83	\$ 181,132	76%	
5023 · Social Security and Medicare	\$ 39,723.05	\$ 58,930	67%	
5024 · Other Employee Benefits	\$ 5,369.46	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 18,661.87	\$ 43,616	43%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 27,940	0%	
Total 5020 · Employee Benefits	\$ 304,278.23	\$ 452,618	67%	
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 146,824.25	\$ 190,937	77%	
5212 · Recycling Fees	\$ 1,561.84	\$ 50,000	3%	
5213 · Green Waste Disposal Fees	\$ 98,644.22	\$ 121,284	81%	
5214 · Debris Day Expenses	\$ 2,050.00	\$ 21,679	9%	
Total 5210 · Solid Waste Disposal Expense	\$ 249,080.31	\$ 383,900	65%	
5400 · TCSO Board Fees				
5401 · Professional Services	\$ 2,201.00	\$ 3,500	63%	
5401 · Professional Services	\$ 47,860.83	\$ 185,000	26%	
5420 · Staff Training & Travel Expense	\$ 564.10	\$ 4,114	14%	Recategorized
5425 · Office and Technology	\$ 14,881.13	\$ 20,000	74%	
5430 · Telephone and Alarms	\$ 6,067.81	\$ 7,300	83%	
5431 · Public Communications	\$ -	\$ 25,000	0%	
5432 · Insurance	\$ 81,051.83	\$ 79,000	103%	
5437 · Miscellaneous	\$ -	\$ 1,040	0%	
5438 · Fees and Permits	\$ 22,708.08	\$ 43,300	52%	
5439 · Utilities	\$ 2,099.51	\$ 3,600	58%	
5440 · Fuel Expense	\$ 35,126.21	\$ 91,500	38%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 3,138.53	\$ 3,448	91%	
5452 · Maint. & Supply Contract Svc	\$ 12,518.59	\$ 14,801	85%	
5454 · Vehicle Repair & Maint.	\$ 141,741.11	\$ 210,000	67%	
5456 · Bridge Tolls	\$ 3,570.00	\$ 4,268	84%	
5457 · Solid Waste Carts & Bins	\$ -	\$ 38,737	0%	
Total 5450 · Maintenance and Supply	\$ 160,968.23	\$ 271,254	59%	
5470 · Yard & Bldg. Improvements	\$ 400.52	\$ 10,000	4%	
5471 · Minor Equipment	\$ -	\$ 4,600	0%	
Vehicle Lease	\$ -	\$ 44,900	0%	
Total Expense	\$ 1,470,385.87	\$ 2,421,940	61%	



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

ATTACHMENT B

PARKS AND RECREATION DEPT.

	Mar 2024 (75% of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4301 · Taxes	\$ 649,846.73	\$ 1,058,250	61%	
4303 · Tia's After School Program Rev	\$ 26,836.00	\$ 30,600	88%	
4310 · Facilities Rental & Fees	\$ 27,225.12	\$ 28,350	96%	
4320 · Park Rentals	\$ 1,862.00	\$ 2,730	68%	
4330 · Class Fees	\$ 11,275.00	\$ 30,906	36%	
4350 · TCSD Event Revenue	\$ 50,088.44	\$ 73,800	68%	
4410 · Donations/Fundraising/Grants/Tips	\$ 762.90	\$ 4,899	16%	
4420 · Interest Revenue	\$ 40,765.38	\$ 8,010	509%	
4430 · Miscellaneous Revenue	\$ 1,573.04	\$ 2,040	77%	
Total Revenue	\$ 810,234.61	\$ 1,239,585	65%	
Expense				
5011 · Wages and P.T.O	\$ 310,937.79	\$ 423,104	73%	
5012 · Overtime Pay	\$ 5,811.71	\$ 6,544	89%	
5013 · Performance Recognition	\$ 8,256.29	\$ 8,448	98%	
5014 · Temporary Help	\$ 14,858.67	\$ 38,064	39%	
Total 5010 · Salaries	\$ 339,864.46	\$ 476,160	71%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 52,677.54	\$ 60,000	88%	
5022 · Retirement Contributions	\$ 59,576.88	\$ 79,244	75%	
5023 · Social Security and Medicare	\$ 25,880.61	\$ 40,000	65%	
5024 · Other Employee Benefits	\$ 2,470.91	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 1,938.26	\$ 4,360	44%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 9,350	0%	
Total 5020 · Employee Benefits	\$ 142,544.20	\$ 192,954	74%	
5300 · Events Expense	\$ 64,669.62	\$ 76,450	85%	
5330 · Tree & Landscaping Services	\$ 8,370.00	\$ 30,000	28%	
5331 · Landscaping Contract Svc	\$ 43,485.00	\$ 73,000	60%	
5332 · McGlashan Trail Maintenance	\$ 2,855.00	\$ 4,500	63%	
5333 · Vegetation Management	\$ 268.00	\$ 40,000	1%	
5340 · Instructor Fees	\$ 10,897.25	\$ 9,647	113%	
5341 · Tia's Afterschool Program Exp	\$ 7,723.65	\$ 11,434	68%	
5400 · TCSD Board Fees	\$ 2,598.00	\$ 5,529	47%	
5401 · Professional Services	\$ 29,352.04	\$ 35,000	84%	
5420 · Staff Training & Travel Expense	\$ 1,070.17	\$ 6,866	16%	Recategorized
5425 · Office and Technology	\$ 14,594.33	\$ 18,847	77%	
5430 · Telephone and Alarms	\$ 15,781.47	\$ 14,542	109%	
5431 · Public Communications	\$ 2,988.95	\$ 3,846	78%	
5432 · Insurance	\$ 40,893.18	\$ 37,240	110%	
5437 · Miscellaneous	\$ -	\$ 473	0%	
5438 · Fees and Permits	\$ 11,220.80	\$ 24,841	45%	
5439 · Utilities	\$ 18,659.29	\$ 19,995	93%	
5440 · Fuel Expense	\$ 6,291.49	\$ 4,458	141%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 6,152.73	\$ 9,580	64%	
5452 · Maint. & Supply Contract Svc	\$ 19,631.85	\$ 23,966	82%	
5454 · Vehicle Repair & Maint.	\$ 590.01	\$ 3,854	15%	
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 5,125.51	\$ 8,655	59%	
5459 · Park Maint.	\$ 26,977.58	\$ 10,729	251%	
Total 5450 · Maintenance and Supply	\$ 58,477.68	\$ 56,784	103%	
5470 · Yard & Bldg. Improvements	\$ 218.87	\$ 10,000	2%	
5471 · Minor Equipment	\$ -	\$ 3,432	0%	
Total Expense	\$ 822,823.45	\$ 1,155,998	71%	



TAMALPAIS COMMUNITY SERVICES DISTRICT

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**TCSD BOARD OF DIRECTORS ANNUAL RETREAT
MINUTES
SATURDAY, FEBRUARY 10, 2024
FERNWOOD CEMETERY, 301 TENNESSEE VALLEY ROAD, MILL VALLEY**

1. CALL TO ORDER

President Bartschat called the meeting to order at 9:03am

2. ROLL CALL

Board members present:

- Steffen Bartschat
- Jeff Brown
- Jim Jacobs
- Steve Levine
- Matt McMahon

Staff present:

- Garrett Toy
- Alan Shear

3. APPROVE AGENDA

M/S- Levine/Brown

Ayes: Brown, Jacobs, Levine, Vice-President McMahon, and President Bartschat

4. PUBLIC EXPRESSION

No members of the public present.

5. REGULAR BUSINESS: Board Actions

The Board conducted its annual strategic planning/goal setting retreat which included topics such as, but not limited to, priorities, projects, programs, funding sources and uses, opportunities, issues/concerns, areas for improvement, and operating, capital, and administrative policies/procedures. No action taken, but direction was given to staff to continue the discussion at future Board meetings on the proposed Community Center Master Plan and Community Gathering Place/Plaza. The upcoming community survey is a good opportunity to solicit feedback from the community on the topic.

6. ADJOURNMENT

Meeting was adjourned at 1:42pm.

Approved by Board on: _____



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TCSO BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, MARCH 13, 2024, AT 7:00 P.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:04 pm on Wednesday, March 13, 2024.

2. ROLL CALL

President Steffen Bartschat

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

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM), Alan Shear; TCSO Clerk, Natalie Callahan

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE/J. JACOBS AYES: 5 (S. BARTSCHAT, M. McMAHON, J. BROWN, J. JACOBS, S. LEVINE) NAYS: 0 ABSENT: 0

4. PUBLIC EXPRESSION

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

There was no public expression.

5. REGULAR BUSINESS: Board Actions

A. Discussed / consider proposed final content for community survey of TCSO services, events, and activities.

Staff provided an overview of the FM3 memo which summarized the proposed final content for the community survey. The current survey takes approximately 26 minutes to complete. The goal is to be under 20 minutes. The Board and staff reviewed each survey category to see what specific subject areas were not needed and provided direction to staff.

There was no public comment.

- B. The Board and staff discussed general use concepts for the development of a masterplan for the Tam Valley Community Center outdoor space. 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 Board and staff discussed possible functions and uses such as community garden, recreation amenities such as bocce ball courts, kids’ area, new hardscapes and landscapes, and new structures such as a stage and shade structures.

Next step would be for staff to invite three design firms to prepare a conceptual masterplan for Board consideration. Director Levine recommended staff speak to Kevin Conger, Landscape Architect.

There was no public comment.

- C. Discussed / consider adopting resolution to approve job description for Solid Waste Driver without a Commercial Driver’s License and corresponding salary range.

Assistant General Manager Shear shared with the Board the benefits of adding another Solid Waste Driver. Shear also shared with the Board that lowering the threshold to not require a Class B 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.

The salary range for the new position is recommended at 8% lower than the current Solid Waste Driver with a Class B license.

The Board discussed and asked questions of staff.

There was no public comment.

MOTION TO ADOPT RESOLUTION NO. 2024-06 APPROVING THE JOB DESCRIPTION FOR SOLID WASTE DRIVER WITHOUT A COMMERCIAL DRIVER'S LICENSE AND CORRESPONDING SALARY RANGE.

M/S: M. MCMAHON/J. BROWN AYES: 5 (S. BARTSCHAT, M. McMAHON, J. BROWN, J. JACOBS, S. LEVINE) NAYS: 0 ABSENT: 0

- D. Discussed / consider adopting resolution to amend TCSD Personnel Policy No. 105 – Employee Benefits – Holidays to incorporate Holiday in Lieu Pay and Holiday Overtime Pay for Christmas and New Year's Day.

Assistant GM Shear presented staff report and indicated this action is the follow up to the Board's previous discussion on the matter.

The Board discussed and asked questions of staff.
There was no public comment.

MOTION TO ADOPT RESOLUTION NO. 2024-07 AMENDING TCSD PERSONNEL POLICY NO. 105 – EMPLOYEE BENEFITS- HOLIDAYS TO INCORPORATE HOLIDAY IN LIEU PAY AND HOLIDAY OVERTIME PAY.

M/S: S. LEVINE / S. BARTSCHAT AYES: 5 (S. BARTSCHAT, M. McMAHON, J. BROWN, J. JACOBS, S. LEVINE) NAYS: 0 ABSENT: 0

6. REGULAR BUSINESS: Information Items

A. General Manager Report

- GM Toy gave an update on events.
- At the last BOD meeting, the Board requested staff to survey other special districts regarding Board compensation. General Manager Toy presented a compensation survey for special district board members. GM Toy shared that the Board adopted its current compensation of \$100 per Board meeting in 2006 (Ordinance No. 80).

There was no public comment.

B. Received sewer treatment plant update reports: SASM and SMCSD

Director Jacobs attended the SASM Board of Commissioners meeting on February 15, 2024. Director Jacobs reported on his written report.

Director Levine attended the SMCSD Board of Directors meeting on March 5, 2024.

Director Levine reported on his written report.

The Board requested staff to contact SMCSD to clarify the comparison of TCSD fees to SMCSD fees.

There was no public comment.

C. Board member and/or Subcommittee report

President Bartschat mentioned Mia Monroe has retired from the National Park Service.

The Board asked staff about the completion date for the Community Center bathrooms. Assistant General Manager Shear reported the bathrooms should be completed around May 16.

There was no public comment.

7. CONSENT CALENDAR

- A. Received monthly financial reports.
- B. Approve minutes of February 14, 2024, BOD meeting

MOTION TO APPROVE THE CONSENT CALENDAR

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

8. FUTURE AGENDA ITEMS

Next BOD Work Session meeting there will be a presentation by MCERA on retiree benefits and a presentation by the County of Maring, HR Department, on employee benefits and health benefits/plans for current employees.

GM Toy will not be at the March 27, 2024, BOD Work Session meeting.

Caltrans sea level rise meeting will be held at the Community Center on March 28, 2024.

9. ADJOURNMENT

MOTION TO ADJOURN

THE MEETING WAS ADJOURNED AT 9:11 PM

Approved by Board on: _____



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TCSD BOARD OF DIRECTORS WORK SESSION MEETING

MINUTES

WEDNESDAY, MARCH 27, 2024, AT 8:30 A.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 8:35 am on Wednesday, March 27, 2024.

2. ROLL CALL

President Steffen Bartschat

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

Staff Present: Assistant General Manager (AGM), Alan Shear; Finance and Programs Manager, Sarah Mehtar; TCSD Clerk, Natalie Callahan

Others present: Tod Miller, MCERA; Lisa Hatt, County of Marin

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE/ J. JACOBS AYES: 5 (S. BARTSCHAT, M. McMAHON, J. BROWN, J. JACOBS, S. LEVINE) NAYS: 0 ABSENT: 0

4. PUBLIC EXPRESSION

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

Director Jacobs shared that he was sorry to hear Bob DeWalt passed away. Director Jacobs shared that Bob DeWalt was an extraordinary volunteer for TCSD, leader of TVIC, and good neighbor. He suggested we make a plaque in honor of Bob DeWalt. His memorial will be held at the Community Center on June 22, 2024.

5. REGULAR BUSINESS: Board Actions

A. Todd Miller, Retirement Benefits Supervisor, at MCERA gave a brief presentation on:

- MCERA governance structure
- MCERA list of board members and their terms
- Retirement benefits for TCSD District
- Retirement medical plans for TCSD District

The Board asked questions of Todd Miller.

There was no public comment.

B. Lisa Hatt, Head of Employee Benefits & Wellness Division for the County of Marin, gave an overview of employee benefits and health benefit plans for current TCSD employees.

Lisa Hatt presented on TCSD 2024 Medical Plan Benefits Comparison for:

- Kaiser Plan L HMO
- Western Health Advantage 15C HMO
- Teamsters Anthem Blue Cross PPO: In-Network
- Teamsters Anthem Blue Cross PPO: Out-of-Network

The Board asked questions of Lisa Hatt.

There was no public comment.

8. FUTURE AGENDA ITEMS

There were no future agenda items discussed.

9. ADJOURNMENT

MOTION TO ADJOURN

THE MEETING WAS ADJOURNED AT 9:36 AM

Approved by Board on: _____