



TAMALPAIS COMMUNITY SERVICES DISTRICT

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info@tamcsd.org ♦ www.tamcsd.org

TCS D BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, June 12, 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. Report on the results of the community survey.
- B. Adopt the proposed FY24-25 operating and capital improvement program budget
- C. Adopt resolution authorizing the General Manager to enter into an agreement with R3 Consulting for services under the CalRecycle SB1383 Local Assistance Regional Grant in an amount not-to-exceed \$329,000 and increasing the General Manager's contractual authority not to exceed \$60,000 only for eligible services under the SB1383 grant.
- D. Adopt resolution clarifying the provisions of the TCS D retiree health program.
- E. Review emergency actions 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).

6. **REGULAR BUSINESS: Information Items**

- A. General Manager's report for May with update on PG&E's transmission tower
- B. Receive Sewer treatment plant update reports: SASM and SMCS D
- 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. Adopt a resolution requesting a regularly scheduled election to be held in this jurisdiction in November 2024, requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections department
- C. Approve minutes of May 15, 2024, meeting

8. FUTURE AGENDA ITEMS

- A. Review of meeting
- B. Board input for future Board Meetings- Proposed joint meeting with PARC in July

ADJOURNMENT

NEXT REGULAR BOARD WORK SESSION

June 26, 2024

8:30am

Kay Park 8:30am

Eastwood Park 9:00am

NEXT REGULAR BOARD MEETING

(JOINT MEETING WITH PARC)

July 10, 2024

6:00pm

Tam Valley Community Center



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
June 12, 2024

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: REPORT ON THE RESULTS OF THE COMMUNITY SURVEY

RECOMMENDATION

Discuss/consider FM3 Research report on the results of the recently conducted community survey

BACKGROUND

One of the Board's 2024 goals is to "Conduct Community Survey." This was also a goal for 2023. Staff retained FM3 Research (FM3) in 2023 to conduct the survey. FM3 Research conducted the recent 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 provided initial guidance to FM3 regarding the content of the community survey. Specifically, what issues/topics did TCSD want to get community feedback on. In March 2024, the Board reviewed the final content for the survey and provided additional input to FM3. PARC also reviewed the survey content at its January and March 2024 meetings, respectively.

Based on the Board and PARC's input, staff worked with FM3 to whittle the survey down to 20 minutes with the goal of conducting 250 interviews.

DISCUSSION

FM3 conducted the community survey between April 22 – May 2. It was a dual-mode voter survey, collecting data via interviews on the telephone and online, with a total of 263 interviews.

The questions and content of the survey were in the following general categories:

- views on TCSD
- views on Parks and Recreation facilities
- TCSD events
- customer service and communication

Attached are the key findings of the survey. FM3 will attend tonight's meeting to present its findings regarding the results.

Next Steps

The survey results indicate that overall satisfaction with the work done by TCSD, and the services offered are high and a "good value." However, the results do create a couple of policy questions the Board may want to further discuss.

On the topic of dogs, a majority of respondents indicate dogs should be allowed off-leash (58% in Eastwood; 54% in Kay Park) but under voice control, as is currently the policy, in designated areas of the park. *Does the Board want to further discuss the concept of creating a designated area(s) in Eastwood Park for off-leash dogs?* Staff does not recommend any changes to Kay Park at this time. We prefer the Board discuss one park at a time regarding the dog on/off leash issues.


The second policy question has to do with creating a centrally located park. Nearly three-quarters of survey respondents are interested in a new centrally located park. However, the survey did not ask of the willingness to pay for a new park because we had no cost estimates by which to gauge interest. Per the Board's direction, staff is beginning the process to create a Master Plan for the Community Center property and is also working to acquire and renovate the Cabin building and property. Staff would prefer that the Board focus on the Community Center and Cabin improvements before exploring the concept of a new park. *Does the Board want to continue to concentrate on those efforts and defer the discussion of the centrally located park concept to-be-determined time in the future?*

FISCAL IMPACT

None at this time.


ATTACHMENT

- A. PowerPoint Presentation of Survey Results



Community Attitudes Towards the Tamalpais Community Services District

Key Findings of a Survey Conducted April 22 – May 2, 2024








OPINION
RESEARCH
& STRATEGY


320-1124

1

Survey Methodology

Dates	April 22 – May 2, 2024
Survey Type	Dual-mode Voter Survey
Research Population	All Tamalpais Community Services District Voters
Total Interviews	263
Margin of Sampling Error	(Full Sample) ±6.2% at the 95% Confidence Level
Contact Methods	 Telephone Calls  Email Invitations  Text Invitations
Data Collection Modes	 Telephone Interviews  Online Interviews

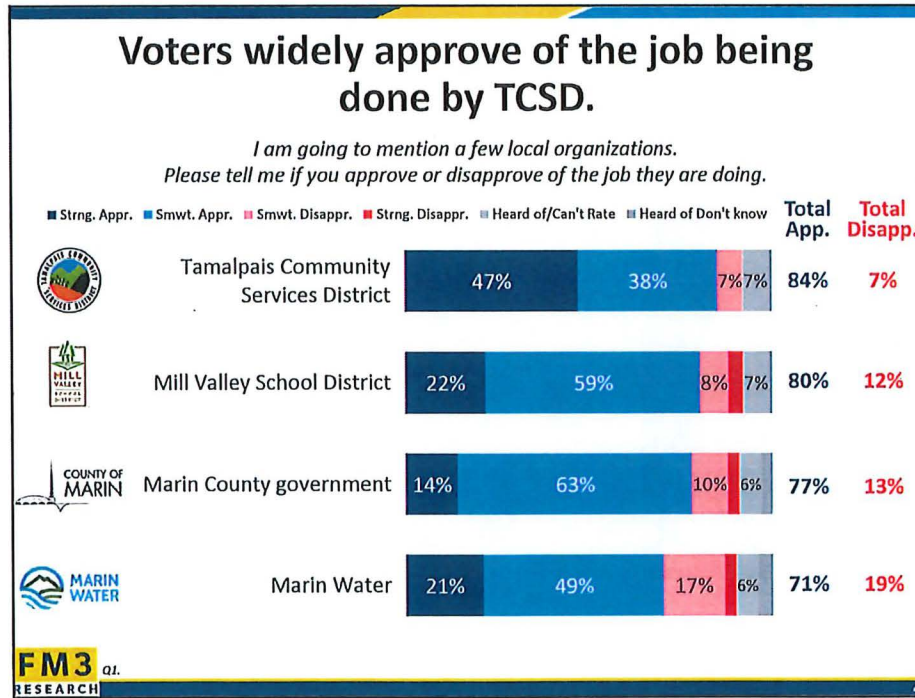
(Note: Not All Results Will Sum to 100% Due to Rounding)


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Community Context

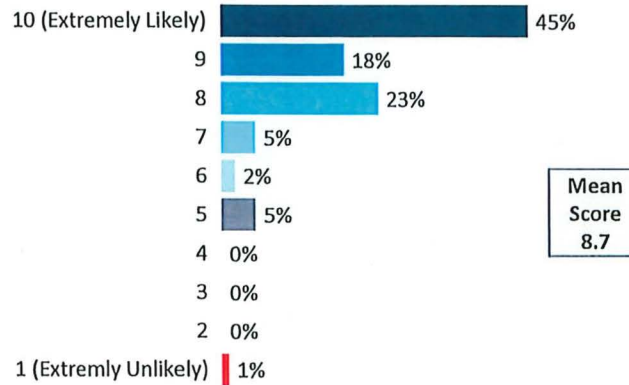
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Voters are highly likely to recommend living in the community.

How likely are you to recommend living in your community on a scale of 1 to 10, with 1 being Extremely Unlikely and 10 being Extremely Likely to recommend?



FM3
RESEARCH

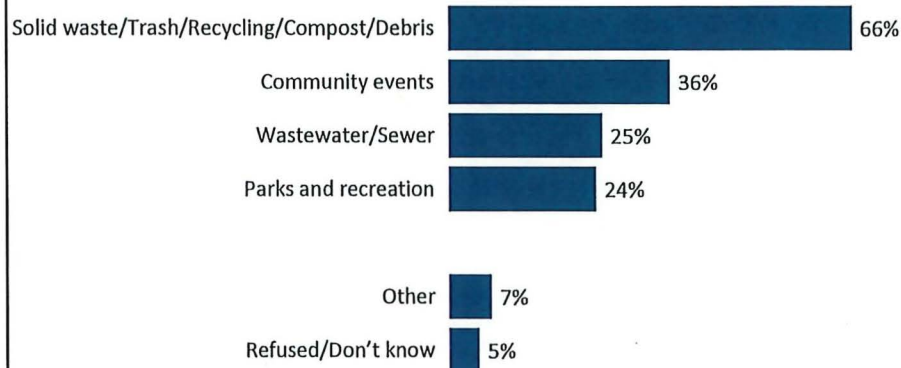
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Views on the Tamalpais Community Services District

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Voters are most familiar with TCSD's solid waste services.

As far as you know, what services does the Tamalpais Community Services District provide in your area?
(Open-ended)

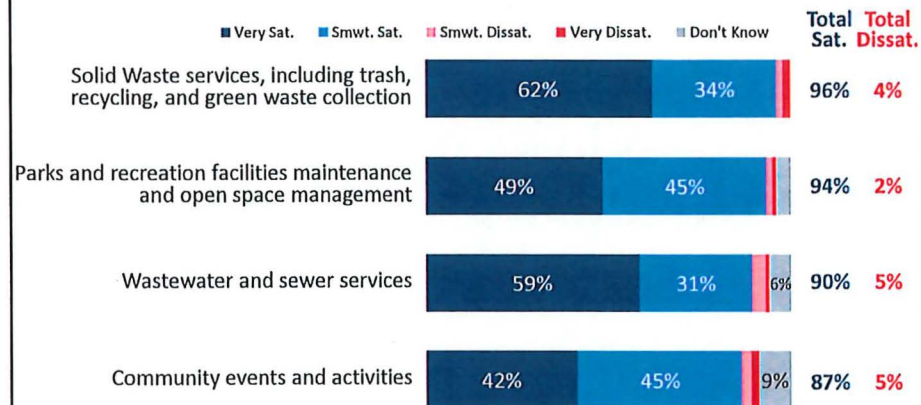


FM3 Q3.
RESEARCH

7

They are also widely satisfied with the services offered.

How satisfied are you with each of the following services provided by Tamalpais Community Services District: very satisfied, somewhat satisfied, somewhat dissatisfied, or very dissatisfied?



FM3 Q4.
RESEARCH

8

Broad majorities rate each of the services as a good value.

Thinking about what you pay for the services provided by TCSD, how would you rate the value you receive for these services: an excellent value, a good value, an only fair value, or a poor value? If you don't know you can tell me that too.



FM3
RESEARCH

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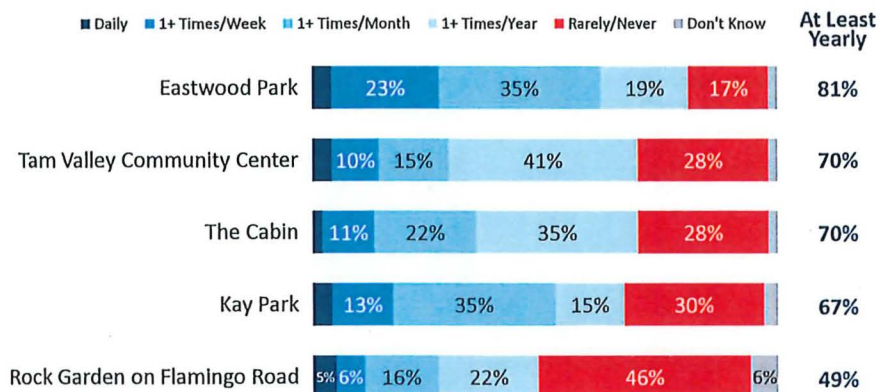
Views on Parks and Recreation Facilities

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Eastwood Park receives the most visits.

The District manages local parks, as well as other facilities. For each park or facility, please indicate how often you or someone in your household visits it: daily, at least once per week, at least once per month, at least once per year, or rarely/never.



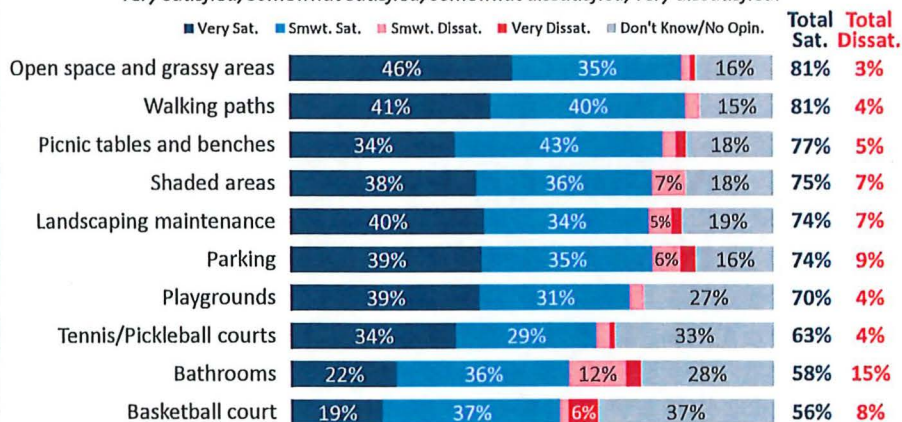
FM3 RESEARCH

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Voters are most satisfied with the open space and grassy areas and walking paths at Eastwood Park.

I am going to name some different types of facilities and amenities available at Eastwood Park and I'd like for you to tell me how satisfied you are with those facilities and amenities at Eastwood Park: very satisfied, somewhat satisfied, somewhat dissatisfied, very dissatisfied.



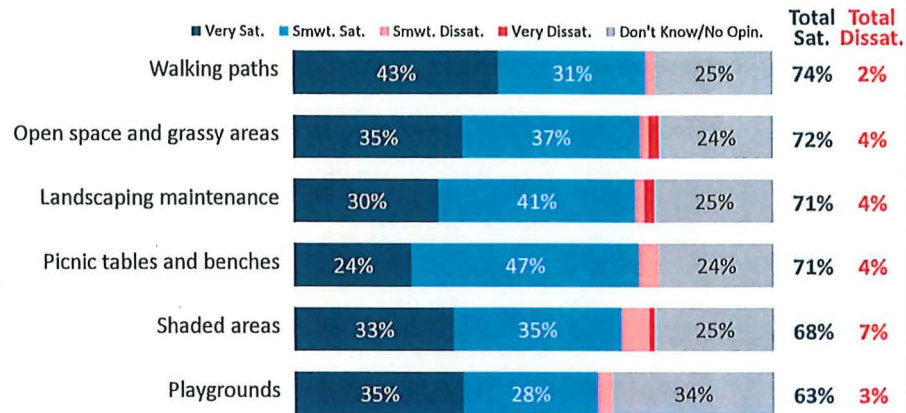
FM3 RESEARCH

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At Kay Park, they are also most satisfied with the walking paths and open space.

I am going to name some different types of facilities and amenities available at Kay Park and I'd like for you to tell me how satisfied you are with those facilities and amenities at Kay Park: very satisfied, somewhat satisfied, somewhat dissatisfied, very dissatisfied.



FM3 az. RESEARCH

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Voters most want to see the parks clean and increased shaded areas.

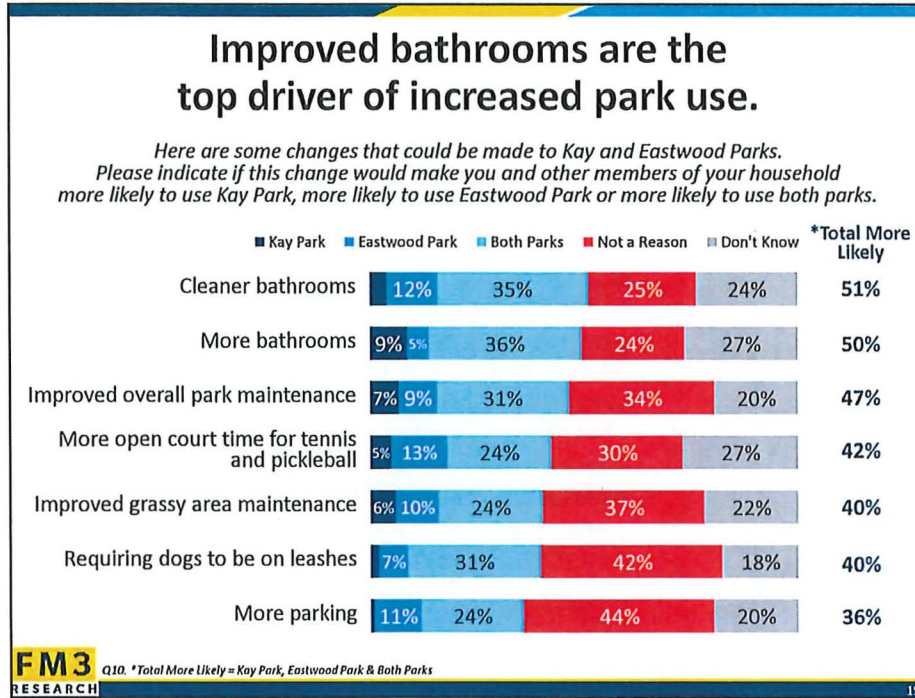
What specific improvements would you like to see at Kay and Eastwood Parks? (Open-ended; Grouped Responses Shown, 2% and Above Shown)



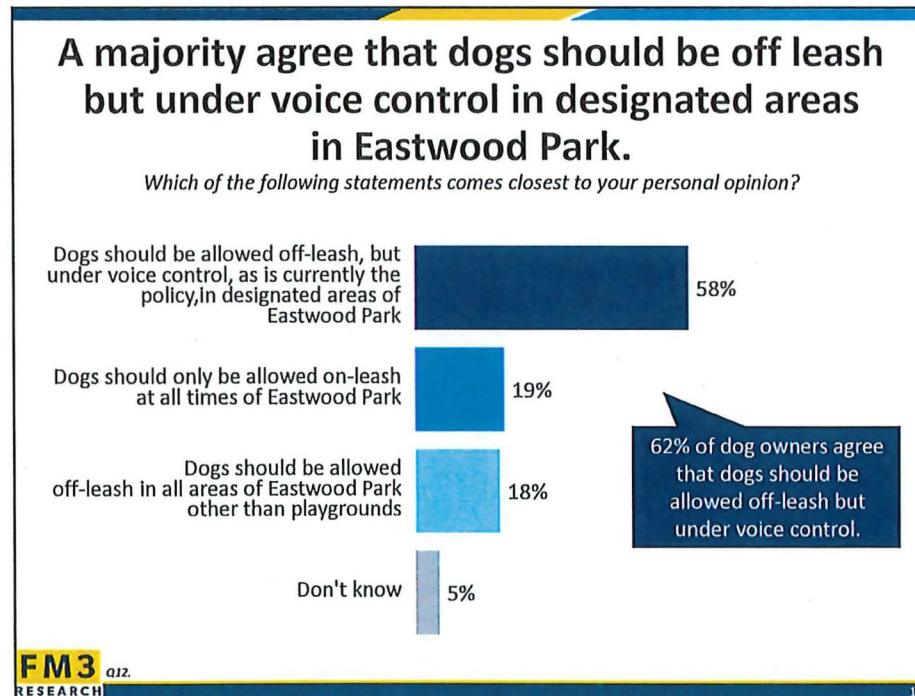
FM3 az. RESEARCH

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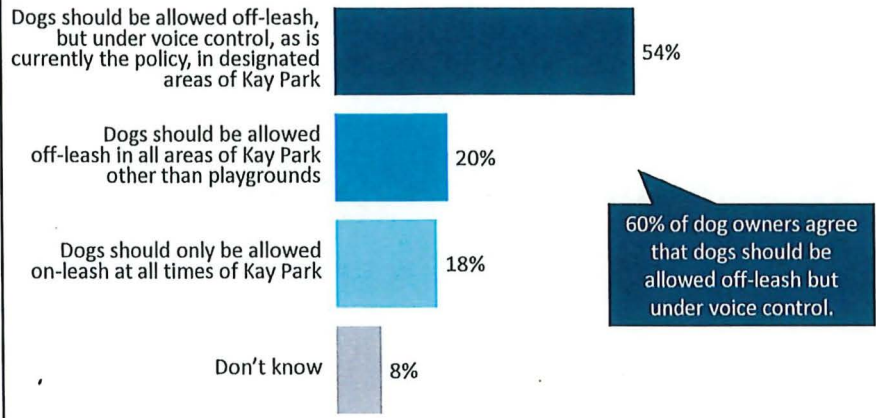
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A majority have the same opinion when it comes to Kay Park.

Which of the following statements comes closest to your personal opinion?



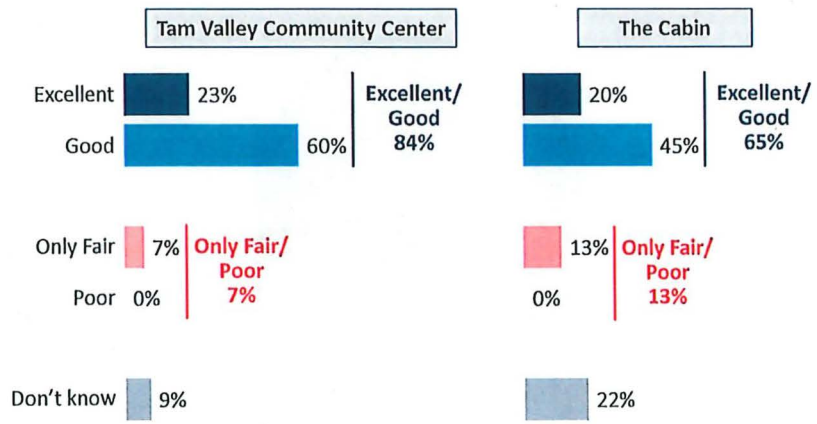
FM3 all.
RESEARCH

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Voters have very positive opinions of the condition of the Community Center and the Cabin.

Thinking about the other facilities managed by TCSD, how would you rate the condition of each: excellent, good, only fair, poor?



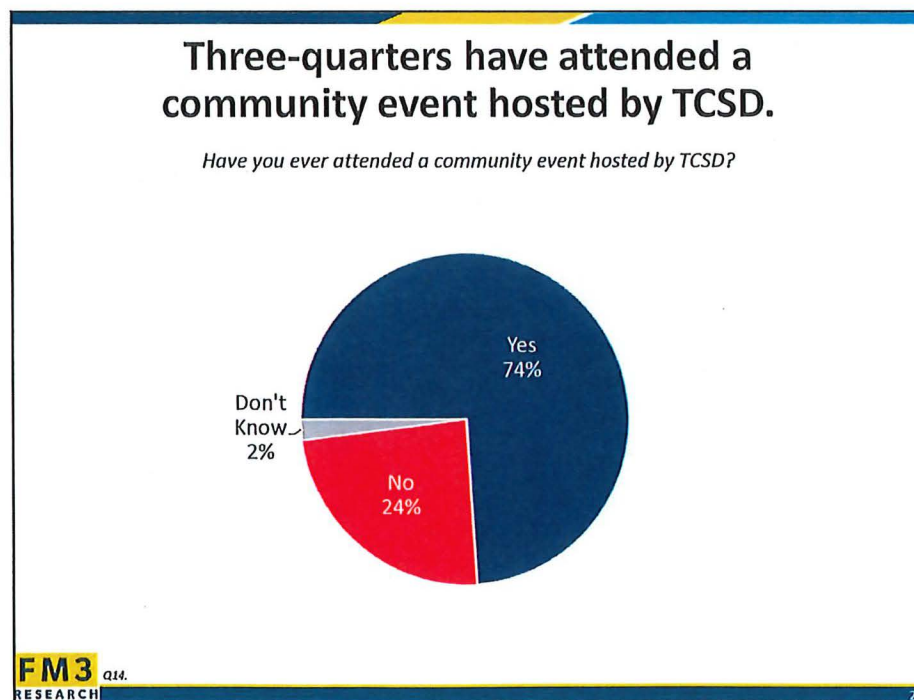
FM3 Q13.
RESEARCH

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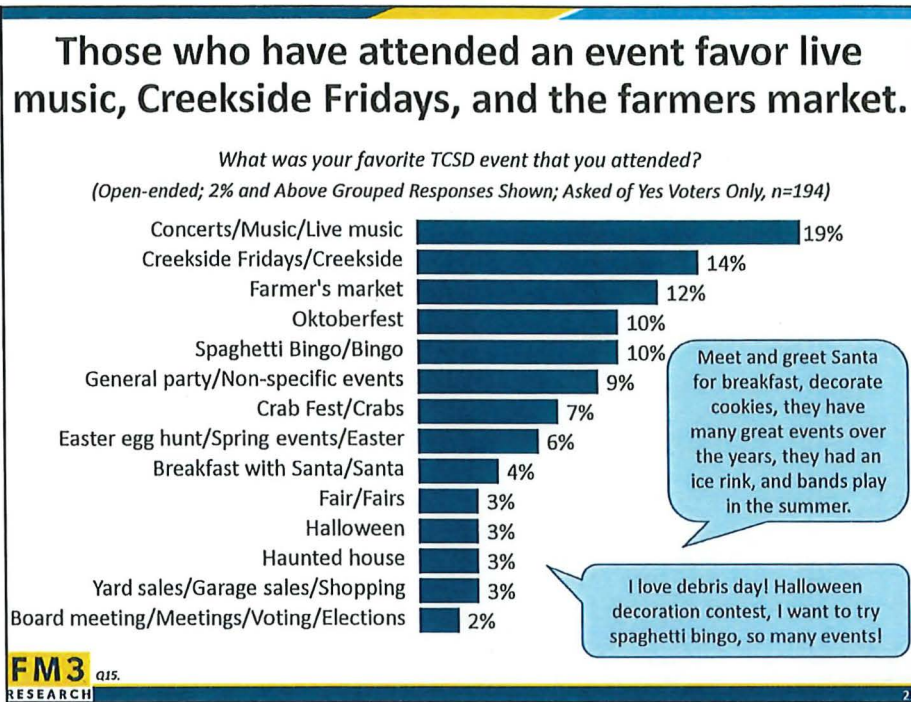
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Tamalpais Community Service District Events

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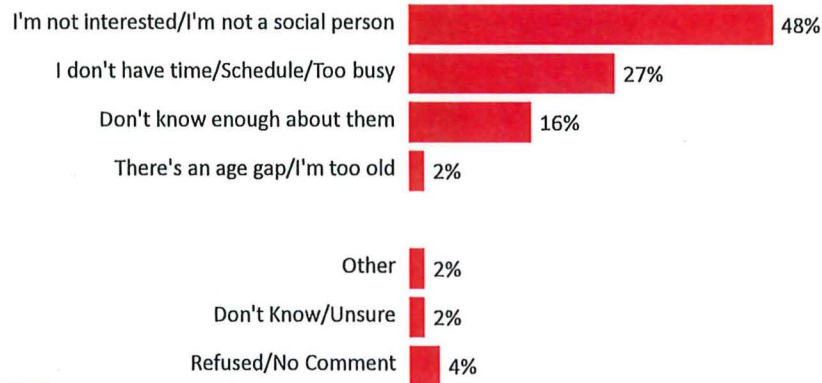
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Most who have not attended any events are not interested, but more than one in ten say they don't know enough about them.

Why have you not attended any of TCSD community events?
(Open-ended; Asked of No Voters Only, n=64)



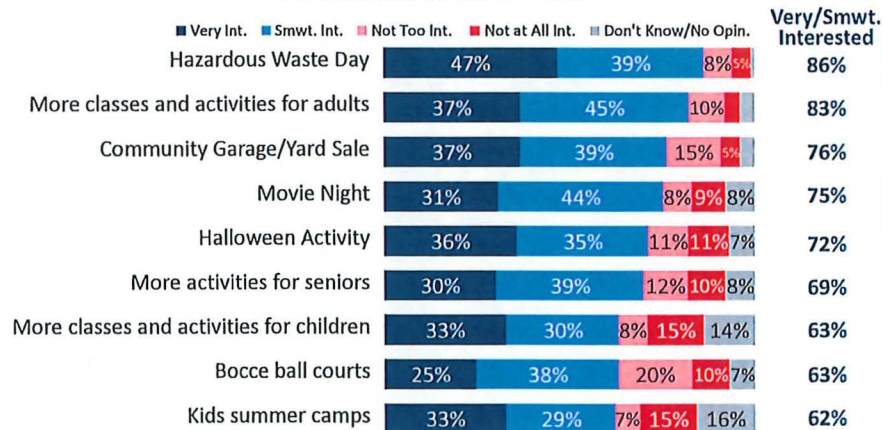
FM3 Q17.
RESEARCH

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Voters are most interested in Hazardous Waste Day and more activities for adults.

Here is a list of new community events and activities that some have suggested that TCSD offer. Please indicate if you're very interested, somewhat interested, not too interested, or not at all interested in this event.



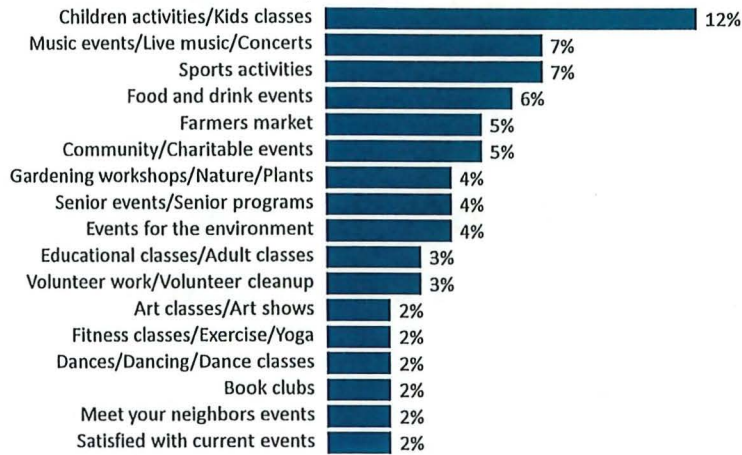
FM3 Q18.
RESEARCH

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In their own words, they suggested more kids activities, music and sports.

What other community events would you like to see offered by TCSD?
(Open-ended; 2% and Above Grouped Responses Shown)



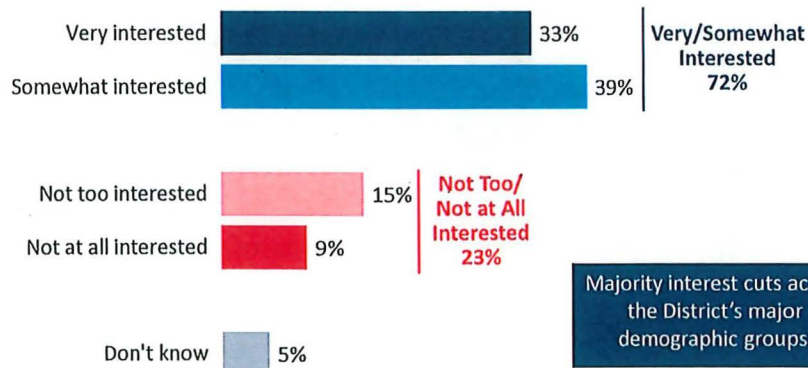
FM3 RESEARCH a19.

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Nearly three-quarters are interested in a new centrally located park.

TCSD is considering creating a new centrally located park.
How interested are you in having a new centrally located park in your community?



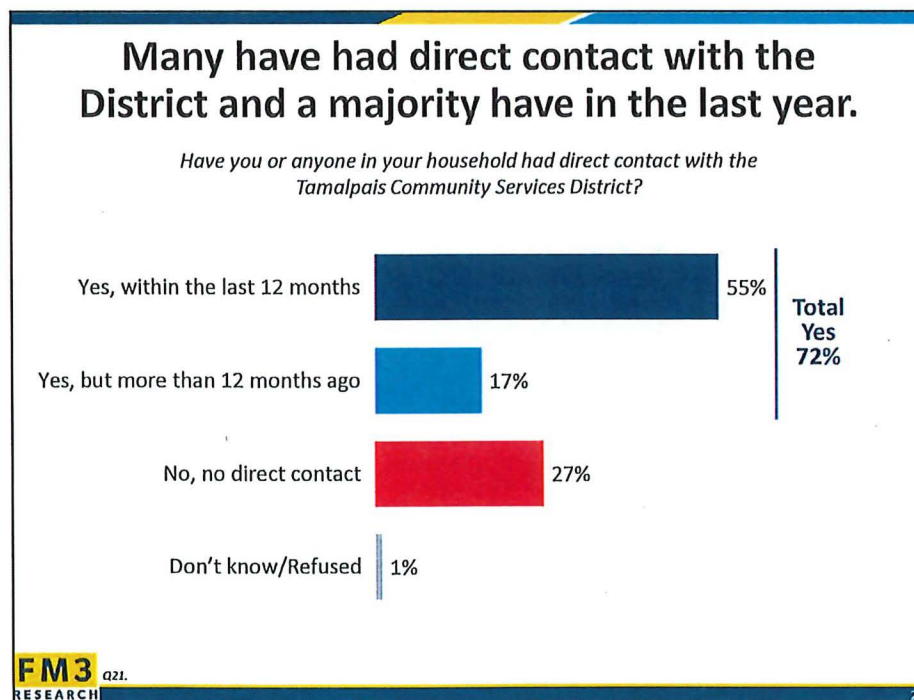
FM3 RESEARCH a20.

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Customer Service and Communications

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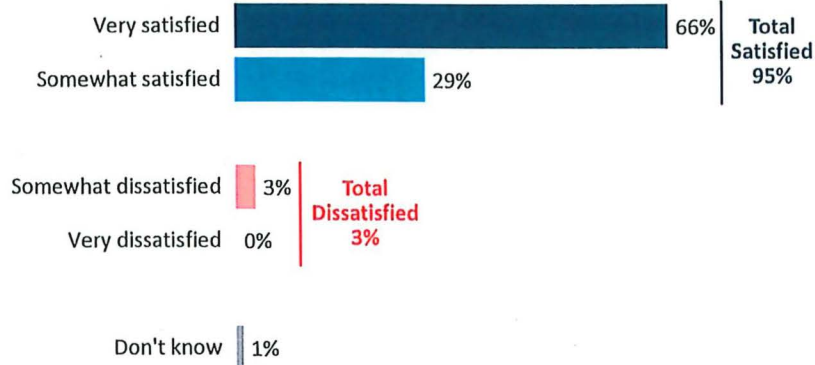


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Those who has contact with the District were overwhelmingly satisfied.

How satisfied were you with the service you received from the Tamalpais Community Services District?

(Asked of Those Who Had Contact with the District Voters, n=144)



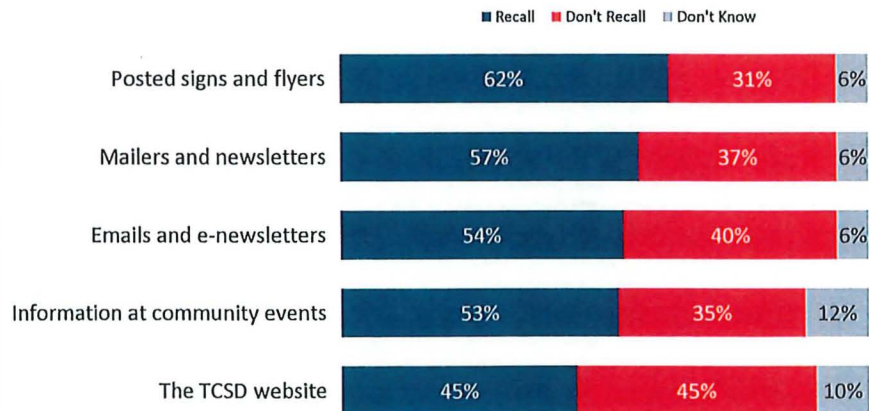
FM3 RESEARCH

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Voters most recall seeing posted signs in the last 12 months.

Here is a list of ways TCSD may have provided you with information in the last 12 months. Please tell me if you recall receiving information from TCSD in this way in the last 12 months.



FM3 RESEARCH

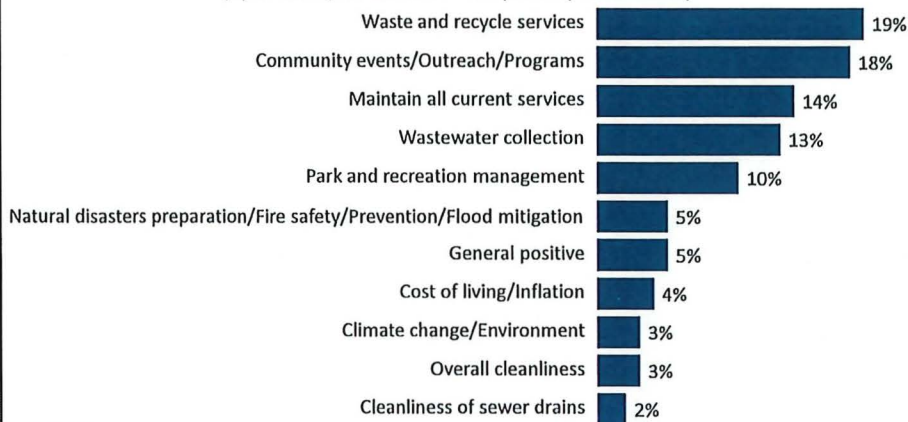
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Voters want to see TCSD focus on waste and recycling and community events in the coming years.

TCSD provides solid waste services, wastewater collection services, parks and recreation, and community events in your area. What is the most important thing you would like TCSD to focus on in the coming years?

(Open-ended; 2% and Above Grouped Responses Shown)



FM3 ^{Q24}
RESEARCH

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Conclusions

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Conclusions

- TCS D voters have a very positive view of the District and are highly satisfied with the services offered, although they are most familiar with the solid waste services.
 - Those who have had contact with the District are very satisfied with the service they received.
- Eastwood Park is most visited, and voters are highly satisfied with the open space and walking paths in both parks.
- Ensuring bathrooms are clean is a top priority for voters.
- When it comes to dogs, majorities favor designated off-leash areas where dogs can be under voice control.
- Most respondents have attended a TCS D event with live music and Creekside Fridays the most common favorites.
- Voters are interested in a wide array of additional events, particularly Hazardous Waste Days and more activities for adults.
- Additionally a wide majority across demographic groups were interested in a new centrally located park.
- Voters most want to see the District continuing to focus on waste and recycling, events, its current services, wastewater and parks in the coming years.

FM3
RESEARCH

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For more information,
contact:

FM3
RESEARCH

OPINION
RESEARCH
& STRATEGY

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TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
June 12, 2024

TO: BOARD OF DIRECTORS

FROM: Garrett Toy, General Manager
Alan Shear, Assistant General Manager
Sarah Mehtar, Finance and Program Manager

SUBJECT: ADOPT THE PROPOSED FY24-25 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET

RECOMMENDATION

Adopt resolution approving the proposed FY24-25 operating and capital budget including any increases to TCSD service charges.

DISCUSSION

The Proposed FY24-25 Operating and Capital Improvement Program (CIP) budget document for Wastewater, Solid Waste and Parks & Recreation (P&R) operations uses the same format as the Adopted FY23-24 budget with a few additions. Specifically, the budget document consists of the sections listed below.

- Budget Message with Executive Summary
- FY24-25 Operating Budget by department with key budget assumptions
- Detail sheets for certain expenditure categories by department and personnel allocations for each department.
- Graphs/Tables/Charts
- TCSD's goals and priorities for FY24-25 and a list of accomplishments from the past fiscal year
- Five-Year (5) Operating Budget Forecasts
- Five Year Operating Reserve Forecasts
- Five Year Capital Reserve Forecasts
- Five-Year Capital Improvement Program (CIP) budget
- Uses of Measure A Park funds
- Four years of actual expenditures

At the May 15th Budget workshop, the Board reviewed the proposed budget and recommended the following revisions to the proposed budget:

- The salary/wage COLA for staff was adjusted from 3.0% to 2.4% to reflect the Feb. to Feb. CPI for the Bay Area. Pay Performance (PP) for staff was increased from 2% to 2.6% so that the total percentage for the COLA and PP was 5%, which remains consistent with the Board’s past practices. The net result was a nominal reduction in personnel costs.
- Staff reported at the budget workshop that interest projections for FY24-25 were much too high (based on an older previous estimate) and would need to be significantly reduced. The net result is a total interest revenue estimate of \$280,000 or a \$60,000 decrease from the original estimate of \$340,000. The decrease had a nominal effect on overall revenue estimates as it represents less than 0.6% of total estimated FY24-25 revenues.
- In Parks and Recreation, the account detail sheet now summarizes the total budget for all outside landscape and tree maintenance services. For FY24-25, the proposed budget is \$146,000 or approximately 11.5% of the total P&R operating budget. The proposed budget also reflects a slight decrease in minor equipment because we purchased the new audio/visual equipment in the current fiscal year so it would be available for the upcoming Creekside Fridays.
- The 5 Year CIP sheet for Park Improvements was revised to reflect potential open space infrastructure costs in the future. A placeholder amount of \$15,000/yr. beginning in FY27-28 was included to reflect future potential costs. However, the amount would be re-evaluated every year as part of the budget approval process.
- The proposed Five-Year CIP was revised to reflect the Bell Lane Auxiliary Pump Station and Bell Lane Force Main projects starting construction in FY25-26 and FY26-27, respectively. The net result is a total wastewater projects budget of \$1,860,000 in FY24-25. The initial FY24-25 proposed CIP reflected a budget of \$4,030,000 because of the two Bell Lane projects.

Proposed FY24-25 Operating Budget

The above revisions had a nominal impact on the FY24-25 revenue projects and expenditure budgets. In essence, when compared the proposed budget presented at the May 15th budget workshop, the overall operating budgets (i.e., expenditures) remained the same and revenue projections were lowered to reflect the reduction in interest revenue. TCSD’s total combined operating budget for FY24-25 is approx. \$10.7M and \$8.9M in total revenue and expenses, respectively. Compared to the FY23-24 adopted budget, the proposed FY24-25 budget reflects slight increases in overall revenues (approx. 4%) and expenses (approx. 2%).

CATEGORY	Park & Recreation	Solid Waste	Wastewater	TOTAL
Revenue	\$ 1,328,883	\$ 3,003,563	\$ 6,323,756	\$ 10,656,202
Expenses	\$ 1,238,428	\$ 2,437,412	\$ 5,187,721	\$ 8,863,561

In FY24-25, Solid Waste and Wastewater Department will transfer net revenue (surplus) to capital reserves. P&R will not make a contribution to its capital reserves. While P&R will have net revenues, those revenues will be contributed to operating reserves to ensure P&R meets the Board’s policy of maintaining an 8-month operating reserve. The projected contribution of \$55,000 in FY24-25 toward operating reserves shows P&R will meet 99% of the 8 month reserve requirement.

The Five-Year Operating Forecast projects all 3 funds/department will remain fiscally sound over the five-year period. In other words, revenues will continue to exceed expenditures and allow TCSD to transfer net operating revenues toward planned capital improvements.

Proposed FY24-25 Five Year CIP

The Proposed FY24-25 CIP budget is approximately \$2.3M and is summarized below by major category. Please note that a few projects budgeted in FY23-24 have been re-budgeted in FY24-25 or moved to subsequent years to reflect a more practical assessment of how many projects staff can manage in FY24-25.

The Five-Year CIP represents an ambitious slate of projects including the possibility of major capital improvements for the Cabin and Community Center

Community Center Improvements-	\$ 235,000
Cabin Improvements-	\$ 30,000
Park Improvements	\$ 49,000
Corporation Yard Improvements-	\$ 120,000
Wastewater Improvements-	<u>\$1,860,000</u>
TOTAL	\$2,294,000

Adoption of the Budget Resolution

Similar to last year, the Budget Resolution grants authority to staff to approve regularly budgeted expenses that TCSD has a legal obligation to pay such as for benefits, retirement, debt service, and wastewater treatment. These payments will appear in the monthly financial reports as part of the Board agenda packet. It is important to note that the TCSD purchasing policy requires Board approval for contractual agreements for goods, services, equipment, vehicles, and capital improvements above \$25,000.

Specifically, the Resolution does the following:

- Adopts the proposed FY24-25 Operating and Capital Improvement Budget including the vehicle replacement fund expenditures. Please note the Board only adopts the first year of the Five-Year CIP budget.
- Approves the service charge increase of 2% for Solid Waste and 4% for Wastewater effective July 1, 2024
- Clarifies the CPI increase in the Master Fee schedule
- Adopts the Salary Schedule effective July 1, 2024
- Approves the allocation of Measure A funds for FY24-25 and authorizes staff to submit the annual workplan with any required amendments per the budget

ATTACHMENT

- A. Resolution
- B. Proposed FY24-25 Operating and Capital Improvement Budget
- C. Revised Master fee schedule



TAMALPAIS COMMUNITY SERVICES DISTRICT

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RESOLUTION NO. 2024-14

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING THE TAMALPAIS COMMUNITY SERVICES DISTRICT OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR FISCAL YEAR JULY 1, 2024 THROUGH JUNE 30, 2025 AND PROVIDING FOR THE APPROPRIATION OF EXPENDITURES IN SAID BUDGETS

WHEREAS, the Board of Directors ("Board") of the Tamalpais Community Services District ("TCSD") has reviewed the FY24-25 Proposed Operating Budget for and Capital Improvement Program at a public meeting prior to adoption for the Final Budget; and

WHEREAS, the Board shall adopt a salary schedule for FY24-25 which includes cost-of-living adjustments (2.4% COLA)to staff wages and salaries: and

WHEREAS, as an organization, TCSD must fulfill its legal and contractual obligations throughout the fiscal year. By adopting this budget, payments are authorized to fulfill those obligations, including, but not limited to: SASM, SMCSO, Zero Waste Marin, Kaiser, MCERA, SDRMA; and

WHEREAS, pursuant to the TCSD purchasing policy, contractual agreements for goods and services above \$25,000 will still come before the Board for approval; and

WHEREAS, Resolution 2021-02 approved an annual sewer rate schedule for FY21-22 through FY25-26 for District customers; and

WHEREAS, Resolution 2023-09 approved an annual solid waste rate schedule for FY23-24 through FY27-28 for District customers; and

WHEREAS, per Resolution 2023-13 annual fees for service in the Master Fee Schedule be increased annually by the percentage increase in the San Francisco-Oakland-San Jose Consumer Price Index (CPI-U) between February of the then-current year and February of the then-previous year to be effective on July 1st of each fiscal year; and the increases be rounded up or down to the nearest dollar; and

WHEREAS, the CPI-U is 2.4%, and

WHEREAS, the appropriation of Vehicle Replacement Funds, the SB1383 regional grant, and Measure A funds is adopted as part of this budget approval.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT, AS FOLLOWS:

1. That the recitals of this Resolution are incorporated herein by reference.
2. The Tamalpais Community Services District FY2024-25 Operating and Capital Improvement Budget presented at the June 12, 2024 meeting by the General Manager is hereby adopted and incorporated herein by reference.
3. The Operating Budget is hereby appropriated for Department expenses as follows:

Wastewater:	\$5,187,721
Solid Waste:	\$2,437,412
Parks and Recreation:	<u>\$1,273,428</u>
TOTAL OPERATING BUDGET:	\$8,898,561

4. That up to \$2,294,000 is hereby appropriated for the Capital Improvement Program (CIP) for FY2024-25.
5. That \$5,000, \$465,000 and \$61,500 is hereby appropriated for the Wastewater, Solid Waste and Parks & Recreation Vehicle Replacement Funds for FY24-25, respectively.
6. That \$535,781 is appropriated for the SB1383 CalRecycle Regional Grant.
7. The Salary Schedule for FY24-25 attached as Exhibit A is adopted as part of the budget approval.
8. The allocation and appropriation of Measure A Park Funds as shown in the FY24-25 Budget document is adopted per this resolution, and staff is authorized to submit the Measure A Work Plan to Marin County based on this allocation including any required amendments to the FY23-24 allocation.
9. The Board adopts the sanitary sewer service charges for FY24-25 pursuant to Resolution 2021-02 incorporated herein by reference (base sewer system charge- \$1,546.52 per DU or EDU; usage charge- \$37.56 per CCF of winter water usage) effective July 1, 2024.
10. The Board adopts the solid waste service charge rates for FY24-25 pursuant to Resolution 2023-09 attached as Exhibit B and incorporated herein by reference effective July 1, 2024.
11. Authorizes the General Manager to do everything necessary and appropriate to update the Master Fee Schedule to reflect the CPI-U of 2.4% rounded to the nearest dollar.

PASSED, APPROVED AND ADOPTED at the meeting of June 12, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

President

ATTEST:

Secretary

EXHIBIT A
SALARY/WAGE SCHEDULE
FY24-25

PROPOSED FY 24-25

	Step A	Step B	Step C	Step D	Step E
Sanitation, Maintenance & Solid Waste Worker (cross trainee)* Hourly Wage					
	\$ 39.37	\$ 41.44	\$ 43.62	\$ 45.92	\$ 48.34
Annual Salary/Wages	\$ 81,888.64	\$ 86,198.56	\$ 90,735.33	\$ 95,510.87	\$ 100,537.76
Driver (without Class B License)	\$ 36.22	\$ 38.13	\$ 40.13	\$ 42.25	\$ 44.47
Annual Salary/Wages	\$ 75,337.54	\$ 79,302.68	\$ 83,476.50	\$ 87,870.00	\$ 92,494.74
Drivers	\$ 39.37	\$ 41.44	\$ 43.62	\$ 45.92	\$ 48.34
Annual Salary/Wages	\$ 81,888.64	\$ 86,198.56	\$ 90,735.33	\$ 95,510.87	\$ 100,537.76
Events & Communications Coordinator	\$ 35.10	\$ 36.94	\$ 38.89	\$ 40.94	\$ 43.09
Annual Salary/Wages	\$ 73,003.11	\$ 76,845.38	\$ 80,889.88	\$ 85,147.24	\$ 89,628.67
Programs and Finance Manager	\$ 57.03	\$ 60.04	\$ 63.20	\$ 66.52	\$ 70.02
Annual Salary/Wages	\$ 118,630.06	\$ 124,873.75	\$ 131,446.05	\$ 138,364.26	\$ 145,646.59
Operations Superintendent	\$ 57.03	\$ 60.04	\$ 63.20	\$ 66.52	\$ 70.02
Annual Salary/Wages	\$ 118,630.06	\$ 124,873.75	\$ 131,446.05	\$ 138,364.26	\$ 145,646.59
Assistant General Manager	\$ 68.00	\$ 71.58	\$ 75.35	\$ 79.31	\$ 83.49
Annual Salary/Wages	\$ 141,443.53	\$ 148,887.93	\$ 156,724.14	\$ 164,972.77	\$ 173,655.55
District Clerk/ Admin. Clerk	\$ 35.20	\$ 37.05	\$ 39.00	\$ 41.05	\$ 43.21
Annual Salary/Wages	\$ 73,211.69	\$ 77,064.94	\$ 81,120.99	\$ 85,390.52	\$ 89,884.75
Senior Park Maintenance Worker	\$ 38.87	\$ 40.92	\$ 43.07	\$ 45.34	\$ 47.72
Annual Salary/Wages	\$ 80,849.21	\$ 85,104.43	\$ 89,583.61	\$ 94,298.54	\$ 99,261.62
Facilities Attendant	\$ 29.08	\$ 30.61	\$ 32.22	\$ 33.92	\$ 35.70
Annual Salary/Wages	\$ 60,485.51	\$ 63,668.96	\$ 67,019.96	\$ 70,547.33	\$ 74,260.34
General Manager	At Board's discretion				\$ 113.11
Annual Salary/Wages					\$ 235,275.26



TAMALPAIS COMMUNITY SERVICES DISTRICT
305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
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RESOLUTION NO. 2023-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT
TO ADOPT AND ESTABLISH REVISED SOLID WASTE SERVICE CHARGES EFFECTIVE JULY 1, 2023 AND TO PROVIDE FOR THE COLLECTION AND ENFORCEMENT OF THOSE RATES AND OTHER CHARGES**

RECITALS

1. Tamalpais Community Services District (the "District") provides solid waste collection service to its customers at the rates presently set forth in District Resolution No. 2018-06, adopted on May 9, 2018 for fiscal years 2018-19, 2019-20, 2020-21, 2021-22, & 2022-23.
2. Government Code Section 61115 authorizes the District to establish by resolution, rates and other charges for services and facilities that the District provides and to provide for the collection and enforcement of those rates and charges.
3. Presently, the solid waste service charges under District Resolution No. 2018-06 are fixed at an amount that does not yield sufficient revenue to reflect increased operation and maintenance costs.
4. It is therefore necessary that the solid waste service charges be increased to yield sufficient revenues to pay the operating expenses of the District's solid waste operation, including the processing of recyclable materials, compostable materials and solid waste for landfilling, to provide for repairs and depreciation of solid waste collection works owned and operated by the District, and to pay the interest and principal on District debt associated with the solid waste system.
5. The proposed and existing rates spread the District's costs to customers based on a minimum usage. The basis for the proposed rates is described Refuse Financial Plan and Rate Study Presentation, dated April 6, 2023.
6. In accordance with Section 6 of Article XIII D of the California Constitution, the District provided mailed notice to recorded owners, conducted a Proposition 218 Public Hearing, considered the protests against the proposed rate increase, and determined that a majority of the owners of the identified parcels did not present written protests against the proposed rates.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **Schedule of Charges for Solid Waste Service.**

For fiscal years 2023-24, 2024-25, 2025-26, 2026-27, 2027-28 and later fiscal years, annual solid waste service charges for residential and commercial dwellings shall be as set forth in Exhibit A, incorporated by this reference as though fully set forth herein.

2. **Collection of Solid Waste Service Charges.**

A. The District hereby elects to collect the foregoing charges and any applicable penalties on the tax roll in the same manner as property taxes. Accordingly, each year, the District General Manager shall cause to be prepared the report specified by subdivision (b) of Government Code section 61115 and schedule the necessary Board actions to permit the final report to be filed with the County Auditor by August 1 of that year.

B. In the event that the District bills an individual customer for refuse collection, the District may discontinue either service in the event that all or part of the bill is not paid within 30 days of the bill's due date.

C. In the event that a particular customer does not pay service charges when due, a basic penalty equal to 10% of the charges shall be imposed. An additional penalty equal to 1% of the amounts of the unpaid charges and basic penalty remaining unpaid shall be imposed for each month the charges and penalties remain unpaid.

3. **Effective Date.** This resolution shall become effective immediately, however the schedules of charges set forth in Exhibit A to this resolution shall not become effective until July 1, 2023.

4. **Effect on Prior Legislation Setting Service Charges.** On July 1, 2023, this resolution shall supersede any prior resolution or ordinance setting solid waste service charges, except that, in the event that this resolution or any portion of the foregoing schedules of charges for solid waste services are for any reason invalidated or declared inapplicable to any customer by a court of law, the rates set forth in Resolution 2018-06 shall be deemed to have remained in effect.

5. **Exempt from CEQA.** In accordance with the California Environmental Quality Act ("CEQA"), Public Resources Code section 21000 et seq. and the regulations promulgated pursuant to CEQA ("the State Guidelines"), the District Board finds that this resolution establishes and modifies rates and charges for the purposes of meeting operating expenses of the District, meeting financial reserve needs and requirements of the District, and/or obtaining funds for capital projects that are necessary to maintain services within existing service areas in the District. (State Guidelines §15273.)


[Signature Page Follows Immediately]

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Services District at a duly noticed meeting held in said District in the County of Marin, California on the 10th day of May 2023 by the following vote:

AYES: 3 J. Brown, J. Jacobs, S. Levine

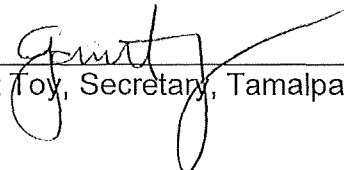
NAYS: 0

ABSENT: 2 S. Bartschat, m. McMahon

 FOR -

Steffen Bartschat, President, Board of Directors

ATTEST:



Garrett Toy, Secretary, Tamalpais Community Services District

EXHIBIT A

Proposed Maximum Rate Schedule for Solid Waste Services

Tamalpais Community Services District Proposed Maximum Solid Waste Collection, Processing and Disposal Annual Service Charges FY23-24 - FY27-28 Service Charges Apply to Residential and Commercial Properties Based on Garbage Container Size and Collection Frequency Services Charges for Once Weekly Collection Shown Below						
Garbage Container Size	Service Charges for Once Weekly Collection*					
	CURRENT FY22-23	PROPOSED FY 23-24	PROPOSED FY 24-25	PROPOSED FY 25-26	PROPOSED FY 26-27	PROPOSED FY 27-28
A1 Flat (one @ 35 Gallon)	\$ 920.36	\$ 938.77	\$ 957.54	\$ 976.69	\$ 996.23	\$ 1,016.15
A2 Flat (one @ 65 Gallon)	\$ 1,389.58	\$ 1,417.37	\$ 1,445.72	\$ 1,474.63	\$ 1,504.13	\$ 1,534.21
A3 Flat (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,885.32	\$ 1,923.03	\$ 1,961.49	\$ 2,000.72	\$ 2,040.73	\$ 2,081.55
A4 Flat (Two @ 65 Gallon)	\$ 2,359.84	\$ 2,407.04	\$ 2,455.18	\$ 2,504.28	\$ 2,554.37	\$ 2,605.45
B1 Hill (one @ 35 Gallon)	\$ 958.58	\$ 977.75	\$ 997.31	\$ 1,017.25	\$ 1,037.60	\$ 1,058.35
B2 Hill (one @ 65 Gallon)	\$ 1,427.80	\$ 1,456.36	\$ 1,485.48	\$ 1,515.19	\$ 1,545.50	\$ 1,576.41
B3 Hill (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,923.54	\$ 1,962.01	\$ 2,001.25	\$ 2,041.28	\$ 2,082.10	\$ 2,123.74
B3 Hill (two @ 65 Gallon)	\$ 2,398.06	\$ 2,446.02	\$ 2,494.94	\$ 2,544.84	\$ 2,595.74	\$ 2,647.65
C1 Flat & Private (one @ 35 Gallon)	\$ 1,009.52	\$ 1,029.71	\$ 1,050.30	\$ 1,071.31	\$ 1,092.74	\$ 1,114.59
C2 Flat & Private (one @ 65 Gallon)	\$ 1,478.74	\$ 1,508.31	\$ 1,538.48	\$ 1,569.25	\$ 1,600.64	\$ 1,632.65
C3 Flat & Private (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,974.48	\$ 2,013.97	\$ 2,054.25	\$ 2,095.33	\$ 2,137.24	\$ 2,179.99
C4 Flat & Private (two @ 65 Gallon)	\$ 2,449.00	\$ 2,497.98	\$ 2,547.94	\$ 2,598.90	\$ 2,650.88	\$ 2,703.89
D1 Hill & Private (one @ 35 Gallon)	\$ 1,047.74	\$ 1,068.69	\$ 1,090.07	\$ 1,111.87	\$ 1,134.11	\$ 1,156.79
D2 Hill & Private (one @ 65 Gallon)	\$ 1,516.96	\$ 1,547.30	\$ 1,578.25	\$ 1,609.81	\$ 1,642.01	\$ 1,674.85
D3 Hill & Private (one @ 35 Gallon & one @ 65 Gallon)	\$ 2,012.70	\$ 2,052.95	\$ 2,094.01	\$ 2,135.89	\$ 2,178.61	\$ 2,222.18
D4 Hill & Private (two @ 65 Gallon)	\$ 2,487.22	\$ 2,536.96	\$ 2,587.70	\$ 2,639.46	\$ 2,692.25	\$ 2,746.09
Additional Cart (65 Gallon)	\$ 1,415.06	\$ 1,443.36	\$ 1,472.23	\$ 1,501.67	\$ 1,531.71	\$ 1,562.34
1.44 Cubic Yard Bin (Commercial)	\$ 6,097.58	\$ 6,219.53	\$ 6,343.92	\$ 6,470.80	\$ 6,600.22	\$ 6,732.22

*Service Charges for Commercial and Large Apartment Buildings requiring multiple collections per week are based on the maximum service charges for Garbage carts and bins as shown above, times the number of Garbage carts and bins serviced, times the number of collections per week. For commercial bin pickup more than once per week and/or pickup of more than one bin per location, the rates shall be calculated using the following factors: 2 pickups or 2 bins per week: 1.8 x the weekly rate; 3 pickups or 3 bins per week: 2.3 x the weekly rate; 4 pickups or 4 bins per week: 2.8 x the weekly rate; 5 pickups or 5 bins per week: 3.3 x the weekly rate.

Proposed FY24-25 Operating and Capital Improvement Budget



Board of Directors

Steffen Bartschat, President

Mat McMahan, Vice-President

Jeff Brown, Director

Jim Jacobs, Director

Steve Levine, Director

Tamalpais Community Services District

Fiscal Year 2024-2025

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TAMALPAIS COMMUNITY SERVICES DISTRICT
Budget Message
May 15, 2024

PROPOSED FY24-25 OPERATING AND CAPITAL IMPROVEMENT BUDGET

Dear President and Board members,

I am pleased to present the FY24-25 Operating and Capital Improvement Program (CIP) Budget for Wastewater, Solid Waste and Parks & Recreation (P&R) departments. This year represents the second year of a comprehensive budget document which includes a Five-Year Operating Budget Forecast and a Five-Year Capital Improvement Program for the three departments: Wastewater, Solid Waste, and Parks and Recreation. For those new to public budgeting, these documents are typical of what cities/towns prepare as part of their annual budget.

The budget document consists of the sections listed below. Each section has a brief introductory narrative.

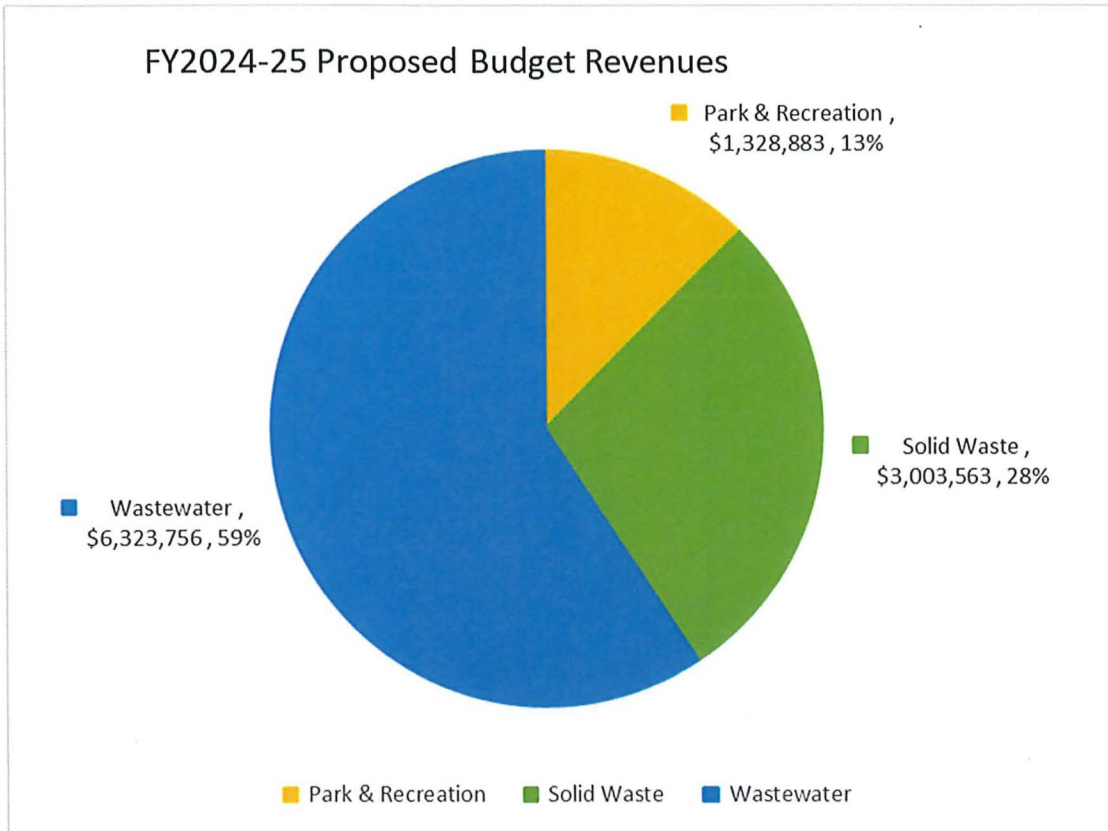
- Budget Message with Executive Summary
- FY24-25 Operating Budget by department with key budget assumptions
- Detail sheets for certain expenditure categories by department and personnel allocations for each department.
- Graphs/Tables/Charts
- TCSD’s goals and priorities for FY24-25 and a list of accomplishments from the past fiscal year
- Five-Year (5) Operating Budget Forecasts
- Five Year Operating Reserve Forecasts
- Five Year Capital Reserve Forecasts
- Five-Year Capital Improvement Program (CIP) budget
- Uses of Measure A Park funds
- Four years of actual expenditures

THE PROPOSED FY24-25 BUDGET- EXECUTIVE SUMMARY

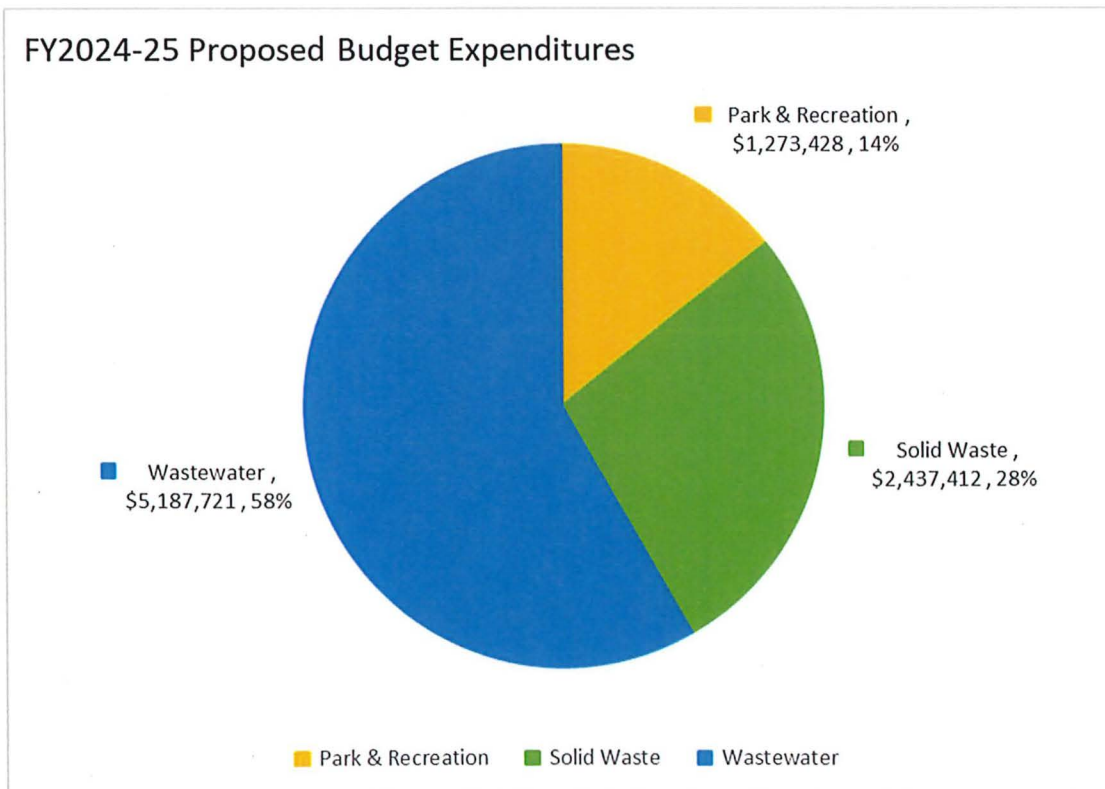
The Table below shows TCSD’s total combined operating budget for FY24-25. Approx. \$10.7M and \$8.9M in total revenue and expenses, respectively. Compared to the FY23-24 adopted budget, the proposed FY24-25 budget reflects slight increases in overall revenues (approx. 4%) and expenses (approx. 2%).

CATEGORY	Park & Recreation	Solid Waste	Wastewater	TOTAL
Revenue	\$ 1,328,883	\$ 3,003,563	\$ 6,323,756	\$ 10,656,202
Expenses	\$ 1,273,428	\$ 2,437,412	\$ 5,187,721	\$ 8,898,561

The chart below shows the total estimated revenues for TCSD's 3 departments.



The chart below shows the adopted expenditure budgets by department.



Below is a summary of the Proposed FY24-25 Operating budget by Department with comparison to the Adopted FY23-24 budget and key budget highlights. Overall, each Department has revenues exceeding expenditures *with net operating revenues (surpluses) that are transferred to capital funds for projects.*

WASTEWATER	Adopted FY23-24	Proposed FY24-25	Variance	In %
Total Revenue	\$ 6,145,806	\$ 6,323,756	\$ 177,950	2.9%
Total Expenses	\$ 5,140,044	\$ 5,187,721	\$ 47,677	0.9%
Surplus (deficit)	\$ 1,005,762	\$ 1,136,036	\$ 130,274	13.0%

Wastewater Budget Highlights: Overall, net expenditures are approximately 1% higher than the adopted FY23-24 budget. While the proposed budget does reflect COLA's, CPI increases, and a significant rise in health care costs, the increases were offset by reductions in maintenance, repair, and supply costs. Specifically, the CIP now includes an emergency repair fund for sewer main lines which were previously charged to the operating budget. In addition, the reduction in maintenance and supply costs reflects the benefit of completed CIP projects to replace sewer main pipelines.

Revenue increases reflect an annual increase of 4% in service charges and a 2.4% increase in fees for service.

SOLID WASTE	Adopted FY23-24	Proposed FY24-25	Variance	In %
Total Revenue	\$ 2,828,290	\$ 3,003,563	\$ 175,273	6.2%
Total Expenses	\$ 2,416,125	\$ 2,437,412	\$ 21,287	0.9%
Surplus (deficit)	\$ 412,165	\$ 566,150	\$ 153,986	37.4%

Solid Waste Budget Highlights: Overall, net expenditures are approximately 1% higher than the adopted FY23-24 budget. A closer look will show that the budget reflects the addition of a solid waste driver, but that cost are offset by a significant reduction in professional services costs for compliance and enforcement of SB1383. The position can be funded without any increases beyond the estimated 2% Prop 218 annual increase per year during the next five years.

The solid waste collection staffing level will increase from four (4) to five (5) staff. By adding a driver position, TCSD will be able to maintain a minimum staffing level of three (3) drivers per residential collection day which will improve operations and customer service. 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 as reducing the need for overtime incurred due to short staffing. See Appendix C for more detail on the benefits of adding a position.

The budget also reflects the regional grant for \$535,781 received from CalRecycle for SB1383. We anticipate the grant will offset most of the District's compliance and enforcement costs over the next two fiscal years. TCSD is the lead agency for seven special districts who are participating in this regional one-time grant. For budget and accounting purposes, grant expenditures are not included in the operating budget and have a separate budget similar to the tracking of County Measure A park funds.

Revenues reflect a 2% increase in service charges and 2.4% increase in fees for service.

PARKS & RECREATION	Adopted FY23-24	Proposed FY24-25	Variance	In %
Total Revenue	\$ 1,239,585	\$ 1,328,883	\$ 89,298	7.2%
Total Expenses	\$ 1,155,132	\$ 1,273,428	\$ 118,296	10.2%
Surplus (deficit)	\$ 84,453	\$ 55,455	\$ (28,998)	-34.3%

Parks & Recreation (P&R) Budget Highlights: Approximately 50% of the expenditures increase is for the proposed design charette competition (\$40,000) for the conceptual masterplan for the Community Center and an increase in the events budget. Specifically, we are continuing events such as Spaghetti Bingo for the full year; expanding Earth Day; and included additional funding for the Parks and Recreation Commission (PARC) to sponsor events such as the Speaker series which began with Garden Talk. Event expenditures are adjusted for CPI and include a \$5,000 allocation for PARC sponsored events. The event costs are somewhat offset by an increase in revenue with an emphasis on seeking more sponsorships for events. The balance of P&R expenditure increase reflects COLA and CPI adjustments with a significant increase in the costs of health benefits.

Revenues reflect significant increases in the base property tax from FY23-24. Property taxes received in FY23-24 were approximately \$50,000 (5%) higher than budgeted.

Detail Sheets and Personnel Allocations

This section contains additional details for certain expenditure categories (e.g., professional services, P&R events) by department, personnel allocations for each department, and an organizational chart.

Five-Year Operating Budget Forecast

The Five-Year Operating Budget Forecast (Forecasts) provides revenue and expenditure projections for all three (3) departments. You'll note that in a few of the forecast years we made adjustments to account for one-time expenditure increases or decreases in a subsequent year. For example, the P&R budget forecast for FY25-26 removes the cost for the design charette. The Solid Waste budget forecast includes the costs of SB1383 compliance and enforcement in FY26-27 when the SB1383 grant is no longer available.

Overall, the Forecasts show revenues will continue to exceed expenditures and allow TCSD to transfer surplus operating funds toward capital improvements. In other words, it is projected that each department will be fiscally sound for the next five year and will be able to continue to contribute to capital projects and/or maintain/expand service levels

Operating Reserves

TCSD policy is to maintain an operating reserve equivalent to 8 months of annual budget expenses for each department. Once the required 8-month operating reserve is "set aside," net operating revenues (surplus) funds are transferred to capital reserves for projects.

Capital Reserves

Capital Reserves are funds designated for capital improvement projects. In essence, these reserves function as TCSD's "savings account" for projects. In FY23-24, the Board approved the creation of designated reserves (e.g., vehicle replacement fund, TCSD facility fund) for future capital projects. The FY23-24 budget transferred surplus operating revenues to the various capital funds. As a result, many of these designated funds have beginning fund balances for FY24-25.

The Capital Reserves receive annual contributions from the three Departmental Operating Budgets for projects. For FY24-25, we anticipate that:

- Wastewater will contribute approximately \$1,079,000 toward capital reserves
- Solid Waste will contribute approximately \$334,000 toward capital reserves
- Parks & Recreation will not be contributing toward capital reserves in FY24-25, but will make contributions in future years in the five-year forecast period. However, Parks & Recreation has approximately \$660,000 in combined beginning fund balances among all its capital funds. It should also be noted that Measure A County Park funds is the primary funding source for many of Parks & Recreation capital improvements projects.

Five-Year Capital Improvement Program (CIP)

The Proposed FY24-25 CIP budget is approximately \$2.3M and is summarized below by category (refer to the CIP for more detail). Please note that a few projects budgeted in FY23-24 have been re-budgeted in FY24-25 or moved to subsequent years to reflect a more practical assessment of how many projects staff can manage in FY24-25.

The Five-Year CIP represents an ambitious slate of projects including the possibility of major capital improvements for the Cabin and Community Center

Community Center Improvements-	\$235,000
Cabin Improvements-	\$30,000
Park Improvements	\$49,000
Corporation Yard Improvements-	\$120,000
Wastewater Improvements-	<u>\$1,860,000</u>
TOTAL	\$2,294,000

The Park improvements reflect suggestions from PARC to refinish/repair picnic benches in all the parks and improvements to the Rock Garden on Flamingo Rd. The Five-Year CIP does include "place holder" budgets for "to-be-determined" improvements for the Cabin and Community Center. The Wastewater budget re-allocates funding for the auxiliary pump station and force main projects, adds annual funding for Phase E of sewer main replacement, and includes a new project to repair storm drain culvert. One new project is called "Sewer Pipeline Emergency Repair" which will now be an on-going project to pay for emergency repairs that seem to occur every year. These costs used to be absorbed within the annual budget, but we thought it would be more prudent to budget separately as a CIP project for easier tracking of costs. The funds would only be used if needed and each year unused funds would return to capital reserves. In FY24-25, the repair of the sewer main at Pine Hill Rd. is included in these project costs. The permanent repair for Lattie Lane is included in the Phase E sewer line replacement project.

It should be noted that not all projects will be completed within FY24-25, but we anticipate being able to bid out and start all the projects as planned. The CIP project budgets are estimates and are subject to change when bids are received. While the Board only approves the first year (FY24-25) of the Five-Year CIP with the budget, the Five-Year CIP allows the Board to better match future projects to available funding.

Measure A

The Table in this section reflects the Adopted sources and uses of Measure A County Park funds over a five-year period. Over the five-year period, TCSD plans to allocate the funding toward capital projects.

Four Years Actual Data

We have provided four years' worth of actual revenues and expenditures by Department. We also included columns for the FY23-24 year-end estimates as well as the Proposed FY24-25 budget. Last year, the Board requested three years of actual expenditures.

SPECIAL THANKS (it's a long one 😊)

I would like to specifically thank Sarah, Finance and Program Manager, for her work on the budget, especially for all the additional financial information we include with the budget; Alan, Assistant General Manager, for his work managing the various capital projects in the Community Center and Corporation Yard; Natalie, admin staff, for her customer service in handling all the calls and emails we receive annually at the TCSD offices; Mark, Orlando, Servando, and Sherman, the Solid Waste drivers, for all their hard work collecting the refuse; Mike and Nick, the Wastewater staff, for maintaining the collection system and addressing emergencies as they arise, as well as for maintaining the TCSD fleet; Camille in P&R, for expanding and coordinating the numerous TCSD events and all the volunteers; Josh and Casey, in P&R for maintaining the parks and facilities, respectively; the parks are looking better than ever; and the Board of Directors for their continued support of staff and the vision and foresight reflected in the Five-Year CIP.

Respectively Submitted,



GARRETT TOY
General Manager

FY24-25 OPERATING BUDGET- WASTEWATER, SOLID WASTE, PARKS & RECREATION

There is a separate budget for each Department with columns for the Adopted FY23-24 budget, FY23-24 Year End Estimates, Proposed FY24-25 Budget, and variance columns for the difference between the Adopted FY23-24 and FY24-25 budgets. The budget message contains a summary of the three departmental budgets. Below are the key budget assumptions for FY24-25.

Key FY24-25 Budget Assumptions

Revenue sources base assumptions:

Wastewater (EDU & usage)- 4% increase in service charge (per Adopted fee schedule)

Wastewater fee charges (e.g., permits, hook-up fees)- 2.4% increase in fees*

Solid Waste- 2% increase in service charge (per Adopted fee schedule)

Solid Waste fee charges (e.g., extra pick-up, dump bins)- 2.4% increase*

Parks & Recreation rental fees- 2.4% increase*

Parks & Recreation property tax projection- 3.3% (based on County estimate)

Personnel Expenses base assumptions (all departments):

Cost of living adjustment- 2.4% (based on Feb. to Feb. CPI)

Performance Pay- 2.6% (one-time payment)

Retirement- based on Marin County Employees' Retirement Association (MCERA) contribution rate for FY24-25

Health insurance- 7%

Dental insurance- 5%

Vision insurance- 2%

OPEB- 10% increase above last year contribution

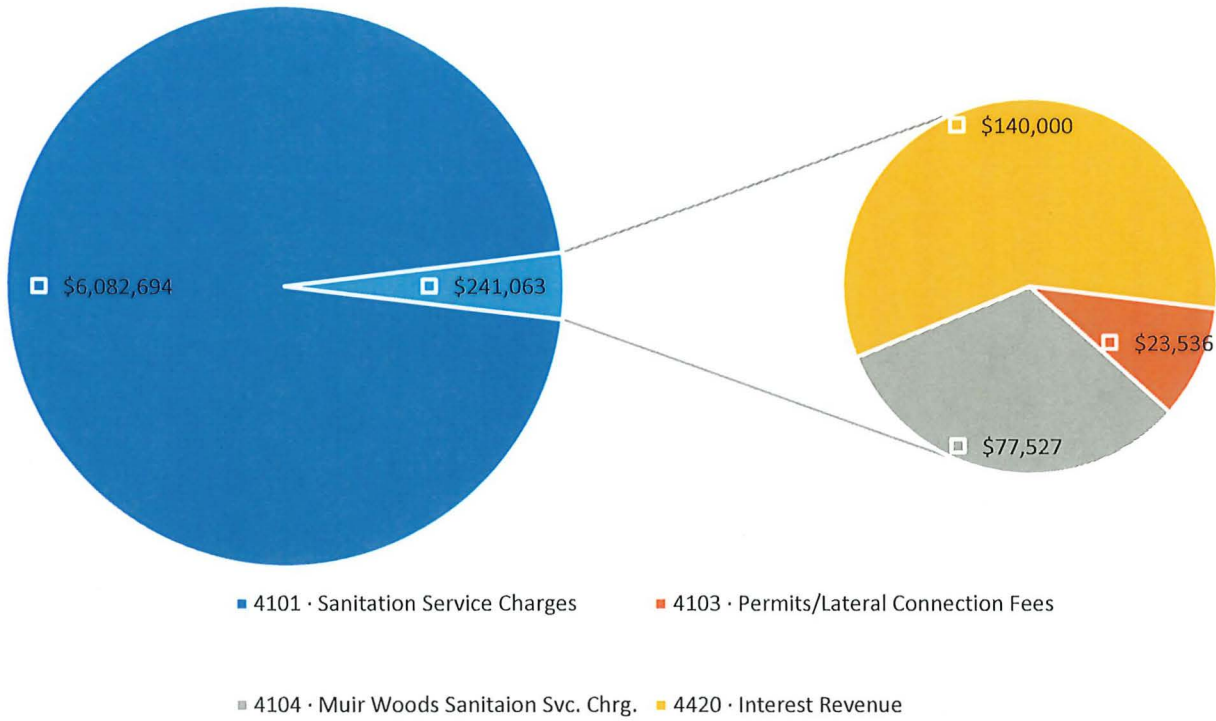
O&M (non-personnel) Expenses base assumptions:

General inflation- 4%

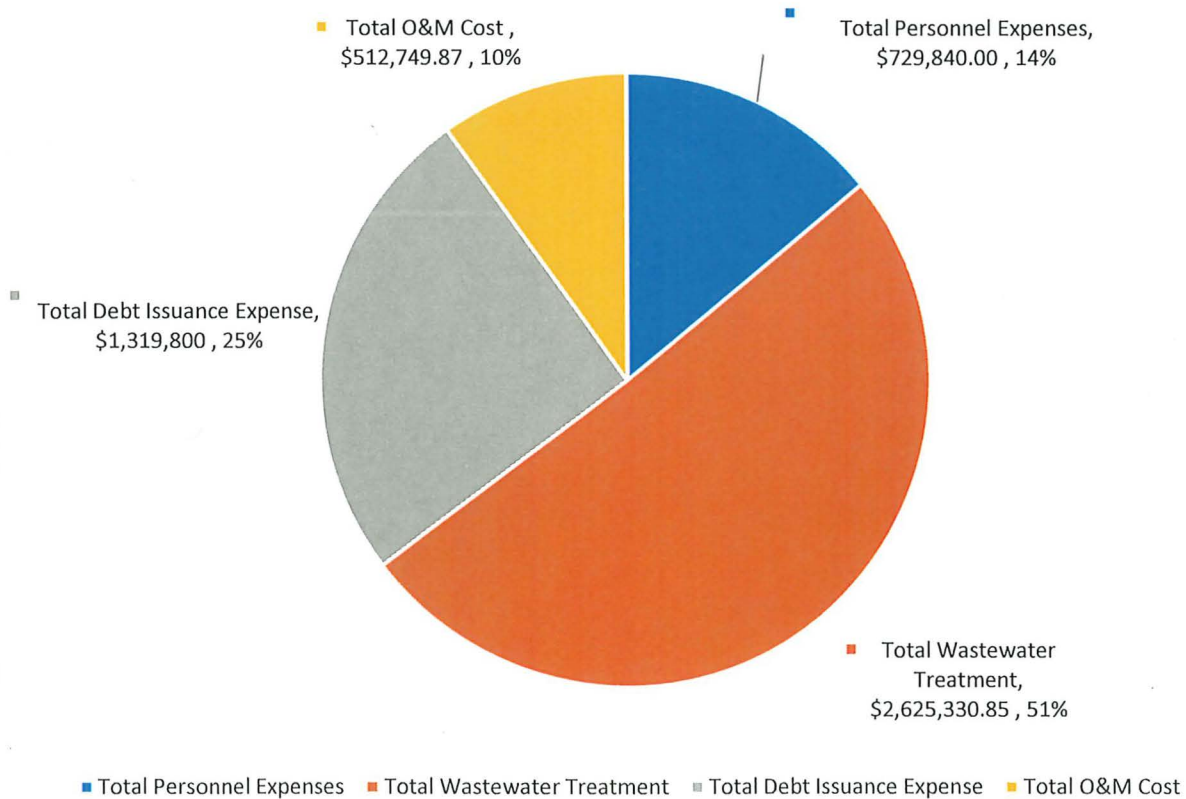
Other considerations range from 3% to 5%, with the exception for fuel at 7%

*Note: Fees for service (i.e., fee charges) are based on the Feb. to Feb. CPI (2.4%) rounded to the nearest dollar.

TCSD Proposed 2024-25 Wastewater Revenue



Proposed 2024-25 Wastewater Budget Expenditures





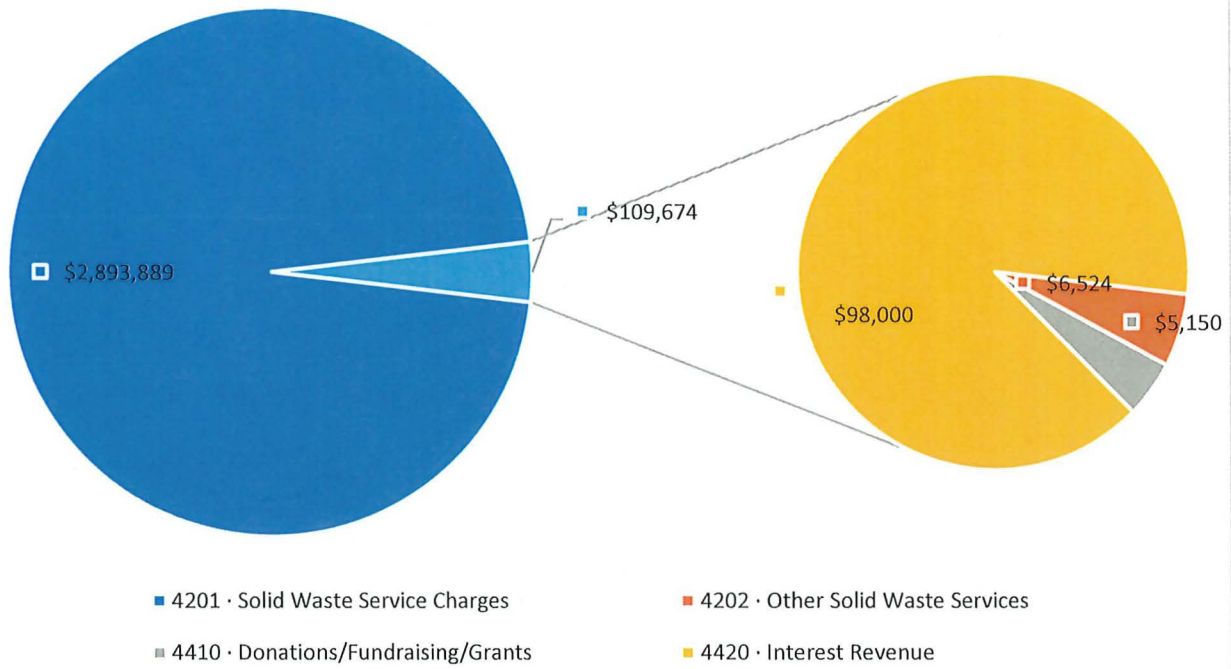
TAMALPAIS COMUNITY SERVICES DISTRICT

Proposed Budget

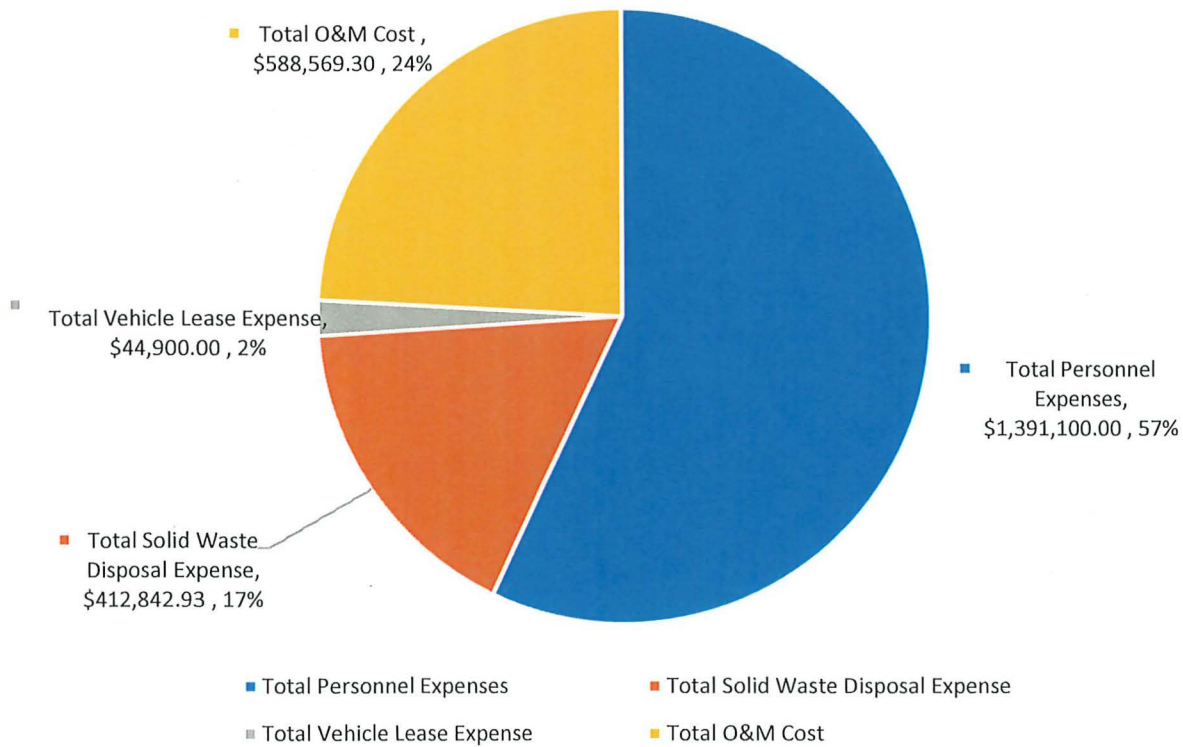
FY 2024-2025

	A	B	C	D	E
	Adopted Budget FY2023-24	Estimated Year End FY2023-24	Proposed FY2024-25	Variance (\$) Col. C- Col.A	Variance (%)
WASTEWATER FUND					
Ordinary Revenue/Expense					
Revenue					
4101 · Sanitation Service Charges	\$ 6,032,000	\$ 5,848,744	\$ 6,082,694	\$ 50,694	1%
4103 · Permits/Lateral Connection Fees	\$ 31,200	\$ 22,850	\$ 23,536	\$ (7,665)	-25%
4104 · Muir Woods Sanitaion Svc. Chrg.	\$ 55,906	\$ 74,545	\$ 77,527	\$ 21,621	39%
4420 · Interest Revenue	\$ 26,700	\$ 175,000	\$ 140,000	\$ 113,300	424%
Total Revenue	\$ 6,145,806	\$ 6,121,139	\$ 6,323,756	\$ 177,950	3%
Expense					
5010 · Salaries					
5011 · Wages and P.T.O	\$ 391,820	\$ 413,376	\$ 440,000	\$ 48,180	12%
5012 · Overtime / Standby Pay	\$ 4,543	\$ 7,921	\$ 5,200	\$ 657	14%
5013 · Performance Recognition	\$ 7,816	\$ 8,613	\$ 11,240	\$ 3,424	44%
5014 · Temporary Help	\$ 8,295	\$ 3,952	\$ 4,000	\$ (4,295)	-52%
Total 5010 · Salaries	\$ 412,474	\$ 433,862	\$ 460,440	\$ 47,966	12%
5020 · Employee Benefits					
5021 · Health Insurance	\$ 54,017	\$ 53,378	\$ 80,800	\$ 26,783	50%
5022 · Retirement Contributions	\$ 73,315	\$ 82,062	\$ 86,000	\$ 12,685	17%
5023 · Social Security and Medicare	\$ 31,400	\$ 30,199	\$ 34,600	\$ 3,200	10%
5024 · Allowances	\$ -	\$ 2,910	\$ 3,000	\$ 3,000	0%
5025 · Retiree Medical Insurance	\$ 22,822	\$ 21,909	\$ 25,000	\$ 2,178	10%
5026 · Reserve-Retiree Medical Insu.	\$ 24,860	\$ 25,000	\$ 40,000	\$ 15,140	61%
Total 5020 · Employee Benefits	\$ 206,414	\$ 215,457	\$ 269,400	\$ 62,986	31%
5110 · Wastewater Treatment Expense					
5111 · SMCSO Sewage Treatment O&M	\$ 2,439,558	\$ 2,388,001	\$ 2,448,313	\$ 8,755	0%
5121 · SASM Sewage Treatment & Capital	\$ 160,017	\$ 159,949	\$ 168,018	\$ 8,001	5%
5131 · Almonte and Homestead Svc Fees	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0%
Total 5110 · Wastewater Treatment Expense	\$ 2,608,575	\$ 2,556,950	\$ 2,625,331	\$ 16,756	1%
5140 · Sewer System Maint. & Repair	\$ 225,000	\$ 310,000	\$ 200,000	\$ (25,000)	-11%
5330 · Tree and Landscaping	\$ 10,000	\$ -	\$ 10,000	\$ -	0%
5400 · TCSD Board Fees	\$ 5,000	\$ 4,280	\$ 5,000	\$ -	0%
5401 · Professional Services	\$ 60,000	\$ 50,047	\$ 57,000	\$ (3,000)	-5%
5420 · Training, Travel & Meetings	\$ 7,381	\$ 1,000	\$ 4,000	\$ (3,381)	-46%
5425 · Office and Technology	\$ 19,200	\$ 18,472	\$ 20,000	\$ 800	4%
5430 · Telephone and Alarms	\$ 15,000	\$ 15,000	\$ 15,750	\$ 750	5%
5431 · Public Communications	\$ 7,000	\$ 1,000	\$ 7,000	\$ -	0%
5432 · Insurance	\$ 55,000	\$ 57,533	\$ 59,000	\$ 4,000	7%
5437 · Miscellaneous	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%
5438 · Fees and Permits	\$ 37,000	\$ 31,858	\$ 37,000	\$ -	0%
5439 · Utilities	\$ 9,000	\$ 11,272	\$ 12,000	\$ 3,000	33%
5440 · Fuel Expense	\$ 12,000	\$ 17,611	\$ 18,000	\$ 6,000	50%
5450 · Maintenance and Supply	\$ 100,000	\$ 51,247	\$ 57,000	\$ (43,000)	-43%
5470 · Yard & Bldg. Improvements	\$ 10,000	\$ 1,000	\$ 10,000	\$ -	0%
5483 · Debt Issuance Costs	\$ 1,340,000	\$ 1,325,100	\$ 1,319,800	\$ (20,200)	-2%
Total Expense	\$ 5,140,044	\$ 5,102,688	\$ 5,187,721	\$ 47,677	1%
Net Operating Surplus (Deficit)	\$ 1,005,763	\$ 1,018,452	\$ 1,136,036	\$ 130,273	13%
Target Operating Reserve (8 mo.)	\$ 3,428,409	\$ 3,403,493	\$ 3,460,210	\$ 31,801	1%

TCSO Proposed 2024-25 Solid Waste Revenue



Proposed 2024-25 Solid Waste Expenditures





TAMALPAIS COMMUNITY SERVICES DISTRICT

Proposed Budget
FY 2024-2025

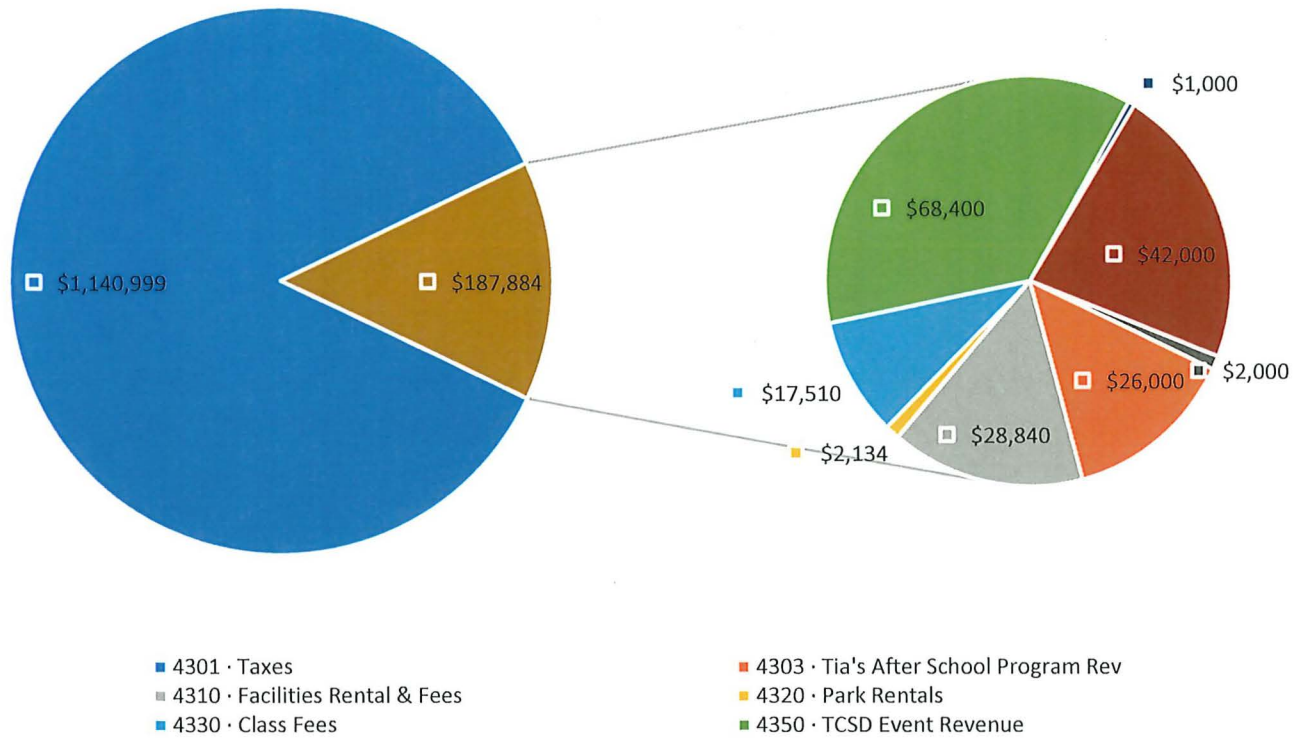
	A	B	C	D	E
SOLID WASTE FUND	Adopted Budget FY2023-24	Estimated Year End FY2023-24	Proposed FY2024-25	Variance (\$) Col. C- Col. A	Variance (%)
Ordinary Revenue/Expense					
Revenue					
4201 · Solid Waste Service Charges	\$ 2,797,000	\$ 2,837,146	\$ 2,893,889	\$ 96,889	3%
4202 · Other Solid Waste Services	\$ 7,600	\$ 6,334	\$ 6,524	\$ (1,076)	-14%
4410 · Donations/Fundraising/Grants	\$ 5,000	\$ 5,000	\$ 5,150	\$ 150	3%
4420 · Interest Revenue	\$ 18,690	\$ 122,500	\$ 98,000	\$ 79,310	424%
Total Revenue	\$ 2,828,290	\$ 2,970,980	\$ 3,003,563	\$ 175,273	6%
Expense					
5010 · Salaries					
5011 · Wages and P.T.O	\$ 699,737	\$ 669,021	\$ 770,500	\$ 70,763	10%
5012 · Overtime Pay	\$ 52,934	\$ 67,634	\$ 60,000	\$ 7,066	13%
5013 · Performance Recognition	\$ 13,642	\$ 12,963	\$ 19,600	\$ 5,958	44%
5014 · Temporary Help	\$ 25,000	\$ 6,000	\$ 6,000	\$ (19,000)	-76%
Total 5010 · Salaries	\$ 791,313	\$ 755,619	\$ 856,100	\$ 64,787	8%
5020 · Employee Benefits					
5021 · Health Insurance	\$ 141,000	\$ 136,136	\$ 193,000	\$ 52,000	37%
5022 · Retirement Contributions	\$ 181,132	\$ 186,952	\$ 193,000	\$ 11,868	7%
5023 · Social Security and Medicare	\$ 58,930	\$ 54,883	\$ 64,000	\$ 5,070	9%
5024 · Allowances	\$ -	\$ 6,645	\$ 7,000	\$ 7,000	N/A
5025 · Retiree Medical Insurance	\$ 43,616	\$ 39,324	\$ 33,000	\$ (10,616)	-24%
5026 · Reserve-Retiree Medical Insu.	\$ 27,940	\$ 30,000	\$ 45,000	\$ 17,060	61%
Total 5020 · Employee Benefits	\$ 452,618	\$ 453,940	\$ 535,000	\$ 82,382	18%
5210 · Solid Waste Disposal Expense					
5211 · Waste Disposal Fees	\$ 190,937	\$ 198,878	\$ 206,833	\$ 15,896	8%
5212 · Recycling Fees	\$ 50,000	\$ 2,294	\$ 50,000	\$ -	0%
5213 · Green Waste Disposal Fees	\$ 116,284	\$ 129,914	\$ 135,110	\$ 18,826	16%
5214 · Debris/HHW Day Expenses	\$ 21,679	\$ 18,000	\$ 20,900	\$ (779)	-4%
5210 · Solid Waste Disposal Expense	\$ 378,900	\$ 349,085	\$ 412,843	\$ 33,943	9%
5400 · TCSD Board Fees	\$ 3,500	\$ 2,280	\$ 3,500	\$ -	0%
5401 · Professional Services	\$ 185,000	\$ 49,922	\$ 57,000	\$ (128,000)	-69%
5420 · Training, Travel & Meetings	\$ 3,300	\$ 1,000	\$ 2,000	\$ (1,300)	-39%
5425 · Office and Technology	\$ 20,000	\$ 20,735	\$ 21,771	\$ 1,771	9%
5430 · Telephone and Alarms	\$ 7,300	\$ 5,693	\$ 7,300	\$ -	0%
5431 · Public Communications	\$ 25,000	\$ -	\$ 20,000	\$ (5,000)	-20%
5432 · Insurance	\$ 79,000	\$ 87,000	\$ 90,000	\$ 11,000	14%
5437 · Miscellaneous	\$ 1,040	\$ 1,000	\$ 1,040	\$ -	0%
5438 · Fees and Permits	\$ 43,300	\$ 43,049	\$ 43,300	\$ -	0%
5439 · Utilities	\$ 3,600	\$ 2,999	\$ 3,600	\$ -	0%
5440 · Fuel Expense	\$ 91,500	\$ 50,000	\$ 60,000	\$ (31,500)	-34%
5450 · Maintenance and Supply				\$ -	
5451 · General Supplies	\$ 3,448	\$ 4,200	\$ 4,410	\$ 962	28%
5452 · Maint. & Supply Contract Svc	\$ 14,801	\$ 17,000	\$ 17,850	\$ 3,049	21%
5454 · Vehicle Repair & Maint.	\$ 210,000	\$ 192,259	\$ 201,872	\$ (8,128)	-4%
5456 · Bridge Tolls	\$ 4,268	\$ 4,120	\$ 4,326	\$ 58	1%
5457 · Solid Waste Carts & Bins	\$ 38,737	\$ 5,000	\$ 36,000	\$ (2,737)	-7%
Total 5450 · Maintenance and Supply	\$ 271,254	\$ 222,579	\$ 264,458	\$ (6,796)	-3%
5470 · Yard & Bldg. Improvements	\$ 10,000	\$ 1,000	\$ 10,000	\$ -	0%
5471 · Minor Equipment	\$ 4,600	\$ -	\$ 4,600	\$ -	0%
Grant paid expenses (no longer used)	\$ 5,000	\$ -	\$ -	\$ -	n/a
Vehicle Lease	\$ 44,900	\$ 44,804	\$ 44,900	\$ -	0%
Total Expense	\$ 2,421,125	\$ 2,090,705	\$ 2,437,412	\$ 16,287	1%
Net Operating Surplus (Deficit)	\$ 407,165	\$ 880,275	\$ 566,150	\$ 158,986	39%

TAMALPAIS COMMUNITY SERVICES DISTRICT
SB 1383 Grant

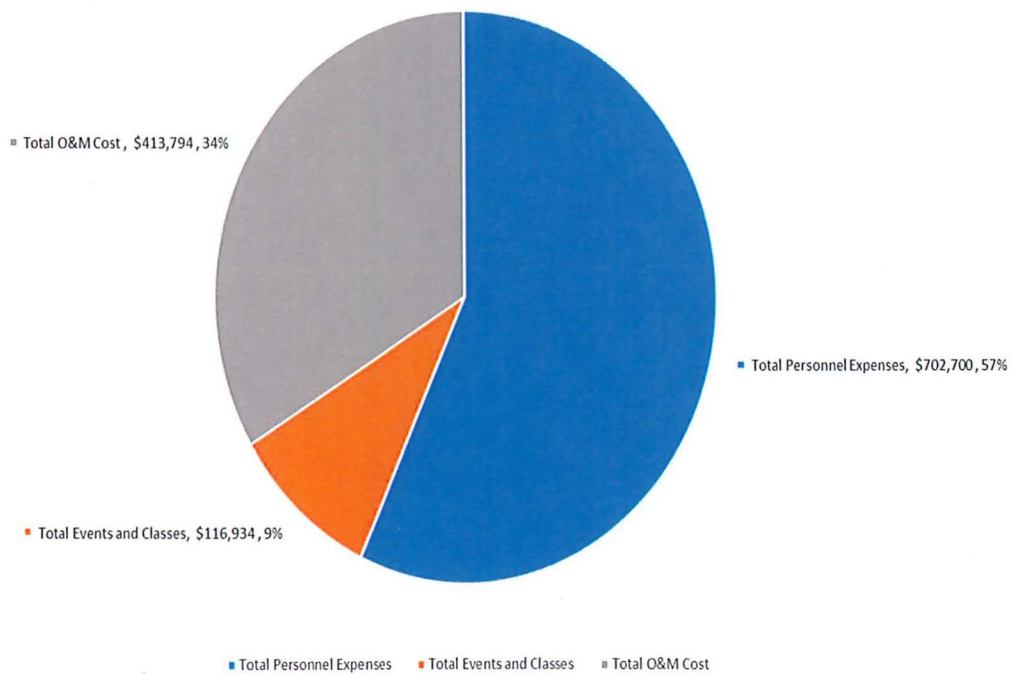
	Grant Funding	
	Year End	Proposed
	Estimates	Budget
	FY2023-24	FY2024-25
SB 1383 Grant Work (grant categories, but budget amounts subject to change)		
Admin Costs	\$ -	\$ 11,781
Program Evaluation	\$ -	\$ 187,000
Edible Food Recovery	\$ -	\$ 22,000
Education & Outreach	\$ -	\$ 120,000
Equipment	\$ -	\$ 31,000
Personnel	\$ -	\$ 164,000
Other	\$ -	\$ -
Total SB 1383 Grant Work	n/a	\$ 535,781

Note: The SB1383 Regional Grant is a one-time grant from CalRecycle for costs to implement compliance and enforcement activities for requirements under SB 1383. SB 1383 regulations require that jurisdictions conduct education and outreach on organics recycling to all residents, businesses (including those that generate edible food that can be donated) haulers, solid waste facilities, and local food banks and other food recovery organizations. TCS D is the lead agency for the regional effort for seven special districts in Marin responsible for refuse collection in their districts. TCS D is the only district that is actually a hauler. The other districts provide services via franchise agreements.

TCSO Proposed 2024-25 P&R Revenue



Proposed 2024-25 P&R Budget Expenditures





TAMALPAIS COMMUNITY SERVICES DISTRICT
Proposed Budget
FY 2024-2025

	A	B	C	D	E
	Adopted Budget FY2023-24	Estimated Year End FY2023-24	Proposed FY2024- 25	Variance (\$) Col. C- Col. A	Variance (%)
PARKS AND RECREATION FUND					
Ordinary Revenue/Expense					
Revenue					
4301 · Taxes	\$ 1,058,250	\$ 1,108,324	\$ 1,140,999	\$ 82,749	8%
4303 · Tia's After School Program Rev	\$ 30,600	\$ 25,281	\$ 26,000	\$ (4,600)	-15%
4310 · Facilities Rental & Fees	\$ 28,350	\$ 28,000	\$ 28,840	\$ 490	2%
4320 · Park Rentals	\$ 2,730	\$ 2,072	\$ 2,134	\$ (596)	-22%
4330 · Class Fees	\$ 30,906	\$ 17,000	\$ 17,510	\$ (13,396)	-43%
4350 · TCSD Event Revenue	\$ 73,800	\$ 60,000	\$ 68,400	\$ (5,400)	-7%
4410 · Donations/Fundraising/Grants	\$ 4,899	\$ 5,000	\$ 1,000	\$ (3,899)	-80%
4420 · Interest Revenue	\$ 8,010	\$ 52,500	\$ 42,000	\$ 33,990	424%
4430 · Miscellaneous Revenue	\$ 2,040	\$ 959	\$ 2,000	\$ (40)	-2%
Total Revenue	\$ 1,239,585	\$ 1,299,136	\$ 1,328,883	\$ 89,298	7%
Expense					
5011 · Wages and P.T.O	\$ 423,104	\$ 423,019	\$ 442,000	\$ 18,896	4%
5012 · Overtime Pay	\$ 6,544	\$ 8,000	\$ 8,000	\$ 1,456	22%
5013 · Performance Recognition	\$ 8,448	\$ 8,500	\$ 11,000	\$ 2,552	30%
5014 · Temporary Help	\$ 38,064	\$ 20,000	\$ 22,000	\$ (16,064)	-42%
Total 5010 · Salaries	\$ 476,160	\$ 459,519	\$ 483,000	\$ 6,840	1%
5020 · Employee Benefits					
5021 · Health Insurance	\$ 60,000	\$ 70,000	\$ 80,400	\$ 20,400	34%
5022 · Retirement Contributions	\$ 79,244	\$ 78,359	\$ 85,000	\$ 5,756	7%
5023 · Social Security and Medicare	\$ 40,000	\$ 38,000	\$ 35,300	\$ (4,700)	-12%
5024 · Other Employee Benefits	\$ -	\$ 3,786	\$ 4,000	\$ N/A	N/A
5025 · Retiree Medical Insurance	\$ 4,360	\$ 3,536	\$ 5,000	\$ 640	15%
5026 · Reserve-Retiree Medical Insu.	\$ 9,350	\$ 10,000	\$ 10,000	\$ 650	7%
Total 5020 · Employee Benefits	\$ 192,954	\$ 203,682	\$ 219,700	\$ 26,746	14%
5300 · Events Expense	\$ 76,450	\$ 82,509	\$ 94,500	\$ 18,050	24%
5330 · Tree & Landscaping Services	\$ 30,000	\$ 18,320	\$ 30,000	\$ -	0%
5331 · Landscaping Contract Svc	\$ 73,000	\$ 73,000	\$ 76,000	\$ 3,000	4%
5332 · McGlashan Trail Maintenance	\$ 4,500	\$ 4,500	\$ 5,000	\$ 500	11%
5333 Vegetation Management	\$ 40,000	\$ 10,000	\$ 35,000	\$ N/A	N/A
5340 · Instructor Fees	\$ 9,647	\$ 15,000	\$ 11,000	\$ 1,353	14%
5341 · Tia's Afterschool Program Exp	\$ 11,434	\$ 11,538	\$ 11,434	\$ -	0%
5400 · TCSD Board Fees	\$ 5,529	\$ 4,040	\$ 5,529	\$ -	0%
5401 · Professional Services	\$ 35,000	\$ 32,671	\$ 39,740	\$ 4,740	14%
Community Center Masterplan- Design Charette	\$ -	\$ -	\$ 40,000	\$ 40,000	N/A
5420 · Training, Travel & Meetings	\$ 6,000	\$ 2,121	\$ 4,000	\$ (2,000)	-33%
5425 · Office and Technology	\$ 18,847	\$ 18,563	\$ 20,000	\$ 1,153	6%
5430 · Telephone and Alarms	\$ 14,542	\$ 18,096	\$ 19,000	\$ 4,458	31%
5431 · Public Communications	\$ 3,846	\$ 5,079	\$ 4,000	\$ 154	4%
5432 · Insurance	\$ 37,240	\$ 40,893	\$ 40,000	\$ 2,760	7%
5437 · Miscellaneous	\$ 473	\$ 400	\$ 1,000	\$ 527	111%
5438 · Fees and Permits	\$ 24,841	\$ 21,705	\$ 22,000	\$ (2,841)	-11%
5439 · Utilities	\$ 19,995	\$ 25,346	\$ 27,000	\$ 7,005	35%
5440 · Fuel Expense	\$ 4,458	\$ 8,000	\$ 8,000	\$ 3,542	79%
5450 · Maintenance and Supply					
5451 · General Supplies	\$ 9,580	\$ 8,500	\$ 8,925	\$ (655)	-7%
5452 · Maint. & Supply Contract Svc	\$ 23,966	\$ 26,000	\$ 27,300	\$ 3,334	14%
5454 · Vehicle Repair & Maint.	\$ 3,854	\$ 1,000	\$ 1,000	\$ (2,854)	-74%
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 8,655	\$ 6,000	\$ 6,300	\$ (2,355)	-27%
5459 · Park Maint.	\$ 10,729	\$ 32,000	\$ 20,000	\$ 9,271	86%
Total 5450 · Maintenance and Supply	\$ 56,784	\$ 73,500	\$ 63,525	\$ 6,741	12%
5470 · Yard & Bldg. Improvements	\$ 10,000	\$ 1,000	\$ 5,000	\$ (5,000)	-50%
5471 · Minor Equipment	\$ 3,432	\$ 2,500	\$ 9,000	\$ 5,568	162%
Total Expense	\$ 1,155,132	\$ 1,131,982	\$ 1,273,428	\$ 118,296	10%
Net Operating Surplus (Deficit)	\$ 84,453	\$ 167,154	\$ 55,455	\$ (28,998)	-34%
Target Operating Reserve (8 mo.)*	\$ 770,473	\$ 755,032	\$ 818,695	\$ 48,221	6%

DETAIL SHEETS FOR CERTAIN LINE-ITEM EXPENDITURES AND PERSONNEL ALLOCATIONS FOR EACH DEPARTMENT

For certain line items, we provide more specific information as to the costs in that line item. For example, professional services show the budget for legal counsel, audit/outside accounting services, and consulting services. Detail sheets are provided for the following line-item expenses for all three departments:

- Professional Services
- Office and Technology
- Maintenance and Supply
- Sewer Line Maintenance (Wastewater only)
- Events (Recreation event)
- Tree & Landscaping Maintenance (Parks only)

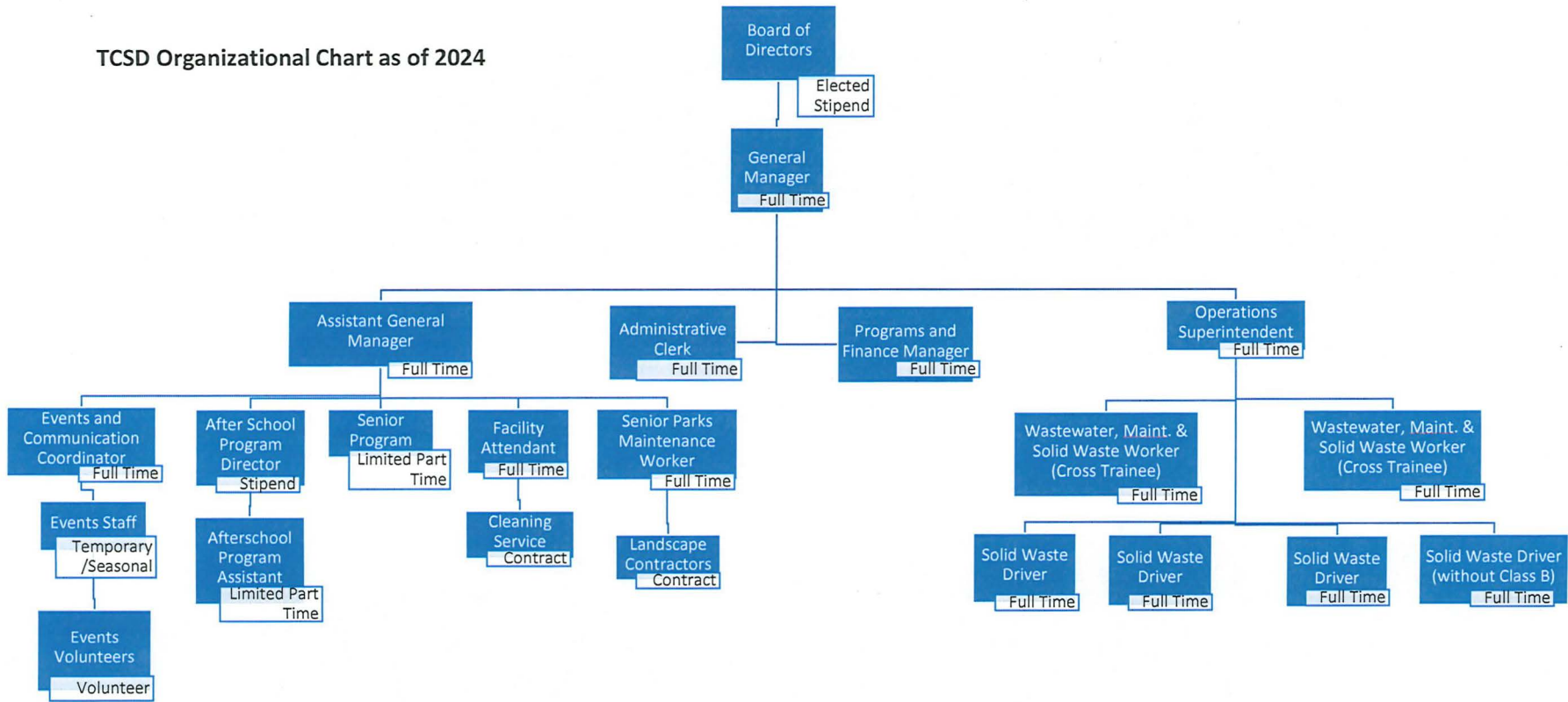
The Personnel Allocation Table below shows how we allocate the cost of staff positions to the three departments. The total row is the overall percentage allocation of staff costs to a department. TCSD also hires part-time and part-time, seasonal workers who are not included in the allocation table. We have also included the TCSD organizational chart for reference.

ALLOCATION OF POSITIONS TO DEPARTMENTS

Position	FTE*	Wastewater Share	Solid Waste Share	Park & Rec Share
General Manager	1	40%	40%	20%
Assistant General Manager	1	33%	33%	34%
Events & Communications Coordinator	1	0%	0%	100%
Sr. Parks Maint. Worker	1	0%	0%	100%
Facility Attendant	1	0%	0%	100%
Operations Superintendent	1	80%	20%	0%
Cross-trainee	1	80%	20%	0%
Cross-trainee	1	20%	80%	0%
Solid Waste Driver	3	0%	100%	0%
Driver (without Class B)	1	0%	100%	0%
Administrative Clerk	1	20%	40%	40%
Programs & Finance Manager	1	37.50%	37.50%	25.00%
Total FTE	14	27%	46%	27%
Percentage Share in FTE		3.7	6.5	3.8

*Note: FTE is full-time equivalency (e.g., 1 FTE = one full-time position)

TCSO Organizational Chart as of 2024



TAMALPAIS COMMUNITY SERVICES DISTRICT

Detail of Accounts

	Wastewater			
	Year End	Proposed	Variance (\$)	Variance (%)
	Estimates	Budget		
FY2023-24	FY2024-25			
5140 · Sewer System Maint. & Repair				
5141 · Line Maintenance & Cleaning	\$ 80,400	\$ 120,000	\$ 39,600	49%
5142 · Sewer System Maint. & Repair	\$ 229,600	\$ 80,000	\$ (149,600)	-65%
Total 5140 · Sewer System Maint. & Repair	\$ 310,000	\$ 200,000	\$ (110,000)	-35%
5401 · Professional Services				
5402 · Attorney Fees	\$ 10,627	\$ 15,000	\$ 4,373	41%
5403 · Audit and Accounting Fees	\$ 11,953	\$ 12,550	\$ 597	5%
5404 · Consultants				
Engineer Services	\$ 22,538	\$ 25,450	\$ 2,913	13%
10 Year Sewer Financial Plan	\$ -	\$ -	\$ -	N/A
Sanitation Rate Study	\$ -	\$ -	\$ -	N/A
5404 · Consultants - Other	\$ 4,929	\$ 4,000	\$ (929)	-19%
Total 5404 · Consultants	\$ 27,467	\$ 29,450	\$ 1,983	7%
Total 5401 · Professional Services	\$ 50,047	\$ 57,000	\$ 6,953	14%
5425 · Office and Technology				
5426 · Admin Supplies & Printing	\$ 917	\$ 1,000	\$ 83	9%
5427 · Office Equipment	\$ 2,187	\$ 2,297	\$ 109	5%
5428 · Postage & Shipping	\$ 396	\$ 416	\$ 20	5%
5429 · Information Technology	\$ 14,331	\$ 15,615	\$ 1,284	9%
Bank Charges	\$ 640	\$ 672	\$ 32	5%
Total 5425 · Office and Technology	\$ 18,472	\$ 20,000	\$ 1,528	8%
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 9,113	\$ 10,000	\$ 887	10%
5452 · Maint. & Supply Contract Svc	\$ 23,539	\$ 26,500	\$ 2,961	13%
5453 · Flow Monitoring at Bunce Pump	\$ 1,962	\$ 2,500	\$ 538	27%
5454 · Vehicle Repair & Maint.	\$ 16,633	\$ 18,000	\$ 1,367	8%
Total 5450 · Maintenance and Supply	\$ 51,247	\$ 57,000	\$ 5,753	11%

TAMALPAIS COMMUNITY SERVICES DISTRICT
Detail of Accounts

	Solid Waste			
	Year End	Proposed		
	Estimates FY2023-24	Budget FY2024-25	Variance (\$)	Variance (%)
5401 · Professional Services				
5402 · Attorney Fees	\$ 2,000	\$ 15,000	\$ 13,000	650%
5403 · Audit and Accounting Fees	\$ 11,953	\$ 12,000	\$ 47	0%
5404 · Consultants				
Refuse Rate Study	\$ -	\$ -	\$ -	
SB1383 Compliance Work (non-grant)	\$ 7,614	\$ 20,000	\$ 12,386	163%
Kitchen Compost Pail Program	\$ 26,954	\$ -	\$ (26,954)	-100%
5404 · Consultants - Other	\$ 1,400	\$ 10,000	\$ 8,600	614%
Total 5404 · Consultants	\$ 35,969	\$ 30,000	\$ (5,969)	-17%
Total 5401 · Professional Services	\$ 49,922	\$ 57,000	\$ 7,078	14%
5425 · Office and Technology				
5426 · Admin Supplies & Printing	\$ 862	\$ 905	\$ 43	5%
5427 · Office Equipment	\$ 1,536	\$ 1,613	\$ 77	5%
5428 · Postage & Shipping	\$ 369	\$ 387	\$ 18	5%
5429 · Information Technology	\$ 16,788	\$ 17,627	\$ 839	5%
Bank Charges	\$ 1,180	\$ 1,239	\$ 59	5%
Total 5425 · Office and Technology	\$ 20,735	\$ 21,771	\$ 1,037	5%
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 4,200	\$ 4,410	\$ 210	5%
5452 · Maint. & Supply Contract Svc	\$ 17,000	\$ 17,850	\$ 850	5%
5454 · Vehicle Repair & Maint.	\$ 192,259	\$ 201,872	\$ 9,613	5%
5456 · Bridge Tolls	\$ 4,120	\$ 4,326	\$ 206	5%
5457 · Solid Waste Carts & Bins	\$ 5,000	\$ 36,000	\$ 31,000	620%
Total 5450 · Maintenance and Supply	\$ 222,579	\$ 264,458	\$ 41,879	19%

TAMALPAIS COMMUNITY SERVICES DISTRICT
Detail of Accounts

	Parks & Recreation			
	Year End	Proposed	Variance (\$)	Variance (%)
	Estimates	Budget		
FY2023-24	FY2024-25			
5300 · Events Expense				
5301 · Sales Taxes Paid	\$ 2,302	\$ 2,348	\$ 46	2%
Other TCSD Event	\$ 1,000	\$ 4,500	\$ 3,500	350%
Seniors Program Expenses	\$ 3,204	\$ 3,364	\$ 160	5%
Creekside Friday Concert	\$ 21,345	\$ 22,413	\$ 1,067	5%
Oktoberfest Expenses	\$ 26,000	\$ 24,675	\$ (1,325)	-5%
Spooky Cruise Exp	\$ 18	\$ 123	\$ 105	583%
December Holiday Event	\$ 1,503	\$ 1,578	\$ 75	5%
Crab Feed	\$ 5,056	\$ 5,309	\$ 253	5%
Mystery Murder Dinner	\$ 13,065	\$ 13,719	\$ 653	5%
PARC Speaker Series and/or other event	\$ -	\$ 5,000	\$ 5,000	
Creekside Unplugged	\$ 2,200	\$ 2,300	\$ 100	5%
Trivia Night	\$ 400	\$ 1,800	\$ 1,400	350%
Volunteer Appreciation Event	\$ 1,300	\$ 2,000	\$ 700	54%
Spaghetti Bingo	\$ 2,916	\$ 3,062	\$ 146	5%
Earth Day	\$ 2,200	\$ 2,310	\$ 110	5%
Total 5300 · Events Expense	\$ 82,509	\$ 94,500	\$ 11,991	15%
All Tree & Landscaping Maintenance				
5330 · Tree & Landscaping Services				
Trails / Parks	\$ 6,000	\$ 12,500	\$ 6,500	108%
Trees - General Maint.	\$ 6,000	\$ 12,500	\$ 6,500	108%
5330 · Tree & Landscaping Services - Other	\$ 6,320	\$ 5,000	\$ (1,320)	-21%
Total 5330 · Tree & Landscaping Services	\$ 18,320	\$ 30,000	\$ 11,680	64%
5331 · Landscaping Contract Svc	\$ 73,000	\$ 76,000	\$ 3,000	4%
5332 · McGlashan Trail Maintenance	\$ 4,500	\$ 5,000	\$ 500	11%
5333 · Vegetation Management				
Trees maintenance/removal	-	25000	-	-
Brush Removal/Goats	10000	10000	\$ -	0%
Total 5333 · Vegetation Management	\$ 10,000	\$ 35,000	\$ 25,000	250%
Total All Tree & Landscaping Maintenance	\$ 105,820	\$ 146,000	\$ 40,180	38%
5401 · Professional Services				
5402 · Attorney Fees	\$ 10,155	\$ 8,000	\$ (2,155)	-21%
5403 · Audit and Accounting Fees	\$ 11,953	\$ 12,550	\$ 597	5%
5404 · Consultants				
General Design/Landscape Design	\$ -	\$ 5,000	\$ 5,000	N/A
Engineer Services	\$ 8,753	\$ 9,190	\$ 438	5%
Conceptual Masterplan Services for Community Center	\$ -	\$ -	\$ -	N/A
5404 · Consultants - Other	\$ 1,810	\$ 5,000	\$ 3,190	176%
Total 5404 · Consultants	\$ 10,563	\$ 19,190	\$ 8,628	82%
Total 5401 · Professional Services	\$ 32,671	\$ 39,740	\$ 7,070	22%
5425 · Office and Technology				
5426 · Admin Supplies & Printing	\$ 1,080	\$ 1,134	\$ 54	5%
5427 · Office Equipment	\$ 2,187	\$ 2,297	\$ 109	5%
5428 · Postage & Shipping	\$ 369	\$ 387	\$ 18	5%
5429 · Information Technology	\$ 13,617	\$ 14,298	\$ 681	5%
Bank Charges	\$ 1,309	\$ 1,375	\$ 65	5%
Total 5425 · Office and Technology	\$ 18,563	\$ 19,491	\$ 928	5%
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 8,500	\$ 8,925	\$ 425	5%
5452 · Maint. & Supply Contract Svc	\$ 26,000	\$ 27,300	\$ 1,300	5%
5454 · Vehicle Repair & Maint.	\$ 1,000	\$ 1,000	\$ -	0%
5458 · Cabin/Comm.Ctr. Maint & Supply	\$ 6,000	\$ 6,300	\$ 300	5%
5459 · Park Maint.	\$ 32,000	\$ 20,000	\$ (12,000)	-38%
Total 5450 · Maintenance and Supply	\$ 73,500	\$ 63,525	\$ (9,975)	-14%
5471 · Minor Equipment				
Misc	\$ -	\$ 3,000	\$ 3,000	N/A
Audio Equipment (wireless)	\$ 2,500	\$ -	\$ (2,500)	N/A
New benches/tables for events	\$ -	\$ 6,000	\$ 6,000	N/A
Total 5471 · Minor Equipment	\$ 2,500	\$ 9,000	\$ 6,500	N/A



TAMALPAIS COMMUNITY SERVICES DISTRICT
PARKS AND RECREATION

Proposed Fiscal Year 2024-25

	Overview		Division Allocation			
	Parks & Recreation	Parks	Events/Programs	Facilities	Administration	
Revenue						
4301 · Taxes	\$ 1,140,999	\$ -	\$ -	\$ -	\$ -	\$ 1,140,999
4303 · Tia's After School Program Rev	\$ 26,000	\$ -	\$ 26,000	\$ -	\$ -	\$ -
Total 4310 · Facilities Rental & Fees	\$ 28,840	\$ -	\$ -	\$ 28,840	\$ -	\$ -
Total 4320 · Park Rentals	\$ 2,134	\$ 2,134	\$ -	\$ -	\$ -	\$ -
Total 4330 · Class Fees	\$ 17,510	\$ -	\$ 17,510	\$ -	\$ -	\$ -
Total 4350 · TCSD Event Revenue	\$ 68,400	\$ -	\$ 68,400	\$ -	\$ -	\$ -
Total 4410 · Donations/Fundraising/Grants	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -
4420 · Interest Revenue	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ 42,000
Total 4430 · Miscellaneous Revenue	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Total Revenue	\$ 1,328,883	\$ 2,134	\$ 112,910	\$ 28,840	\$ -	\$ 1,184,999
Expense						
Total 5011 · Wages and P.T.O	\$ 442,000	\$ 97,477	\$ 91,055	\$ 78,338	\$ -	\$ 175,129
5012 · Overtime Pay	\$ 8,000	\$ -	\$ 5,000	\$ 1,000	\$ -	\$ 2,000
5013 · Performance Recognition	\$ 11,000	\$ 2,581	\$ 2,330	\$ 1,930	\$ -	\$ 4,159
5014 · Temporary Help	\$ 22,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 2,000
Total 5010 · Salaries	\$ 483,000	\$ 100,058	\$ 118,385	\$ 81,268	\$ -	\$ 183,288
5020 · Employee Benefits						
5021 · Medical and Dental Insurance	\$ 80,400	\$ 4,152	\$ 36,025	\$ 13,470	\$ -	\$ 26,753
5022 · Retirement Contributions	\$ 85,000	\$ 20,000	\$ 18,000	\$ 15,000	\$ -	\$ 32,000
5023 · Social Security and Medicare	\$ 35,300	\$ 6,500	\$ 8,000	\$ 5,200	\$ -	\$ 15,600
5024 · Other Employee Benefits	\$ 4,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
5025 · Retiree Medical Insurance	\$ 5,000	\$ 1,700	\$ 1,650	\$ 1,650	\$ -	\$ -
5026 · Reserve-Retiree Medical Insu.	\$ 10,000	\$ 3,400	\$ 3,300	\$ 3,300	\$ -	\$ -
Total 5020 · Employee Benefits	\$ 219,700	\$ 36,752	\$ 67,975	\$ 39,620	\$ -	\$ 75,353
Total 5300 · Events Expense	\$ 94,500	\$ -	\$ 94,500	\$ -	\$ -	\$ -
5330 · Tree & Landscaping Services	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -
5331 · Landscaping Contract Svc	\$ 76,000	\$ 76,000	\$ -	\$ -	\$ -	\$ -
5332 · McGlashan Trail Maintenance	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -
5333 · Vegetation Management	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -
5340 · Instructor Fees	\$ 11,000	\$ -	\$ 11,000	\$ -	\$ -	\$ -
5341 · Tia's Afterschool Program Exp	\$ 11,434	\$ -	\$ 11,434	\$ -	\$ -	\$ -
5400 · TCSD Board Fees	\$ 5,529	\$ -	\$ -	\$ -	\$ -	\$ 5,529
5401 · Professional Services	\$ 39,740	\$ -	\$ -	\$ -	\$ -	\$ 39,740
Community Center Masterplan- Design Charette	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ -
5420 · Training, Travel & Meetings	\$ 4,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000
5425 · Office and Technology	\$ 20,000	\$ 2,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000
5430 · Telephone and Alarms	\$ 19,000	\$ 1,900	\$ 5,700	\$ 5,700	\$ -	\$ 5,700
5431 · Public Communications	\$ 4,000	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ 1,600
5432 · Insurance	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
5437 · Miscellaneous	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000
5438 · Fees and Permits	\$ 22,000	\$ 7,260	\$ 7,260	\$ 7,480	\$ -	\$ -
5439 · Utilities	\$ 27,000	\$ 8,910	\$ 8,910	\$ 9,180	\$ -	\$ -
5440 · Fuel Expense	\$ 8,000	\$ 3,600	\$ 800	\$ 3,600	\$ -	\$ -
5450 · Maintenance and Supply						
5451 · General Supplies	\$ 8,925	\$ 1,785	\$ 1,785	\$ 3,570	\$ -	\$ 1,785
5452 · Maint. & Supply Contract Svc	\$ 27,300	\$ 16,380	\$ -	\$ 5,460	\$ -	\$ 5,460
5454 · Vehicle Repair & Maint.	\$ 1,000	\$ 500	\$ -	\$ 500	\$ -	\$ -
5458 · Cabin/Comm.Ctr. Maint & Supply	\$ 6,300	\$ -	\$ -	\$ 6,300	\$ -	\$ -
5459 · Park Equip, Irrigation, Fiber	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Total 5450 · Maintenance and Supply	\$ 63,525	\$ 38,665	\$ 1,785	\$ 15,830	\$ -	\$ 7,245
5470 · Yard & Bldg. Improvements	\$ 5,000	\$ 1,650	\$ 1,650	\$ 1,700	\$ -	\$ -
5471 · Minor Equipment	\$ 9,000	\$ 3,000	\$ 6,000	\$ -	\$ -	\$ -
Total Expense	\$ 1,273,428	\$ 349,795	\$ 344,599	\$ 211,578	\$ -	\$ 367,456

TCSD BOARD FY24-25 GOALS & PRIORITIES

(not in order of priority)

- 1) Conduct community survey
- 2) Develop masterplan for the Tam Valley Community Center
- 3) Evaluate the feasibility of acquiring the Cabin property from the County of Marin
- 4) Adopt Emergency Operations Plan (Disaster Preparedness and Response Plan)
- 5) Provide clear mission/priorities to the Parks & Recreation Commission (PARC)
- 6) Explore feasibility of solar panels for the TCSD corporation yard
- 7) Develop measures of success (performance) for wastewater projects
- 8) Explore opportunities for shared services with other special districts
- 9) Enhance communication efforts with the goal of expanding the database of contacts and potential use of creative incentives for people to sign-up for the e-newsletter
- 10) Develop creative/innovative outreach programs to educate the community regarding TCSD refuse programs (e.g., e-waste) and other sustainability efforts (e.g., rainwater catchment system) including displays and/or booths at Creekside Fridays

FIVE-YEAR (5-YR.) OPERATING BUDGET FORECASTS

The template for the five-year forecast models are based on the previous models prepared by the consultants for Wastewater (Hildebrand,) and Solid Waste (R3), Parks & Recreation (Management Partners). Staff updated the model assumptions and made other revisions for our purposes. While the models are slightly different in format and content, they all use the same base assumptions for similar expenses (e.g., 4% for general inflation) and revenues, with adjustments to reflect the specific use or fund.

The Five-Year Forecasts for all three (3) departments show revenues will continue to exceed expenditures and allow TCSD to transfer surplus operating funds toward capital improvements. In other words, it is projected that each department will be fiscally sound for the next five year and be able to continue to maintain or expand service levels

Below are the key assumptions used for the revenues and expenditures for each Five-Year Forecast. The percentages reflect annual increases.

Key Forecast/Budget Assumptions

Revenue sources base assumptions:

Wastewater (EDU & usage)- 4% (per Adopted fee schedule)

Wastewater fee charges (e.g., permits, hook-up fees)- 3%

Solid Waste- 2% (per Adopted fee schedule)

Solid Waste fee charges (e.g., extra pick-up, dump bins)- 3%

Parks & Recreation Property tax projection- 3.5%

Parks & Recreation rental fees- 3%

Personnel Expenses base assumptions (all departments):

Cost of living adjustment- 3%

Performance Pay- 2% (one-time payment)

Retirement- 6%

Health insurance- 7%

Dental insurance- 5%

Vision insurance- 2%

OPEB- 10%

O&M (non-personnel) Expenses base assumptions:

General inflation- 4%

Other considerations range from 3% to 5%, with the exception for fuel at 7%

Please note some revenues such as interest earnings are kept flat or reduced over the forecast period due to economic uncertainties or the uncertain nature of the revenue source.

Operating Reserves

TCSD policy is to maintain an operating reserve equivalent to 8 months of annual budget expenses for each department. Once the required 8-month operating reserve is “set aside,” the surplus funds are transferred to capital reserves for projects.

The Reserve Tables show:

- Beginning fund balance for Operating Reserves by Department
- Net Operating Surplus (deficit) which is the difference between revenues and expenses.
- Ending Operating Fund Balance, which is the surplus (deficit) is added to the beginning fund balance for the department.
- Target Ending Fund Balance which is the 8-month operating reserve based on expenditure budget.
- Transfers to the Capital Project Reserves for CIP projects.
- Five Year Forecast of Reserves by Department

ALL OPERATING RESERVES

last revised 5-21-24

Operating Reserve Policy is to maintain a reserve equal to 8 months (66.667%) of annual expenditures. Net operating reserves are transferred to capital reserves for specific capital improvements

	Adopted FY23-24	Est. Yr End FY23-24	Proposed FY24-25	Forecast			
				FY25-26	FY26-27	FY27-28	FY28-29
WASTEWATER OPERATING RESERVE							
Beginning Fund Balance	\$ 3,581,638	\$ 3,648,789	\$ 3,403,493	\$ 3,460,210	\$ 3,609,000	\$ 3,667,000	\$ 3,748,000
Net Operating Revenue (shortfall)	\$ 1,005,763	\$ 1,018,452	\$ 1,136,036	\$ 1,155,000	\$ 1,321,000	\$ 1,192,000	\$ 1,318,000
Ending Operating Fund Balance	\$ 4,587,401	\$ 4,667,241	\$ 4,539,529	\$ 4,615,210	\$ 4,930,000	\$ 4,859,000	\$ 5,066,000
Target Ending Fund Balance for Operating Reserve (8 mo. reserve)	\$ 3,426,713	\$ 3,403,493	\$ 3,460,210	\$ 3,609,000	\$ 3,667,000	\$ 3,748,000	\$ 3,841,000
Transfer to Capital Projects Reserves	\$ 1,160,688	\$ 1,263,748	\$ 1,079,319	\$ 1,006,210	\$ 1,263,000	\$ 1,111,000	\$ 1,225,000

	Adopted FY23-24	Est. Yr. End FY23-24	Proposed FY24-25	Forecast			
				FY25-26	FY26-27	FY27-28	FY28-29
SOLID WASTE OPERATING RESERVE							
Beginning Fund Balance	\$ 1,516,266	\$ 1,762,146	\$ 1,394,500	\$ 1,626,000	\$ 1,703,000	\$ 1,849,000	\$ 1,936,000
Net Operating Revenue (shortfall)	\$ 406,350	\$ 880,275	\$ 566,150	\$ 504,000	\$ 342,000	\$ 268,000	\$ 234,000
Ending Operating Fund Balance	\$ 1,922,616	\$ 2,642,421	\$ 1,960,650	\$ 2,130,000	\$ 2,045,000	\$ 2,117,000	\$ 2,170,000
Target Ending Fund Balance for Operating Reserve (8 mo. reserve)	\$ 1,615,434	\$ 1,394,500	\$ 1,626,000	\$ 1,703,000	\$ 1,849,000	\$ 1,936,000	\$ 1,997,000
Transfer to Capital Projects Reserves	\$ 307,182	\$ 1,247,921	\$ 334,650	\$ 427,000	\$ 196,000	\$ 181,000	\$ 173,000

	Adopted FY23-24	Est. Yr. End FY23-24	Proposed FY24-25	Forecast			
				FY25-26	FY26-27	FY27-28	FY28-29
PARKS & RECREATION OPERATING RESERVE							
Beginning Fund Balance	\$ 701,184	\$ 803,820	\$ 755,031	\$ 818,694	\$ 879,000	\$ 898,000	\$ 937,000
Net Operating Revenue (shortfall)	\$ 83,587	\$ 167,155	\$ 55,455	\$ 60,466	\$ 76,414	\$ 63,419	\$ 49,402
Ending Operating Fund Balance	\$ 784,771	\$ 970,975	\$ 810,486	\$ 879,160	\$ 955,414	\$ 961,419	\$ 986,402
Target Ending Fund Balance for Operating Reserve (8 mo. reserve)*	\$ 774,519	\$ 755,031	\$ 818,694	\$ 879,000	\$ 898,000	\$ 937,000	\$ 979,000
Transfer to Capital Projects Reserves	\$ 10,252	\$ 215,944	\$ -	\$ 160	\$ 57,414	\$ 24,419	\$ 7,402

*Note: FY24-25 Operating Target reserve modified to reflect one time expenses of \$48,500.

Capital Reserves

Capital Reserves are funds designated for capital improvement projects. The Capital Reserves receive, if available, annual contributions from the Departmental Operating Budgets for projects. As a matter of financial process, the Capital Reserves transfer funds to other designated reserves for projects. These designated funds are reserved for specific capital uses by department and transfers funds to the Capital Improvement Program (CIP) as needed to fund projects. For example, the Wastewater Capital Reserve transfers \$380,000 to the CIP for projects such as emergency repair projects.

The following are the Capital Reserves by department:

Wastewater

- Capital Reserve
- Vehicle Replacement Fund
- Facility Fund

Solid Waste

- Capital Reserve
- Vehicle Replacement Fund
- Facility Fund

Parks & Recreation (P&R)

- Capital Reserve
- Vehicle Replacement Fund
- Facility Fund
- Park Facilities Fund (e.g., Kay, Eastwood)
- Park Development Fund

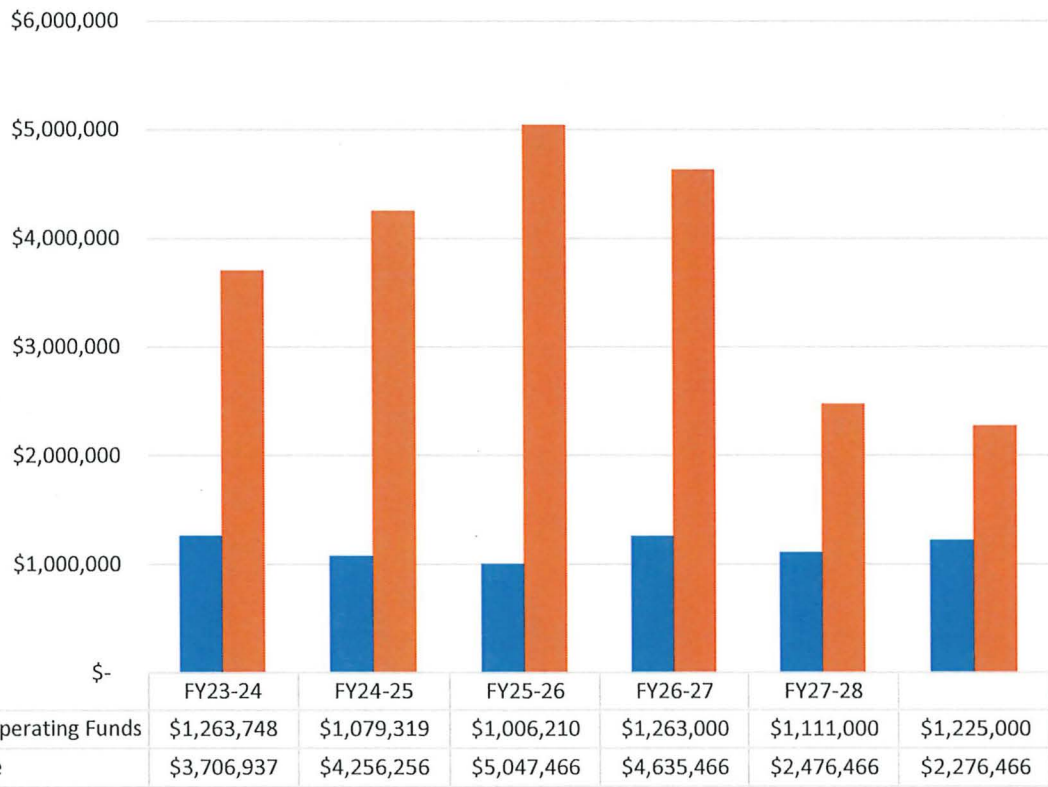
The Reserve Tables show:

- Beginning fund balance for Capital Reserves by Department
- Annual contributions (net surplus revenue) from Operating Funds by Department
- Transfers by department to other designated reserves such as the vehicle replacement and facilities funds
- Transfers to the Capital Improvement Program (CIP) budget
- Ending fund balance by Department which is reserved for new capital projects and/or for unforeseen or emergency capital expenses/projects.

The creation of designated capital reserves, transfers to CIP projects, and 5-Yr CIP were all new budget features in FY23-24. The Proposed FY24-25 CIP budget continues to make significant transfers to fund projects. The Vehicle Replacement funds, Facility funds, and Park Facility fund for all departments are shown together on one page. Please note only the Vehicle Replacement Fund shows actual expenditures in the fund. The other funds such as the Facility Fund show “expenses” as transfers to the CIP. The Solid Waste Vehicle Fund reflects the payment of the 2 satellite refuse trucks approved by the Board in FY23-24, but will be paid for in FY24-25. In FY24-25, we are budgeting to purchase a new EV forklift to replace the current folk lift which is over 20 years old.

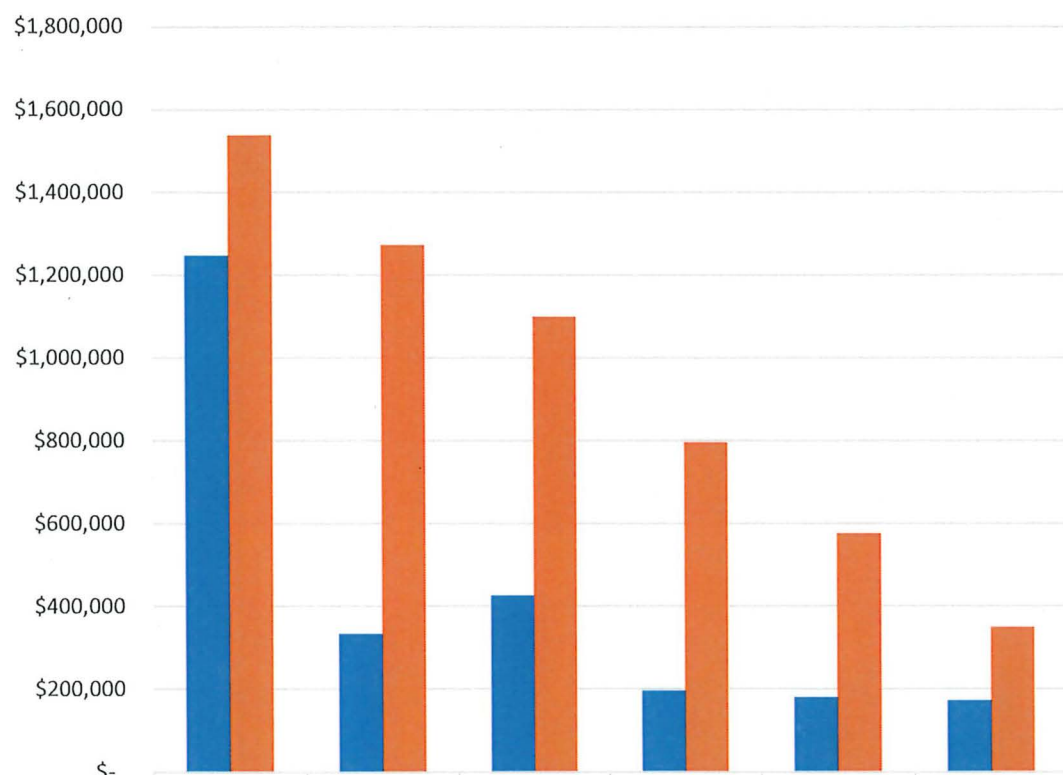
WASTEWATER CAPITAL RESERVE	Adopted	Est. Yr End	Proposed	Forecast			
	FY23-24	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29
Beginning Fund Balance	\$ 2,653,189	\$ 2,653,189	\$ 3,706,937	\$ 4,256,256	\$ 5,047,466	\$ 4,635,466	\$ 2,476,466
Contribution from Operating Funds	\$ 1,160,688	\$ 1,263,748	\$ 1,079,319	\$ 1,006,210	\$ 1,263,000	\$ 1,111,000	\$ 1,225,000
Transfer to Vehicle*	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -
Transfer to Facilities	\$ 160,000	\$ 160,000	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ -
Transfer to Capital Projects (CIP)	\$ 1,300,000	\$ -	\$ 380,000	\$ 115,000	\$ 1,675,000	\$ 3,270,000	\$ 1,425,000
Ending Fund Balance	\$ 2,303,877	\$ 3,706,937	\$ 4,256,256	\$ 5,047,466	\$ 4,635,466	\$ 2,476,466	\$ 2,276,466

Wastewater Capital Reserves 5-Yr Forecast



SOLID WASTE CAPITAL RESERVE	Adopted	Est. Yr. End	Proposed	Forecast			
	FY23-24	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29
Beginning Fund Balance*	\$ 390,179	\$ 390,179	\$ 1,538,100	\$ 1,272,750	\$ 1,099,750	\$ 795,750	\$ 576,750
Contribution from Operating Funds	\$ 307,182	\$ 1,247,921	\$ 334,650	\$ 427,000	\$ 196,000	\$ 181,000	\$ 173,000
Transfer to Vehicle	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Transfer to Facilities	\$ 100,000	\$ 100,000	\$ 200,000	\$ 200,000	\$ 100,000	\$ -	\$ -
Ending Fund Balance	\$ 597,361	\$ 1,538,100	\$ 1,272,750	\$ 1,099,750	\$ 795,750	\$ 576,750	\$ 349,750

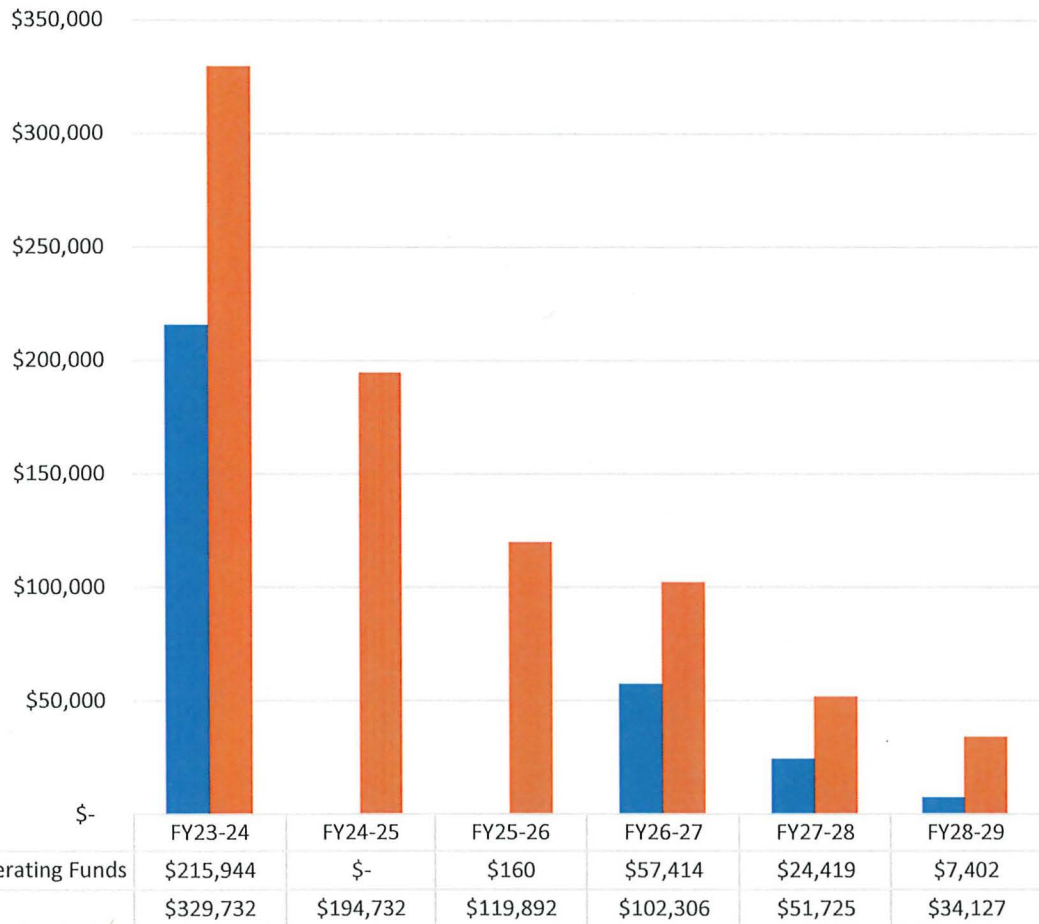
Solid Waste Capital Reserves 5-Yr Forecast



	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29
Contribution from Operating Funds	\$1,247,921	\$334,650	\$427,000	\$196,000	\$181,000	\$173,000
Ending Fund Balance	\$1,538,100	\$1,272,750	\$1,099,750	\$795,750	\$576,750	\$349,750

PARKS & RECREATION CAPITAL RESERVE	Adopted	Est. Yr. End	Proposed	Forecast			
	FY23-24	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29
Beginning Fund Balance	\$ 523,788	\$ 523,788	\$ 329,732	\$ 194,732	\$ 119,892	\$ 102,306	\$ 51,725
Contribution from Operating Funds	\$ 10,252	\$ 215,944	\$ -	\$ 160	\$ 57,414	\$ 24,419	\$ 7,402
Transfer to Vehicle	\$ 60,000	\$ 60,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Transfers to Park Facilities	\$ 100,000	\$ 100,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Transfer to Park Development (combine reserve in park facilities)	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Facilities	\$ 250,000	\$ 250,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Ending Fund Balance	\$ 99,040	\$ 329,732	\$ 194,732	\$ 119,892	\$ 102,306	\$ 51,725	\$ 34,127

Parks & Recreation Capital Reserves 5-Yr Forecast



VEHICLE REPLACEMENT FUND

last rev. 5-21-24

Purpose of the fund is for the purchase of vehicles.

Waste Water	Adopted	Yr End	Proposed	Forecast			2028-29
	FY23-24	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	
Beginning Fund Balance	\$ -	\$ -	\$ 50,000	\$ 95,000	\$ 145,000	\$ 45,000	\$ 45,000
Expenditures							
Heavy/Medium Duty Pick-up		\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
EV Forklift	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ -	\$ 5,000	\$ -	\$ 100,000	\$ -	\$ -
Transfers in from Capital Reserves	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ 50,000	\$ 95,000	\$ 145,000	\$ 45,000	\$ 45,000	\$ 45,000

SOLID WASTE	Adopted	Yr End	Proposed	Forecast			2028-29
	FY23-24	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	
Beginning Fund Balance	\$ 400,000	\$ 400,000	\$ 400,000	\$ 335,000	\$ 735,000	\$ 435,000	\$ 835,000
Expenditures							
2 Refuse satellite truck	\$ -	\$ -	\$ 455,000	\$ -	\$ -	\$ -	\$ 500,000
Large Refuse Truck	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -
EV Forklift	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ 465,000	\$ -	\$ 700,000	\$ -	\$ 500,000
Transfers in from Capital Reserves	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Ending Fund Balance	\$ 400,000	\$ 400,000	\$ 335,000	\$ 735,000	\$ 435,000	\$ 835,000	\$ 735,000

Parks & Recreation	Adopted	Yr End	Adopted	Forecast			2028-29
	FY23-24	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	
Beginning Fund Balance	\$ -	\$ -	\$ 60,000	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
Expenditures							
Medium Duty Pick-up	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Light Duty Pick-up	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -
EV Forklift	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 60,000	\$ -	\$ 61,500	\$ -	\$ -	\$ -	\$ -
Transfers in from Capital Reserves	\$ 60,000	\$ 60,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ 60,000	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500

FACILITY FUND

last revised 5-21-24

Purpose of the fund is to finance TCSD facility improvements not including parks.

WASTEWATER	Adopted FY23-24	Yr End FY23-24	Proposed FY24-25	FY25-26	Forecast		
					FY26-27	FY27-28	FY28-29
Revenue							
Beginning Fund Balance	\$ -	\$ 2,500	\$ 43,391	\$ 45,391	\$ 60,391	\$ 60,391	\$ 60,391
Transfers in from Capital	\$ 160,000	\$ 160,000	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ -
Expenses							
Transfer Out to CIP	\$ 157,500	\$ 119,109	\$ 98,000	\$ 35,000	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 2,500	\$ 43,391	\$ 45,391	\$ 60,391	\$ 60,391	\$ 60,391	\$ 60,391

SOLID WASTE	Adopted FY23-24	Yr End FY23-24	Proposed FY24-25	FY25-26	Forecast		
					FY26-27	FY27-28	FY28-29
Revenue							
Beginning Fund Balance	\$ 300,000	\$ 232,500	\$ 71,922	\$ 168,922	\$ 328,922	\$ 428,922	\$ 228,922
Transfers in from Capital	\$ 100,000	\$ 100,000	\$ 200,000	\$ 200,000	\$ 100,000	\$ -	\$ -
Expenses							
Transfer Out to CIP	\$ 232,500	\$ 260,578	\$ 103,000	\$ 40,000	\$ -	\$ 200,000	\$ 200,000
Ending Fund Balance	\$ 167,500	\$ 71,922	\$ 168,922	\$ 328,922	\$ 428,922	\$ 228,922	\$ 28,922

PARKS & RECREATION	Adopted FY23-24	Yr End FY23-24	Proposed FY24-25	FY25-26	Forecast		
					FY26-27	FY27-28	FY28-29
Revenue							
Beginning Fund Balance	\$ -	\$ -	\$ 175,918	\$ 236,918	\$ 186,918	\$ 111,918	\$ 61,918
Transfers in from Capital	\$ 250,000	\$ 250,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Expenses							
Transfer Out to CIP	\$ 130,000	\$ 74,082	\$ 39,000	\$ 100,000	\$ 125,000	\$ 100,000	\$ -
Ending Fund Balance	\$ 120,000	\$ 175,918	\$ 236,918	\$ 186,918	\$ 111,918	\$ 61,918	\$ 61,918

Note: For Parks & Recreation facilities are defined to include the Cabin, Community Center, Office, and Corp. Yard but not the parks.

PARKS AND RECREATION CAPITAL FUNDS

last revised 5-21-24

Purpose of the fund is to finance improvements in the parks.

Park Facilities (i.e., Kay Park, Eastwood)	Adopted	Est. Yr End	Proposed	Forecast			
	FY23-24	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29
Revenue							
Beginning Fund Balance*	\$ -	\$ -	\$ 100,000	\$ 125,000	\$ 150,000	\$ 145,000	\$ 75,000
Transfers in from Capital Reserves	\$ 100,000	\$ 100,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Expenses							
Transfer Out to CIP	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 95,000	\$ 45,000
Ending Fund Balance	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 125,000</u>	<u>\$ 150,000</u>	<u>\$ 145,000</u>	<u>\$ 75,000</u>	<u>\$ 55,000</u>

*Note: does not include Measure A Park Funds allocated to park facilities FY23-24

PROPOSED FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)
FY24-25 THRU FY 28-29

The purpose of a Five-Year CIP budget is to show the projected sources of revenue and expenses for projects over a five-year period. This allows the Board to better plan for projects and the availability of funding sources. The Board approves the first year of the CIP (FY24-25) along with the annual operating budgets.

The Proposed FY24-25 CIP budget is approximately \$2.3M and is summarized below (refer to the CIP for individual project detail). Please note that a few projects budgeted in FY23-24 have been re-budgeted in FY24-25 or moved to subsequent years to reflect a more practical assessment of how many projects staff can manage in FY24-25.

The Five-Year CIP reflects an ambitious slate of projects including the possibility of major capital improvements for the Cabin and Community Center

Community Center Improvements-	\$235,000
Cabin Improvements-	\$30,000
Park Improvements	\$49,000
Corporation Yard Improvements-	\$120,000
Bell Lane Force Main Replacement-	\$50,000
Auxiliary Bell Lane Pump Station-	\$100,000
Emergency Repairs-	\$345,000
Pipe Culvert Repair-	\$65,000
Phase D Sewer Pipeline Replacement-	<u>\$1,300,000</u>
TOTAL	\$2,294,000

The Park Improvements include requests from PARC to refinish/repair picnic benches in all the parks and improvements to the Rock Garden on Flamingo Rd.

The Five-Year CIP also include “place holder” budgets for “to-be-determined” improvements for the Cabin and Community Center.

The Wastewater CIP budget re-allocates funding for the auxiliary pump station and force main projects, Phase E of sewer main replacement, and includes a new project to repair a storm drain culvert. One new project is called “Sewer Pipeline Emergency Repair” which will now be an annual CIP project to pay for emergency repairs that seem to occur every year. These costs used to be absorbed within the annual budget, but it would be more prudent to budget separately as a CIP project for easier tracking of costs. The funds would only be used if needed and each year unused funds would return to capital reserves. In FY24-25, the repair of the sewer main at Pine Hill Rd. is included in these project costs. The permanent repair for Lattie Lane is included in the Phase E sewer line replacement project.

The Solid Waste 5-Yr CIP shows the Facility Fund making a contribution toward the Bell Lane Pump Station and Force Main projects for its share of improvements to the corporation yard and Community Center parking lot.

It should be noted that not all projects will be completed within FY24-25, but we anticipate being able to bid out and start all the projects as planned. The CIP project budgets are estimates and are subject to change when bids are received. While the Board only approves the first year (FY24-25) of the Five-Year CIP with the budget, the Five-Year CIP allows the Board to better match future projects to available funding.

Below is the funding allocation for the Certificate of Participation (COPs), debt financing, issued in 2020 for Wastewater projects. Wastewater capital reserves will supplement projects funded by the COPs as needed.

SOURCES AND USES FOR 2020 CERTIFICATE OF PARTICIPATION (COPs)

Net COPs Proceeds Available for CIP Projects	\$ 12,728,307.07
<hr/>	
Uses (Completed CIP Projects as of 3/31/24)	Amount
Phase A CIP	\$ 375,713.13
Phase B CIP	\$ 1,470,255.94
Phase C CIP	\$ 2,641,344.21
Phase D CIP (completion est.)	\$ 1,168,291.83
Hydro/Vactor truck	\$ 398,715.06
Bell Lane Pump Station (ytd includes Bell Lane pump station emergency repair)	\$ 296,618.65
Force Main (ytd)	\$ 122,784.20
Subtotal Total Costs	\$ 6,473,723.02
<hr/>	
Sources	Amount
Net available for current/future CIP projects	\$ 6,254,584.05
<hr/>	
Uses (CIP Budget)	Amount
CIP Budget for Bell Lane Pump Station (FY24-25 to FY26-27)	\$ 3,800,000
Bell Lane Force Main	\$ 100,000
Sewer Pipeline Replacement Projects -Phase E & F	\$ 2,354,584
Subtotal CIP estimates	\$ 6,254,584

CAPITAL IMPROVEMENT PROGRAM 5-YEAR SUMMARY-ALL PROJECTS

FUNDING SOURCES	Year End	Proposed	FISCAL YEAR FORECAST					Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29		
Measure A funds	\$ 274,125	\$ 194,000	\$ 70,000	\$ 244,300	\$ 50,000	\$ 150,000	\$ 982,425	
Certificates of Participation (bond funding)	\$ 1,587,695	\$ 1,450,000	\$ 2,664,584	\$ 1,940,000	\$ -	\$ -	\$ 7,642,279	
County Grant	\$ -	\$ 30,000	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 180,000	
TCSD Facility Fund	\$ 74,082	\$ 39,000	\$ 100,000	\$ 125,000	\$ 100,000	\$ -	\$ 438,082	
Park Facility Funds	\$ -	\$ -	\$ -	\$ 30,000	\$ 95,000	\$ 45,000	\$ 170,000	
Waste Water Capital Reserves	\$ -	\$ 380,000	\$ 115,000	\$ 1,675,000	\$ 3,270,000	\$ 1,425,000	\$ 6,865,000	
Waste Water Facility Fund	\$ 119,109	\$ 98,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 252,109	
Solid Waste Facility Funds	\$ 260,578	\$ 103,000	\$ 40,000	\$ -	\$ 200,000	\$ 200,000	\$ 803,578	
Other: Prop 68, misc	\$ 148,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148,100	
Total Revenue	\$ 2,463,689	\$ 2,294,000	\$ 3,099,584	\$ 4,089,300	\$ 3,715,000	\$ 1,820,000	\$ 17,481,573	

USES	Year End	Proposed	FISCAL YEAR FORECAST					Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29		
Community Center ADA stage improvements	\$ 10,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 110,000	
Community Center bathroom and lobby improvements	\$ 189,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,700	
Community Center and Corporation Yard Fence	\$ 301,050	\$ 80,000	\$ 80,000	\$ 35,000	\$ -	\$ -	\$ 496,050	
Replace/New Fire Alarm System for TCSD facilities	\$ 22,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 62,000	
Community Center Paint and Shed Improvements	\$ 10,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000	
Community Center Path of Travel	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	
Cabin General Improvements	\$ -	\$ 30,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 330,000	
Community Center Improvements (Design Charette)	\$ -	\$ -	\$ 50,000	\$ 189,300	\$ 230,000	\$ -	\$ 469,300	
Eastwood, Kay, and other Park/Open Space Improvements	\$ -	\$ 49,000	\$ 40,000	\$ -	\$ 15,000	\$ 195,000	\$ 299,000	
Corporation Yard Outdoor Shed and Pathway	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	
Remodel Corporation Yard Restrooms, Showers, Kitchenette	\$ 335,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,494	
Office front patio area	\$ 7,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,750	
Repair Pipe Culvert- (Erica to Midvale Trail)	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000	
Sewer Pipeline Emergency Repair Projects	\$ 37,528	\$ 345,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 842,528	
Bell Lane Force Main	\$ 122,784	\$ 50,000	\$ 50,000	\$ 660,000	\$ 1,950,000	\$ 610,000	\$ 3,442,784	
Auxiliary Bell Lane Pump Station	\$ 259,091	\$ 100,000	\$ 1,560,000	\$ 1,940,000	\$ 505,000	\$ -	\$ 4,364,091	
Sewer Pipeline Replacement Projects	\$ 1,168,292	\$ 1,300,000	\$ 1,054,584	\$ 900,000	\$ 900,000	\$ 900,000	\$ 6,222,876	
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 2,463,689	\$ 2,294,000	\$ 3,099,584	\$ 4,089,300	\$ 3,715,000	\$ 1,820,000	\$ 17,481,573	
Project Surplus (Deficit)	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ 0	

CAPITAL IMPROVEMENT PROGRAM 5-YEAR SUMMARY-FACILITIES

FUNDING SOURCES	Yr End	Adopted	FISCAL YEAR					Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29		
Measure A funds	\$ 274,125	\$ 194,000	\$ 70,000	\$ 244,300	\$ 50,000	\$ 150,000	\$ 982,425	
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
County Grant	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 150,000	
TCS D Facility Fund	\$ 74,082	\$ 39,000	\$ 100,000	\$ 125,000	\$ 100,000	\$ -	\$ 438,082	
Park Facility Fund	\$ -	\$ -	\$ -	\$ 30,000	\$ 95,000	\$ 45,000	\$ 170,000	
Waste Water Facility Fund	\$ 119,109	\$ 98,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 252,109	
Solid Waste Facility Fund	\$ 260,578	\$ 103,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 403,578	
Other: Prop 68, misc	\$ 148,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148,100	
Total Revenue	\$ 875,994	\$ 434,000	\$ 320,000	\$ 474,300	\$ 245,000	\$ 195,000	\$ 2,544,294	

USES Project	FISCAL YEAR							Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29		
Community Center								
Community Center ADA stage improvements	\$ 10,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 110,000	
Community Center bathroom and lobby improvements	\$ 189,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,700	
Replace/New Fire Alarm System for TCS D facilities	\$ 22,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	
Community Center Path of Travel	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	
Community Center and Corporation Yard Fence	\$ 301,050	\$ 80,000	\$ 80,000	\$ 35,000	\$ -	\$ -	\$ 496,050	
Community Center Paint and Shed Improvements	\$ 10,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000	
Subtotal Community Center Improvements	\$ 532,750	\$ 235,000	\$ 80,000	\$ 135,000	\$ -	\$ -	\$ 960,750	
Cabin and Community Center Site Improvements								
Cabin General Improvements	\$ -	\$ 30,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 330,000	
Community Center Improvements (Design Charette)	\$ -	\$ -	\$ 50,000	\$ 189,300	\$ 230,000	\$ -	\$ 469,300	
Subtotal Cabin Improvements	\$ -	\$ 30,000	\$ 200,000	\$ 339,300	\$ 230,000	\$ -	\$ 799,300	
Park Improvement								
Eastwood, Kay, and other Park/Open Space Improvements	\$ -	\$ 49,000	\$ 40,000	\$ -	\$ 15,000	\$ 195,000	\$ 299,000	
Subtotal Parks Improvements	\$ -	\$ 49,000	\$ 40,000	\$ -	\$ 15,000	\$ 195,000	\$ 299,000	
Office								
Office front patio area	\$ 7,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,750	
Subtotal Office Improvements	\$ 7,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,750	
Corporation Yard and Building								
Corporation Yard Outdoor Shed and Pathway	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	
Remodel Corporation Yard Restrooms, Showers, Kitchenette	\$ 335,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,494	
Subtotal Corp. Yard and Building Improvements	\$ 335,494	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 455,494	
Total All Projects	\$ 875,994	\$ 434,000	\$ 320,000	\$ 474,300	\$ 245,000	\$ 195,000	\$ 3,321,594	
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

CAPITAL IMPROVEMENT PROGRAM 5-YEAR SUMMARY-WASTE WATER

FUNDING SOURCES	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
Measure A funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Participation (bond funding)	\$ 1,587,695	\$ 1,450,000	\$ 2,664,584	\$ 1,940,000	\$ -	\$ -	\$ 7,642,279
County Grant	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
TCSD Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Capital Reserves	\$ -	\$ 380,000	\$ 115,000	\$ 1,675,000	\$ 3,270,000	\$ 1,425,000	\$ 6,865,000
Solid Waste Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 400,000
Other: Prop 68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 1,587,695	\$ 1,860,000	\$ 2,779,584	\$ 3,615,000	\$ 3,470,000	\$ 1,625,000	\$ 14,937,279

USES	FISCAL YEAR							Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29		
Project								
Bell Lane Force Main	\$ 122,784	\$ 50,000	\$ 50,000	\$ 660,000	\$ 1,950,000	\$ 610,000	\$ 3,442,784	
Auxiliary Bell Lane Pump Station	\$ 259,091	\$ 100,000	\$ 1,560,000	\$ 1,940,000	\$ 505,000	\$ -	\$ 4,364,091	
Sewer Pipeline Replacement Projects	\$ 1,168,292	\$ 1,300,000	\$ 1,054,584	\$ 900,000	\$ 900,000	\$ 900,000	\$ 6,222,876	
Sewer Pipeline Emergency Repair Projects	\$ 37,528	\$ 345,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 842,528	
Repair Pipe Culvert- (Erica to Midvale Trail)	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000	
Total	\$ 1,587,695	\$ 1,860,000	\$ 2,779,584	\$ 3,615,000	\$ 3,470,000	\$ 1,625,000	\$ 14,937,279	
Project Surplus (Deficit)	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ 0	

CAPITAL IMPROVEMENT PROGRAM

Division: Facilities- Parks & Recreation
 Project Name: Community Center ADA stage improvements
 Project Description: Improvements for making the stage ADA accessible with a lift including modifications to the stairs and stage.

Type	Yr End	Proposed	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ 10,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 110,000
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSO Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solid Waste Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 10,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 110,000
USES							
							Total
<i>Non-Construction</i>							
Design	\$ 10,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 15,000
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ 10,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 15,000
<i>Construction</i>							
ADA improvements	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000
Purchase/install lift	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
Subtotal construction costs	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ 60,000
Total Project Costs (uses)	\$ 10,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 110,000
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0

CAPITAL IMPROVEMENT PROGRAM

Division Facilities- Parks & Recreation

Project Name: Community Center bathroom and lobby improvements

Project Description: Remodel bathrooms to make ADA accessible and remodel the lobby in Community Center

Type	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ 189,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,700
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSO Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Facility Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solid Waste Facility Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 189,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,700
USES							
<i>Non-Construction</i>							\$ -
Design	\$ 28,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,450
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ 28,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,450
<i>Construction</i>							\$ -
ADA improvements	\$ 161,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,250
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal construction costs	\$ 161,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,250
Total Project Costs (Uses)	\$ 189,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,700
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM

Division Facilities
 Project Name: Community Center and Corporation Yard Fence
 Project Description: Phase I- replace perimeter fence around Community Center parcel and around the parking lot, replace southern portion of corp yd fence and prepare pads; Phase II- remainder of corporation yard fence not part of Bell Lane Pump Station project; Phase III- split rail replacement

Type	Fiscal Year							Total
	Yr End 2023-24	Adopted 2024-25	2025-26	2026-27	2027-28	2028-29		
FUNDING SOURCES								
Measure A funds	\$ 64,425	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 99,425
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSD Facility Fund	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Park Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Facility Fund	\$ 45,025	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 115,025
Solid Waste Facility Fund	\$ 65,500	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 145,500
Other: Prop 68	\$ 111,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,000
Other PG&E fee	\$ 15,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,100
Total Revenue	\$ 301,050	\$ 80,000	\$ 80,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 496,050
USES								
<i>Non-Construction</i>								
Design	\$ 15,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Subtotal non-construction costs	\$ 25,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
<i>Construction</i>								
Phase I- Community Ctr Perimeter Fence	\$ 276,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 276,050
Phase II- Corporation Yard Fence (Bell Lane side,gate)	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Phase III- Corporation Yard Fence (southside, behind building)	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Phase IV- Split Rail Replacement	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Subtotal construction costs	\$ 276,050	\$ 75,000	\$ 75,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 461,050
Carryover surplus(deficit)								
Total Project Costs	\$ 301,050	\$ 80,000	\$ 80,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 496,050
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Note: Construction costs prorated to each department for corp. yard fence; fence along the dirt path is included in the pump station project.

CAPITAL IMPROVEMENT PROGRAM

Division Facilities
 Project Name: Replace/New Fire Alarm System for TCSD facilities
 Project Description: Install new fire alarm system at the Community Center, Corporation Yard Building, Main Office

Type	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSD Facility Fund	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Park Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Facility Fund	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Solid Waste Facility Fund	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Other: PG&E fee	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000
Total Revenue	\$ 22,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 62,000
USES							
<i>Non-Construction</i>							
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Construction</i>							
Install new alarm system in Community Center	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Install new alarm system in Main Office/Corp Yard	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Subtotal construction costs	\$ 22,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Total Project Costs	\$ 22,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM

Division: Facilities- Parks & Recreation
 Project Name: Community Center Paint and Shed Improvements
 Project Description: Paint the interior and exterior of the Community Center; general repairs exterior of building; add storage shed

Type	Yr End 2023-24	Adopted 2024-25	2025-26	Fiscal Year			Total
				2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ 10,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSO Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solid Waste Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 10,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
USES							
							Total
<i>Non-Construction</i>							
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Construction</i>							
Paint, power wash, prep, repair	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Shed installation	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Subtotal construction costs	\$ 10,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total Project Costs (uses)	\$ 10,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0

CAPITAL IMPROVEMENT PROGRAM

Division Facilities- Parks & Recreation
 Project Name: Community Center Path of Travel
 Project Description: Replace asphalt/concrete path of travel from parking lot to Enterprise Concourse with new accessible path

Type	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCS D Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solid Waste Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

USES							Total
<i>Non-Construction</i>							
Design	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
<i>Construction</i>							
Paint, power wash, prep, repair	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal construction costs	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Costs (uses)	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0

CAPITAL IMPROVEMENT PROGRAM

Division: Facilities- Parks & Recreation
 Project Name: Cabin General Improvements
 Project Description: General Improvements to be determined

Type	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 150,000
TCS D Facility Fund	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 150,000
Park Facility Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solid Waste Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 30,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 330,000
USES							
<i>Non-Construction</i>							
Design	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
<i>Construction</i>							
Phase I	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Phase II	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
Subtotal construction costs	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 150,000
Total Project Costs (uses)	\$ -	\$ 30,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 330,000
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0

CAPITAL IMPROVEMENT PROGRAM

Project Name: Community Center Improvements (Design Charette)
 Project Description: General Improvements to be determined

Type	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ -	\$ 30,000	\$ 109,300	\$ 50,000	\$ -	\$ 189,300
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCS D Facility Fund	\$ -	\$ -	\$ 20,000	\$ 50,000	\$ 100,000	\$ -	\$ 170,000
Park Facility Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ 30,000	\$ 80,000	\$ -	\$ 110,000
Waste Water Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solid Waste Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ 50,000	\$ 189,300	\$ 230,000	\$ -	\$ 469,300

USES							Total
<i>Non-Construction</i>							
Design	\$ -	\$ -	\$ 50,000	\$ -	\$ 10,000	\$ -	\$ 60,000
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ -	\$ -	\$ 50,000	\$ -	\$ 10,000	\$ -	\$ 60,000
<i>Construction</i>							
Phase I	\$ -	\$ -	\$ -	\$ 189,300	\$ -	\$ -	\$ 189,300
Phase II	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -	\$ 220,000
Subtotal construction costs	\$ -	\$ -	\$ -	\$ 189,300	\$ 220,000	\$ -	\$ 409,300
Total Project Costs	\$ -	\$ -	\$ 50,000	\$ 189,300	\$ 230,000	\$ -	\$ 469,300
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM

Division: Facilities- Parks & Recreation
 Project Name: Eastwood, Kay, and other Park/Open Space Improvements
 Project Description: Major and/or minor repair in parks such as picnic tables and irrigation, replace playground equipment in either Kay or Eastwood Park

Type	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ 49,000	\$ 40,000	\$ -	\$ -	\$ 150,000	\$ 239,000
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSO Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 45,000	\$ 60,000
Waste Water Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solid Waste Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 49,000	\$ 40,000	\$ -	\$ 15,000	\$ 195,000	\$ 299,000
USES							
<i>Non-Construction</i>							
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Construction</i>							
Demo and installation of new play equipment (Eastwood)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 180,000
Repair/replace picnic tables (all parks)	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Flamingo Rock Garden Improvements	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Eastwood split rail repair	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Open Space Infrastructure repair	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 30,000
Kay Park Irrigation controller, box, & new 4 ft gate	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000
Subtotal construction costs	\$ -	\$ 49,000	\$ 40,000	\$ -	\$ 15,000	\$ 195,000	\$ 299,000
Total Project Costs	\$ -	\$ 49,000	\$ 40,000	\$ -	\$ 15,000	\$ 195,000	\$ 299,000
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM

Division: Facilities
 Project Name: Corporation Yard Outdoor Shed and Pathway
 Project Description: Install pre-fab storage shed or shade structure and pave section of asphalt for shed and pathway

Type	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSD Facility Fund	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Park Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Facility Fund	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Solid Waste Facility Fund	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
USES							
<i>Non-Construction</i>							
Design	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
<i>Construction</i>							
Pre-Fab Shed installed w- foundation	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Asphalt paving	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Subtotal construction costs	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ 115,000
							\$ -
Total Project Costs	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM

Division: Facilities
 Project Name: Remodel Corporation Yard Restrooms, Showers, Kitchenette
 Project Description: Relocate restrooms, showers and kitchenette to make ADA accessible including framing out two roll-up doors with door.

Type	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCS D Facility Fund	\$ 71,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,500
Park Facility Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Facility Fund	\$ 71,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,500
Solid Waste Facility Funds	\$ 192,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192,494
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 335,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,494

USES							
<i>Non-Construction</i>							
Design	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
<i>Construction</i>							
Construction	\$ 310,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal construction costs	\$ 310,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Costs	\$ 335,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Note: Prorated based on corp yd personnel

CAPITAL IMPROVEMENT PROGRAM

Division: Facilities
 Project Name: Office front patio area
 Project Description: Remove concrete and replace with paved walkway and DG in the front patio area of the office.

Type	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSD Facility Fund	\$ 2,582	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,582
Park Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Facility Fund	\$ 2,584	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,584
Solid Waste Facility Fund	\$ 2,584	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,584
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 7,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,750

USES							
<i>Non-Construction</i>							
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Construction</i>							
Demo and construction	\$ 7,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal construction costs	\$ 7,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Costs	\$ 7,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM

Division Wastewater Project No.
 Project Name: Repair Pipe Culvert- (Erica to Midvale Trail)

Project Description: Repair pipe culvert and erosion to the trail; County's storm drain culvert grant provides 50% match up to \$30,000.

Type	Fiscal Year							Total
	Yr End 2023-24	Adopted 2024-25	2025-26	2026-27	2027-28	2028-29		
FUNDING SOURCES								
Measure A funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Participation (bond funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Grant	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
TCSD Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Capital Reserves	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Solid Waste Facility Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000

USES								
<i>Non-Construction</i>								
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
<i>Construction</i>								
Repair culvert and trail	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Subtotal construction costs	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Total Project Costs	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM

Division Wastewater Project No.
 Project Name: Sewer Pipeline Emergency Repair Projects
 Project Description: various locations as needed

Type	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Participation (bond funding)	\$ 37,528	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,528
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSD Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Capital Reserves	\$ -	\$ 345,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 805,000
Solid Waste Facility Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 37,528	\$ 345,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 842,528

USES							
<i>Non-Construction</i>							
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ -	\$ 45,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 105,000
Construction Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ -	\$ 45,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 105,000
<i>Construction</i>							
Bell Lane Pump Station- exterior by-pass pipe system	\$ 37,528	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,528
Pine Hill sewer line repair	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Emergency Repair (reserve)	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Subtotal construction costs	\$ 37,528	\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 737,528
Total Project Costs	\$ 37,528	\$ 345,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 842,528
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM

Division Wastewater CIP
 Project Name: Bell Lane Force Main
 Project Description: Replace the Force Main from Bell Lane Pump Station to Shoreline Hwy

Type	Yr End	Adopted	Fiscal Year				TOTAL
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Participation (bond funding)	\$ 122,784	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 222,784
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSD Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Capital Reserves	\$ -	\$ -	\$ -	\$ 660,000	\$ 1,950,000	\$ 410,000	\$ 3,020,000
Solid Waste Facility Reserves*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Wastewater Facility Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 122,784	\$ 50,000	\$ 50,000	\$ 660,000	\$ 1,950,000	\$ 610,000	\$ 3,442,784
USES							
<i>Non-Construction</i>							
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ 122,784	\$ 50,000	\$ 50,000	\$ 20,000	\$ -	\$ -	\$ 242,784
Construction Management	\$ -	\$ -	\$ -	\$ 40,000	\$ 50,000	\$ 10,000	\$ 100,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ 122,784	\$ 50,000	\$ 50,000	\$ 60,000	\$ 50,000	\$ 10,000	\$ 342,784
<i>Construction</i>							
Phase I- Replace Force Main to Tennessee Valley Rd.	\$ -	\$ -	\$ -	\$ 600,000	\$ 1,900,000	\$ 600,000	\$ 3,100,000
Phase II- Replace Force Main from Tennessee Valley Rd to Shoreline Hwy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal construction costs	\$ -	\$ -	\$ -	\$ 600,000	\$ 1,900,000	\$ 600,000	\$ 3,100,000
Total Project Costs	\$ 122,784	\$ 50,000	\$ 50,000	\$ 660,000	\$ 1,950,000	\$ 610,000	\$ 3,442,784
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Notes: Solid Waste will pay a prorated share for cost for the Force Main and Pump Station projects related to paving and other costs.

CAPITAL IMPROVEMENT PROGRAM

Division Wastewater CIP
 Project Name: Auxiliary Bell Lane Pump Station
 Project Description: Auxilliary underground pump station needed to allow the replacement of the primary pump station

Type	Yr End	Adopted	Fiscal Year				TOTAL
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Participation (bond funding)	\$ 259,091	\$ 100,000	\$ 1,560,000	\$ 1,940,000	\$ -	\$ -	\$ 3,859,091
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSO Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility Fund/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Capital Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ 305,000	\$ -	\$ 305,000
Solid Waste Facility Reserves/Pay as you Go	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Wastewater Facility Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 259,091	\$ 100,000	\$ 1,560,000	\$ 1,940,000	\$ 505,000	\$ -	\$ 4,364,091

3yr diff
 \$ 3,600,000 \$ 4,105,000 \$ 505,000

USES							
<i>Non-Construction</i>							
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ 259,091	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 359,091
Construction Management	\$ -	\$ -	\$ 60,000	\$ 40,000	\$ 5,000	\$ -	\$ 105,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ 259,091	\$ 100,000	\$ 60,000	\$ 40,000	\$ 5,000	\$ -	\$ 464,091
<i>Construction</i>							
Phase I- Relocate electric and build auxillary underground pump station	\$ -	\$ -	\$ 1,500,000	\$ 1,900,000	\$ 500,000	\$ -	\$ 3,900,000
Phase II- Rebuild primary pump station as underground facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal construction costs	\$ -	\$ -	\$ 1,500,000	\$ 1,900,000	\$ 500,000	\$ -	\$ 3,900,000
Total Project Costs	\$ 259,091	\$ 100,000	\$ 1,560,000	\$ 1,940,000	\$ 505,000	\$ -	\$ 4,364,091
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Notes:Solid Waste will pay a prorated share for cost for the Force Main and Pump Station projects related to paving and other costs.

CAPITAL IMPROVEMENT PROGRAM

Division Wastewater Project No.
 Project Name: Sewer Pipeline Replacement Projects
 Project Description: various locations see map/list for detail including Lattie Lane permanent repair

Type	Yr End	Adopted	Fiscal Year				Total
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
FUNDING SOURCES							
Measure A funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of Participation (bond funding)	\$ 1,168,292	\$ 1,300,000	\$ 1,054,584	\$ -	\$ -	\$ -	\$ 3,522,876
County Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCSD Facility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Facility Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waste Water Capital Reserves	\$ -	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ 900,000	\$ 2,700,000
Solid Waste Facility Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 1,168,292	\$ 1,300,000	\$ 1,054,584	\$ 900,000	\$ 900,000	\$ 900,000	\$ 6,222,876
USES							
<i>Non-Construction</i>							
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ 84,000	\$ 100,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 504,000
Construction Management	\$ -	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 110,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal non-construction costs	\$ 84,000	\$ 130,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 614,000
<i>Construction</i>							
Phase D	\$ 1,084,292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,084,292
Phase E	\$ -	\$ 1,170,000	\$ -	\$ -	\$ -	\$ -	\$ 1,170,000
Phase F	\$ -	\$ -	\$ 954,584	\$ -	\$ -	\$ -	\$ 954,584
Phase G	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ 800,000
Phase H	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ 800,000
Phase I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000
Subtotal construction costs	\$ 1,084,292	\$ 1,170,000	\$ 954,584	\$ 800,000	\$ 800,000	\$ 800,000	\$ 5,608,876
Total Project Costs	\$ 1,168,292	\$ 1,300,000	\$ 1,054,584	\$ 900,000	\$ 900,000	\$ 900,000	\$ 6,222,876
Project Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MEASURE A

Measure A is from a 1/4 cent special sales tax collected by Marin County and then allocated to public entities such as TCSD by a prescribed formula. The funds can only be used for eligible expenses such as park facilities and maintenance. The Board approves an annual workplan which shows the proposed expenditures. The project costs only reflects the contribution from Measure A. For total project costs and other sources of funding, please refer to the specific CIP project for more detail. TCSD is allowed to advance funds for projects which will be reimbursed from future Measure A proceeds.

Type	Est Yr End 2023-24	Proposed 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Total
FUNDING SOURCES							
Beginning Fund Balance	\$ 151,829	\$ 23,082	\$ (35,018)	\$ 32,920	\$ (71,373)	\$ 20,734	n/a
Measure A funds (est. annual- rounded)	<u>\$ 145,378</u>	<u>\$ 135,899</u>	<u>\$ 137,938</u>	<u>\$ 140,007</u>	<u>\$ 142,107</u>	<u>\$ 144,239</u>	\$ 845,568
Total Available	<u>\$ 297,207</u>	<u>\$ 158,982</u>	<u>\$ 102,920</u>	<u>\$ 172,927</u>	<u>\$ 70,734</u>	<u>\$ 164,972</u>	n/a

USES (Budget/Proposed)								Total
Community Center ADA Stage Improvements	\$ 10,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 110,000
Community ADA Bathroom Improvements	\$ 189,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,700
Community Center Fence	\$ 64,425	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 99,425
Park Improvements (Eastwood & Kay Parks)	\$ -	\$ 49,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 150,000	\$ 239,000
Cabin General Improvements	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Community Center Improvements (Design Charette)	\$ -	\$ -	\$ 30,000	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ 180,000
Community Center Path of Travel	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
General Community Center Improvements (e.g., paint, shed)	\$ 10,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000
TVIC improvements (share of CC improvements)*	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,300</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,300</u>
Total Project costs	<u>\$ 274,125</u>	<u>\$ 194,000</u>	<u>\$ 70,000</u>	<u>\$ 244,300</u>	<u>\$ 50,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 982,425</u>

Ending Fund Balance \$ 23,082 \$ (35,018) \$ 32,920 \$ (71,373) \$ 20,734 \$ 14,972

* Note: TVIC allocation is reflected in the FY24-25 Measure A workplan, but spent in FY26-27

Note: sales taxes collected projected to increase by: annually 1.5% 1.5% 1.5% 1.5%

FOUR YEARS OF ACTUAL EXPENDITURES FY19-20 THRU FY22-23

This is historical revenue and expenditure data compared to the Year End estimate for FY23-24 and the Proposed Operating Budget for FY24-25.



TAMALPAIS COMMUNITY SERVICES DISTRICT

Wastewater Fund

Four Year Actuals Budget Report

WASTEWATER	FY 2019-20	FY 2020-21	FY2021-22	FY2022-23	Estimate FY23-24	Proposed FY2024-25
Revenue						
4101 · Sanitation Service Charges	4,926,692	5,607,288	5,791,364	5,724,618	5,848,744	6,082,694
4102 · Refund of Sanitation Svc. Chrg.	-1,387	-5,091	-	-	-	-
4103 Permits/Lateral Connection Fees	3,371	70,351	62,848	45,402.00	22,850.00	23,536
4104 · Muir Woods Sanitaion Svc. Chrg.	61,542	38,231	33,657	53,756	74,545.37	77,527
4420 · Interest Revenue	39,203	16,618	8,806	64,531	175,000.00	140,000
4430 · Miscellaneous Revenue				3,462		
Total Revenue	5,029,422	5,727,397	5,896,675	5,891,770	6,121,139	6,323,756
Expense						
5010 · Salaries						
5011 · Wages and P.T.O	313,812	298,863	326,480	399,827	413,376	440,000
5012 · Overtime Pay	1,841	2,092	4,184	3,847	7,921	5,200
5013 · Performance Recognition	6,370	9,675	6,529	7,450	8,613	11,240
5014 · Temporary Help	2,958	597	3,216	16,763	3,952	4,000
Total 5010 · Salaries	324,981	311,226	340,409	427,887	433,862	460,440
5020 · Employee Benefits						
5021 · Health Insurance	62,465	57,107	49,238	47,569	53,378	80,800
5022 · Retirement Contributions	104,768	95,717	89,734	84,393	82,062	86,000
5023 · Social Security and Medicare	22,322	22,958	24,282	31,357	30,199	34,600
Other Employee Benefits	1,183	516	0	0	2,910	3,000
5025 · Retiree Medical Insurance	2,367	25,443	22,135	22,190	21,909	25,000
5026 · Contribution to OPEB Reserve	23,308	24,000	13,659	22,600	25,000	40,000
Total 5020 · Employee Benefits	216,414	225,741	199,047	208,110	215,457	269,400
5110 · Wastewater Treatment Expense						
SMCSD Sewage Treatment O&M	2,611,529	2,441,773	2,508,113	2,589,428	2,388,001	2,448,313
SASM Sewage Treatment & Capital	144,391	143,101	134,509	173,370	159,949	168,018
Almonte and Homestead Svc Fees	7,539	7,539	7,939	8,139	9,000	9,000
Total 5110 · Wastewater Treatment Expense	2,763,459	2,592,413	2,650,561	2,770,937	2,556,950	2,625,331
Total 5140 · Sewer System Maint. & Repair	144,521	103,632	288,249	233,291	310,000	200,000
5400 · TCSD Board Fees	5,501	6,152	4,977	4,772	0	10,000
Total 5401 · Professional Services	87,065	95,514	71,280	42,384	4,280	5,000
Total 5420 · Staff Training & Travel Expense	3,690	2,375	1,932	5,002	50,047	57,000
Total 5425 · Office and Technology	13,691	14,156	20,156	19,931	1,000	4,000
5430 · Telephone and Alarms	8,528	8,161	11,918	13,279	18,472	20,000
5431 · Public Communications	6,406	4,540	3,196	1,132	15,000	15,750
Total 5432 · Insurance	33,918	45,416	42,400	50,643	1,000	7,000
Total 5437 Miscellaneous	0	1,650	8,451	606	57,533	59,000
Total 5438 · Fees and Permits	17,936	22,551	22,483	25,651	1,000	1,000
5439 · Utilities	6,919	7,647	7,723	8,960	31,858	37,000
5440 · Fuel Expense	5,387	10,141	8,024	8,838	11,272	12,000
Maintenance and Supply	46,809	50,233	44,979	45,339	17,611	18,000
5470 · Yard & Bldg. Improvements	0	0	0	49,346	51,247	57,000
5471 · Minor Equipment	0	0	0	3,674	1,000	10,000
5483 · Debt Issuance Costs	0	870,870	1,077,499	1,324,296	1,325,100	1,319,800
Total Expense	3,685,224	4,372,417	4,803,284	5,244,076	5,102,688	5,187,721



TAMALPAIS COMMUNITY SERVICES DISTRICT
Solid Waste Fund
Four Year Actuals Budget Report

SOLID WASTE	FY2019-20	FY2020-21	FY2021-22	FY2022-23	Estimate FY23-24	Proposed FY2024-25
Revenue						
4201 · Solid Waste Service Charges	2,215,073	2,414,878	2,615,450	2,742,000	2,837,146	2,893,889
4202 · Refund of Solid Waste Svc.Chrg.	-792	-1,448				
4203 · Other Solid Waste Services	13,913	7,021	8,463	7,580	6,334	6,524
4410 · Donations/Fundraising/Grants	6,628	5,000	26,754	14,628	5,000	5,150
4420 · Interest Revenue	11,737	7,232	4,403	26,798	122,500	98,000
4430 · Miscellaneous Revenue	0	1,038	195	0		0
Total Revenue	2,246,558	2,433,721	2,655,265	2,791,006	2,970,980	3,003,563
Expense						
5010 · Salaries						
Total 5011 · Wages and P.T.O	545,867	533,201	552,551	647,620	669,021	770,500
5012 · Overtime Pay	32,049	30,637	34,301	59,978	67,634	60,000
5013 · Performance Recognition	10,077	19,475	10,925	11,756	12,963	19,600
5014 · Temporary Help	9,741	18,459	20,830	8,144	6,000	6,000
Total 5010 · Salaries	597,734	601,772	618,606	727,498	755,619	856,100
5020 · Employee Benefits						
5021 · Health Insurance	132,892	127,589	124,775	150,852	136,136	193,000
5022 · Retirement Contributions	199,308	199,175	191,038	224,900	186,952	193,000
5023 · Social Security and Medicare	40,899	47,136	45,357	58,274	54,883	64,000
5024 · Other Employee Benefits	1,890	2,401	-161	0	6,645	7,000
5025 · Retiree Medical Insurance	28,653	45,110	42,289	44,600	39,324	33,000
5026 · Contribution to OPEB Reserve	20,500	21,100	24,586	25,400	30,000	45,000
Total 5020 · Employee Benefits	424,141	442,511	427,884	504,026	453,940	535,000
5210 · Solid Waste Disposal Expense						
5211 · Waste Disposal Fees	153,249	179,942	156,210	185,376	198,878	206,833
5212 · Recycling Fees	2,068	3,583	1,466	2,030	2,294	50,000
5213 · Green Waste Disposal Fees	106,764	112,725	105,777	112,897	129,914	135,110
5214 · Debris Day Expenses	54	0	1,727	3,504	18,000	20,900
5223 · Chipper Programs	24,113					
5228 · Good Earth Refuse Disposal/Tran	27,829	25,385	28,142			
Total 5210 · Solid Waste Disposal Expense	314,076	321,635	293,323	303,807	349,085	412,843
5400 · TCSD Board Fees	1,813	2,247	2,876	3,400	2,280	3,500
Total 5401 · Professional Services	28,179	22,415	42,937	116,000	49,922	57,000
Total 5420 · Staff Training & Travel Expense	3,101	2,319	1,273	3,200	1,000	2,000
5425 · Office and Technology	15,270	14,117	19,543	19,000	20,735	21,771
5430 · Telephone and Alarms	4,002	3,884	7,607	7,000	5,693	7,300
5431 · Public Communications	20,079	1,147	1,342	20,000	0	20,000
5432 · Insurance	51,251	76,202	56,345	75,900	87,000	90,000
5437 · Miscellaneous	0	2,516	8,451	1,000	1,000	1,040
5438 · Fees and Permits	26,892	31,449	37,273	41,600	43,049	43,300
5439 · Utilities	2,160	2,230	2,305	3,500	2,999	3,600
5440 · Fuel Expense	43,111	48,364	64,785	85,500	50,000	60,000
5450 · Maintenance and Supply						
General Supplies	4,246	4,800	4,563	3,284	4,200	4,410
Maint. & Supply Contract Svc	8,930	7,962	11,792	14,232	17,000	17,850
Vehicle Repair & Maint.	183,172	129,948	90,239	200,000	192,259	201,872
Bridge Tolls	3,570	3,570	3,060	4,104	4,120	4,326
Solid Waste Carts & Bins	46,434	15,710	31,906	36,892	5,000	36,000
Meeting Supplies	315	8	263	783		
Total 5450 · Total Maintenance and Supply	246,667	161,997	141,823	259,295	222,579	264,458
5470 · Yard & Bldg. Improvements	237	520	0	38,610	1,000	10,000
5471 · Minor Equipment	1,179		0	4,400	0	4,600
5472 · Donations/Grants Paid Expenses	5,000	5,000	6,000	14,628		
Vehicle Lease			44,804	44,900	44,804	44,900
Total Expense	1,784,893	1,740,325	1,777,176	2,273,264	2,090,705	2,437,412



TAMALPAIS COMMUNITY SERVICES DISTRICT
Parks and Recreation
Four Years Actuals Budget Report

PARKS AND RECREATION	FY2019-20	FY2020-21	FY2021-22	FY2022-23	Estimate FY2023-24	Proposed FY2024- 25
Revenue						
4301 · Taxes	\$ 883,717	\$ 1,008,323	\$ 1,030,656	\$ 1,020,000	\$ 1,108,324	\$ 1,140,999
4303 · Tia's After School Program Rev	\$ 35,382	\$ 28,446	\$ 3,477	\$ 30,000	\$ 25,281	\$ 26,000
Total 4310 · Facilities Rental & Fees	\$ 34,567	\$ 3,781	\$ 20,607	\$ 27,000	\$ 28,000	\$ 28,840
Total 4320 · Park Rentals	\$ 1,365	\$ 1,353	\$ 4,067	\$ 2,600	\$ 2,072	\$ 2,134
Total 4330 · Class Fees	\$ 13,023	\$ 6,200	\$ 16,000	\$ 30,300	\$ 17,000	\$ 17,510
Total 4350 · TCSD Event Revenue	\$ 74,179	\$ -	\$ 46,901	\$ 54,000	\$ 60,000	\$ 68,400
Total 4410 · Donations/Fundraising/Grants	\$ 22,078	\$ 5,955	\$ 272,924	\$ 4,803	\$ 5,000	\$ 1,000
4420 · Interest Revenue	\$ 11,737	\$ 3,847	\$ 1,468	\$ 8,933	\$ 52,500	\$ 42,000
Total 4430 · Miscellaneous Revenue	\$ 5,994	\$ 6,623	\$ 7,542	\$ 2,000	\$ 959	\$ 2,000
Total Revenue	\$ 1,082,042	\$ 1,064,529	\$ 1,403,641	\$ 1,179,636	\$ 1,299,136	\$ 1,328,883
Expense						
5010 Salaries						
5011 · Wages and P.T.O	\$ 364,686	\$ 263,466	\$ 302,301	\$ 404,025	\$ 423,019	\$ 442,000
5012 · Overtime Pay	\$ 5,560	\$ 1,555	\$ 7,426	\$ 4,308	\$ 8,000	\$ 8,000
5013 · Performance Recognition	\$ 7,450	\$ 11,100	\$ 6,098	\$ 7,253	\$ 8,500	\$ 11,000
5014 · Temporary Help	\$ 60,928	\$ 38,407	\$ 44,341	\$ 23,352	\$ 20,000	\$ 22,000
Total 5010 · Salaries	\$ 438,625	\$ 314,528	\$ 360,166	\$ 438,938	\$ 459,519	\$ 483,000
5020 · Employee Benefits						
5021 · Health Insurance	\$ 50,081	\$ 32,198	\$ 43,801	\$ 78,986	\$ 70,000	\$ 80,400
5022 · Retirement Contributions	\$ 122,653	\$ 77,803	\$ 77,955	\$ 84,223	\$ 78,359	\$ 85,000
5023 · Social Security and Medicare	\$ 28,087	\$ 27,332	\$ 28,322	\$ 34,736	\$ 38,000	\$ 35,300
5024 · Other Employee Benefits	\$ 1,944	\$ 2,224	\$ 1,049	\$ -	\$ 3,786	\$ 4,000
5025 · Retiree Medical Insurance	\$ 3,879	\$ 4,168	\$ 4,213	\$ 3,545	\$ 3,536	\$ 5,000
5026 · Contribution to OPEB Reserve	\$ 7,911	\$ 7,945	\$ 16,391	\$ 8,500	\$ 10,000	\$ 10,000
Total 5020 · Employee Benefits	\$ 214,554	\$ 151,669	\$ 171,731	\$ 209,990	\$ 203,682	\$ 219,700
Total 5300 · Events Expense	\$ 67,581	\$ 7	\$ 64,784	\$ 74,000	\$ 82,509	\$ 94,500
5330 · Tree & Landscaping Services	\$ 13,817	\$ -	\$ 19,661	\$ 40,000	\$ 18,320	\$ 30,000
5331 · Landscaping Contract Svc	\$ 24,880	\$ 975	\$ 0	\$ 50,000	\$ 73,000	\$ 76,000
5332 · McGlashan Trail Maintenance	\$ 2,928	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,500	\$ 5,000
5333 Vegetation Management	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 35,000
5340 · Instructor Fees	\$ 7,995	\$ 3,145	\$ 9,324	\$ 9,276	\$ 15,000	\$ 11,000
5341 · Tia's Afterschool Program Exp	\$ 30,109	\$ 38,083	\$ 13,530	\$ 10,994	\$ 11,538	\$ 11,434
5400 · TCSD Board Fees	\$ 3,083	\$ 3,301	\$ 3,664	\$ 5,316	\$ 4,040	\$ 5,529
Total 5401 · Professional Services	\$ 19,546	\$ 42,398	\$ 40,106	\$ 13,604	\$ 32,671	\$ 39,740
Community Center Masterplan- Design Charette	-	-	-	-	-	\$ 40,000
Total 5420 · Staff Training & Travel Expense	\$ 2,957	\$ 1,613	\$ 834	\$ 517	\$ 2,121	\$ 4,000
Total 5425 · Office and Technology	\$ 19,286	\$ 14,569	\$ 22,256	\$ 18,122	\$ 18,563	\$ 20,000
5430 · Telephone and Alarms	\$ 10,585	\$ 8,439	\$ 11,979	\$ 13,983	\$ 18,096	\$ 19,000
5431 · Public Communications	\$ 7,513	\$ 647	\$ 4,928	\$ 3,698	\$ 5,079	\$ 4,000
Total 5432 · Insurance	\$ 20,230	\$ 26,909	\$ 27,915	\$ 35,808	\$ 40,893	\$ 40,000
Total 5437 · Miscellaneous	\$ -	\$ 324	\$ 8,451	\$ 455	\$ 400	\$ 1,000
Total 5438 · Fees and Permits	\$ 15,199	\$ 16,185	\$ 14,917	\$ 23,886	\$ 21,705	\$ 22,000
5439 · Utilities	\$ 20,470	\$ 18,729	\$ 14,314	\$ 19,226	\$ 25,346	\$ 27,000
5440 · Fuel Expense	\$ 3,965	\$ 2,247	\$ 3,798	\$ 4,090	\$ 8,000	\$ 8,000
5450 · Maintenance and Supply						
5451 · General Supplies	\$ 14,894	\$ 6,248	\$ 9,523	\$ 7,842	\$ 8,500	\$ 8,925
5452 · Maint. & Supply Contract Svc	\$ 8,613	\$ 7,357	\$ 17,147	\$ 23,156	\$ 26,000	\$ 27,300
5454 · Vehicle Repair & Maint.	\$ 201	\$ -	\$ 6,789	\$ 3,724	\$ 1,000	\$ 1,000
Vehicle Parts	\$ 765	\$ 684	\$ 1,463	\$ -	\$ -	\$ -
5458 · Cabin/Comm.Ctr. Maint & Supply	\$ 2,426	\$ 1,147	\$ 1,993	\$ 8,362	\$ 6,000	\$ 6,300
5459 · Park Equip, Irrigation, Fiber	\$ 9,200	\$ 1,569	\$ 8,759	\$ 10,366	\$ 32,000	\$ 20,000
Offsite Storage Expenses	\$ 5,150	\$ 1,600	\$ -	\$ -	\$ -	\$ -
5461 · Meeting Supplies	\$ 280	\$ 8	\$ 274	\$ 837	\$ -	\$ -
Mutt Mitts	\$ 1,462	\$ -	\$ -	\$ -	\$ -	\$ -
Total Maintenance and Supply	\$ 42,991	\$ 18,612	\$ 45,949	\$ 54,287	\$ 73,500	\$ 63,525
5470 · Yard & Bldg. Improvements	\$ 220	\$ 783	\$ -	\$ 12,854	\$ 1,000	\$ 5,000
Minor Equipment	\$ 1,539	\$ -	\$ -	\$ 3,300	\$ 2,500	\$ 9,000
5472 · Donations/Grants Paid Expenses	\$ 4,000	\$ 5,447	\$ 68,324	\$ -	\$ -	\$ -
Total Expense	\$ 972,073	\$ 672,809	\$ 910,831	\$ 1,046,544	\$ 1,131,982	\$ 1,273,428

APPENDICES

- A. Budget Adoption Resolution with Salary Schedule
- B. List FY23-24 TCSD Accomplishments
- C. Benefits of a New Driver Position

**APPENDIX A
RESOLUTION**

APPENDIX B

2023 KEY ACCOMPLISHMENTS

- Remodeled Community Center Kitchen
- Began Community Center fence project/redesign gravel lot/CC Patio
- Act as liaison between PG&E and residents for tower replacement project
- Finalized Community Center bathroom remodel project
- Began discussions with the County of Marin for the acquisition of the Cabin property
- Purchased two new garbage trucks
- Purchased new Vactor truck
- Engaged Board in new garbage worker hierarchy
- Creation and staffing of PARC commission
- Significant improvement in communications to the community.
- New improved TCSD website
- Analysis of the land use capabilities of the TCSD property
- Continued implementation of our wastewater CIP plan
- Financial stability of TCSD's 3 major functions
- Sewer and refuse operations are operating very well with very little complaint from the community
- Good progress made on upgrading systems, processes, policies, etc. to ensure that TCSD is more up to date with modern standards
- Newsletter is well-received and events are back on track post-COVID
- Good staff-board relations and transparency, in particular the staff reports are thorough and the financial reporting is better than ever
- Kay Park is in much better shape and Eastwood is looking good too
- Good job managing & trying to resolve neighbor issues instead of ignoring or escalating
- Building staff and hiring needed workers,
- Keeping fiscally sound (reserves and cash projections) and planning for the future,
- Adjusting our vehicles, especially the garbage fleet, to new requirements and improved service,
- Smooth meetings, good communication with staff, fairly frictionless management of the operations,
- Reducing legal issues.
- Amended the personnel policy including stand-by pay, medical in-lieu payment program, uniform allowance program, and cell phone allowance program
- Provided updates on previous studies such as the Management Partners P&R study
- Resolved EDU overage issue with SASM and issue with Palma Way residents
- Created 5-step salary schedule for staff
- Developed new budget document and format with a Five-year Forecast, Five-Year CIP, new capital reserve funds, and five year forecast for all reserves.
- Conducted successful Prop 2018 process for Solid Waste service fees

APPENDIX C

BENEFITS OF A NEW DRIVER POSITION

The overall solid waste collection staffing level will increase from four (4) FTE to five (5) FTE during residential collection days (Tues through Friday). The four FTE consist of three (3) Solid Waste Drivers and one Sanitation, Maintenance and Solid Waste Worker position (cross trainee-CT1). The cross trainee performs commercial collections on Monday and Tuesday – Friday drives the residential routes, but on a different work schedule (5/8 work week- 8 hrs./day). The CT1 position serves as a back-up Wastewater maintenance worker, but is primarily a Solid Waste driver.

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. With two drivers, we incur significant overtime costs. The additional driver is estimated to reduce annual overtime costs by 50% (\$17,000).

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.

The new Solid Waste Driver will also free up the time of the other cross trainee (CT2) position. Currently CT2 assist with commercial collections on Monday and serves as the back-up driver when needed. We conservatively estimate CT2 would have an additional 250 hours available for wastewater maintenance activities such as preventative maintenance and cleaning of equipment.

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

MASTER FEE SCHEDULE

Effective Dates as noted

MASTER FEE SCHEDULE- TCSD FACILITY FEES

Community Center	Type	FY 2024-25 Fees Effective 7/1/24*	FY 2023-24 Fees Effective 7/1/23	
Hourly Rates	Tam Valley Residents	\$ 92	\$ 90	
	Non Residents	\$ 121	\$ 118	
	Tam Valley Non Profits	\$ 103	\$ 101	
	Non-Profits	\$ 113	\$ 110	
	Public Agencies	\$ 81	\$ 79	
	Commercial	\$ 138	\$ 135	
	Attendant	\$ 36	\$ 35	
	Attendant after 8 hrs	\$ 46	\$ 45	
	Fixed Amount	Cleaning	\$ 229	\$ 224
	Fixed Amount	Security/Cleaning Deposit	\$ 512	\$ 500
Full Day Rates**	(8 hours- save 10% from std rate)			
	Tam Valley Residents	\$ 659	\$ 644	
	Non Residents	\$ 869	\$ 849	
	Tam Valley Non-Profits	\$ 745	\$ 728	
	Non-Profits	\$ 808	\$ 789	
	Public Agencies	\$ 583	\$ 569	
	Commercial	\$ 994	\$ 971	
Cabin				
Hourly Rates	Tam Valley Residents	\$ 41	\$ 40	
	Non Residents	\$ 52	\$ 51	
	Tam Valley Non Profits	\$ 41	\$ 40	
	Non-Profits	\$ 46	\$ 45	
	Public Agencies	\$ 36	\$ 35	
	Commercial	\$ 69	\$ 67	
	Fixed Amount	Cleaning	\$ 172	\$ 168
Fixed Amount	Security/Cleaning Deposit	\$ 154	\$ 150	
Full Day Rates**	(8 hours- save 10% from std rate)			
	Tam Valley Residents	\$ 296	\$ 289	
	Non Residents	\$ 373	\$ 364	
	Tam Valley Non Profits	\$ 296	\$ 289	
	Non-Profits	\$ 334	\$ 326	
	Public Agencies	\$ 257	\$ 251	
	Commercial	\$ 497	\$ 485	
Parks				
Hourly Rates	Tam Valley Residents Only	\$ 29	\$ 28	
	Tam Valley Non-Profits	\$ 29	\$ 28	
	Non-Residents/Commercial	\$ 43	\$ 42	
	Non-Profits/Public Agency	\$ 37	\$ 36	
facility notes: additional hours at std rate 2 hr min rental				

*Note: Per Resolution 2023-13

**Note: Same Deposit/Cleaning Requirements as shown in the hourly rates

MASTER FEE SCHEDULE SOLID WASTE FEES FOR SERVICE

Service Type	FY 2024-25	FY23-24
	Effective 7/1/24*	Effective 9/1/23
Debris Bin		
Per week	\$87	\$85
Dump and leave	\$56	\$55
Extra Pick-Up		
Trash or green waste bags	\$10	\$10
Late Pick-up/ Extra Pick-up		
Per Trash Cart (35 gal)	\$10	\$10
Per Trash Cart (65 gal)	\$20	\$20
Per Recycle Cart	\$20	\$20
Per Green Cart	\$20	\$20
Other Services		
Overweight cart (weight must be reduced before special pick-up)	\$31	\$30
Contamination any size/type of cart (special pick-up)	\$31	\$30
Replacement Cart damaged by homeowner or request for new cart to replace non- damaged cart	Cart cost plus \$20 handling fee	Cart cost plus \$20 handling fee
Special Handling Bulky Items	\$25 base fee plus per item fee as applicable	\$25 base fee plus per item fee as applicable
Bulky Items	Varies per staff discretion	Varies per staff discretion
Extra carts	\$31 per year (\$2.58 month) for each extra recycling and/or green cart but no more than 3 extra carts (only applies to new requests)	\$30 per year (\$2.50 month) for each extra recycling and/or green cart but no more than 3 extra carts (only applies to new requests)
Other Special Services	Time and Materials	Time and Materials
*Note- Per Resolution 2023-13, beginning in FY24-25, rates increase by CPI (Feb. to Feb.) rounded to the nearest dollar effective annually on July 1st		

MASTER FEE SCHEDULE WASTEWATER FEES FOR SERVICE

SERVICE TYPE	FY 2024-25	FY23-24
	Effective 7/1/23*	Effective 7/1/23*
Sewer Capacity Charge		
Single Family per DU	\$17,801	\$17,384
Duplexes per DU	\$11,869	\$11,591
Multi-Family per DU	\$10,172	\$9,933
Commercial per EDU	\$17,801	\$17,384
Other Charges/Fees		
Single-Family - Connection Fee	\$585	\$571
Multit-Family/Commercial Connection Fee	Time & Materials (plus 10% administrative fee) Minimum charge same as single-family.	Time & Materials (plus 10% administrative fee) Minimum charge same as single-family.
Application Fee New Sewer Construction	\$585	\$571
Engineering/Legal Review of applications for new sewer laterals and/or main extensions	Time and materials plus 10% administrative fee; deposit required based on staff estimates	Time and materials plus 10% administrative fee; deposit required based on staff estimates
Any other services	Time and Materials plus 10% administrative overhead	Time and Materials plus 10% administrative overhead
*Note- Resolution 2018-07, CPI adjustment based on April-April period rounded up or down to the nearest dollar. Beginning FY24-25, CPI adjustment based on Feb. to Feb. CPI per Resolution 2023-13		

**MASTER FEE SCHEDULE
ADMINISTRATIVE FEES**

Service	2024 Fees (effectation 7/1/24)*
Returned Checks	\$50
Duplications- printed	\$0.25 per page for the first 10 pages; \$0.10 per page thereafter
Document scanning	\$5 per request; \$0.10 per page scanned
Candidate statement	candidate pays any required County and/or state fees
TCSD Research Fee	\$200 deposit, \$50/hr; min 30 minutes
Appeals filing fee (eff. 7/12/23)	\$250
<i>*Note: all fees same as 2022, unless otherwise noted</i>	



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
June 12, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: ADOPT RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH R3 CONSULTING FOR SERVICES UNDER THE CALRECYCLE SB1383 LOCAL ASSISTANCE REGIONAL GRANT IN AN AMOUNT NOT-TO-EXCEED \$329,000 AND INCREASING THE GENERAL MANAGER'S CONTRACTUAL AUTHORITY NOT TO EXCEED \$60,000 ONLY FOR ELIGIBLE SERVICES UNDER THE SB1383 GRANT

RECOMMENDATION

Adopt resolution authorizing the General Manager to enter into an agreement with R3 Consulting for services under the CalRecycle SB1383 Local Assistance Regional Grant in an amount not-to-exceed \$329,000 and increasing the General Manager's contractual authority not to exceed \$60,000 for eligible services under the SB1383 grant.

DISCUSSION

In November 2023, the Board adopted a resolution authorizing staff to submit a regional application for and accept if awarded, the CalRecycle SB 1383 Local Assistance Grant Program. A regional application provides for more cost efficient and effective grant administration, provides greater flexibility to use funds for regional compliance and enforcement, and maximizes regional resources because each Special District is eligible for the base grant amount \$75,000. A regional grant does require a lead participant (agency) to manage the grant. TCSD agreed to be the lead agency.

In November 2023, TCSD submitted a regional application for those Special Districts in Marin who were responsible for providing solid waste services to their residents. Of the nine Special Districts (SDs) eligible for the grant, seven agreed to participate in a regional grant application: TCSD, Bolinas, Homestead, Almonte, Alto, Las Gallinas, and Strawberry. The grant request was for \$525,000 (7 SD's x \$75,000 max. grant per SD). We were notified in March of a grant award of \$535,781. CalRecycle only recently approved the grant budget, which we revised based on their comments.

A key component of the grant is the evaluation and analysis of each SD's compliance under SB 1383. Attached is a proposal from R3 Consulting. While R3 assisted with the regional grant, they are also very familiar all the SD's and Zero Waste Marin's solid waste activities. The attached SB1383 grant budget was broken down as follows:

1. Admin Costs-	\$11,781
2. Capacity Planning/Program Evaluation/Gap Analysis-	\$187,000
3. Edible Food Recovery-	\$22,000
4. Education and Outreach-	\$120,000
5. Equipment-	\$31,000
6. Personnel-	<u>\$164,000</u>
TOTAL	\$535,781

The R3 proposal is for a not-to-exceed amount of \$329,000. R3 would provide services for categories 2,3, and 4. Of the remaining balance of \$206,781 in grant funds, a portion of Category 1 and Category 6 (\$25,000) is reserved for reimbursing TCSD for the costs to manage/administer the grant. Category 6 includes the cost (est. \$82,000) to hire a "Climate Fellow" to establish and implement the required SB 1383 programs for all the SD's as well as an allowance to reimburse the County for commercial compliance enforcement. However, CalRecycle indicated that funds can be reallocated among the various categories, subject to CalRecycle staff pre-approval.

As the lead agency, TCSD is responsible for all expenditures under the regional grant which does require that TCSD be the entity that contracts for services on behalf of the SD's. To facilitate this process, we are requesting authority to modify the scope of work, as needed, after discussions with the special districts and R3. However, the overall maximum contractual amount of \$329,000 with R3 would not change.

In addition, staff is requesting the General Manager (GM) have contractual authority not to exceed \$60,000 for services and/or equipment eligible for the regional grant. As the Board only meets once a month and, most likely, any service under the grant would exceed the GM's contractual authority of \$25,000, this would allow us to provide services under the grant in a more-timely fashion. It should be noted that as the lead agency, staff does need to discuss all the services and costs with the other SD's which is an added layer of review. Staff will provide updates to the Board under the GM report on the monthly agenda. TCSD has recently received the grant check for \$535,781 so TCSD does not need to advance payment of any grant costs.

FISCAL IMPACT

The grant would cover costs normally paid for by TCSD rate payers.

ATTACHMENT

- A. Resolution
- B. R3 scope of work



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. 2024-15

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH R3 CONSULTING FOR SERVICES UNDER THE CALRECYCLE SB1383 LOCAL ASSISTANCE REGIONAL GRANT IN AN AMOUNT NOT-TO-EXCEED \$329,000 AND INCREASING THE GENERAL MANAGER'S CONTRACTUAL AUTHORITY NOT TO EXCEED \$60,000 FOR ELIGIBLE SERVICES UNDER THE SB1383 GRANT

WHEREAS, in November 2023, the Board adopted a resolution authorizing staff to submit a regional application for \$525,000 (maximum amount) and accept if awarded, the CalRecycle SB 1383 Local Assistance Grant Program; and

WHEREAS, TCSD is the lead agency for the regional grant application; and

WHEREAS, seven Marin Special Districts (SD's) have agreed to participate in the regional grant application: TCSD, Bolinas, Homestead, Almonte, Alto, Las Gallinas, and Strawberry; and

WHEREAS, TCSD, as the lead agency, has received a grant award of \$535,781; and

WHEREAS, a key component of the grant is the evaluation and analysis of each SD's compliance under SB 1383; and

WHEREAS, TCSD has received a proposal from R3 Consulting to provide services under the grant; and

WHEREAS, R3 Consulting is very familiar all the SD's and Zero Waste Marin's solid waste activities; and

WHEREAS, the Board only meets once a month and, most likely, any service under the grant would exceed the General Manager's contractual authority of \$25,000; and

WHEREAS, increasing the General Manager's contractual limit would allow us to provide services under the grant in a more-timely fashion.

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

- 1) Authorize the General Manager to do everything necessary and appropriate to enter into an agreement with R3 Consulting for services under the CalRecycle SB1383 Local Assistance Regional Grant in an amount not-to-exceed \$329,000.

- 2) Increase the General Manager's contractual authority not to exceed \$60,000 for eligible services under the SB1383 grant.
- 3) Authorizes the General Manager to modify the scope of work, as needed, after discussions with the special districts and R3 subject to the overall maximum contractual amount of \$329,000.
- 4) Authorizes the General Manager to appropriate the \$535,781 in grant funding.

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 12th day of June 2024 by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District



April 8, 2024

Mr. Garrett Toy
General Manager
305 Bell Lane
Mill Valley, CA 94941
submitted via email: gtoy@tamscd.org

SUBJECT: SB 1383 Grant-Related Services – R3 Proposal – Updated May 16, 2024

Dear Mr. Toy,

R3 Consulting Group Inc., (R3) is pleased to submit the attached proposal to Tamalpais Community Services District (TCSD) for SB 1383 Grant-Related Services.

Introduction

R3 is at the forefront of SB 1383 compliance planning and implementation - we have been working with dozens of jurisdictions to fund and implement the regulations and participated in the SB 1383 rule-making process through its finalization. SB 1383 has complex requirements, which affects many aspects of solid waste collection and post-collection systems. Our team has worked TCSD since 2013, providing services related to financial planning, rate adjustments, routing and SB1383 compliance.

Our team has engaged with many of the other participating Special Districts via services provided to Marin's franchisor groups for solid waste rate reviews and legislative compliance efforts. R3 has also engaged with Zero Waste Marin on its Regional SB1383 Coordination efforts and will be able to facilitate communication with Zero Waste Marin's programs and staff to ensure the Districts are taking advantage of regional planning efforts that may be available to them.

R3 is happy help the Special Districts of Marin implement the SB 1383 Local Assistance Grant (OWR4). The proposed scope of work is structured to start with an initial analysis of the level of SB 1383 implementation that each participating Special District has undertaken.

Once a status is known, R3 will then identify where improvements can be made to meet the requirements of the regulations and implement systems to improve organics diversion and enhance organics collection within the following Special Districts:

- » Alto Sanitary District
- » Almonte Sanitary District
- » Bolinas Public Utilities District
- » Homestead Valley Sanitary District
- » Las Gallinas Valley Sanitary District
- » Strawberry Recreation District
- » Tamalpais Community Services District

Our team will assist the participating Districts with program implementation, enhancement of organics collection systems, assistance with Edible Food Recovery Programs, contamination monitoring, route reviews, record management and SB1383 reporting coordination.

R3 staff will facilitate training of a Climate Corps Fellow to develop guidance documents for ongoing reporting methodologies and requirements. Using this grant funded staff support, a framework will be developed to engage with Zero Waste Marin services as part of their regional program and streamline regional SB1383 program implementation for a consistent approach to SB 1383 compliance.

Project Team

Alex Soulard, Managing Consultant, will serve as Project Lead and primary point of contact for this engagement. Alex will be directly supported by **Carrie Baxter**, Principal, and **Peggy Paulsen**, Director. Our talented consultants **Jordan Muratsuchi**, **Sarah Koplowitz**, **Maryann Hulsman** and **Angela Micheletti** will also be available to support as needed.


* * * * *

We appreciate the opportunity to submit our proposal to the TCSD. Should you have any questions regarding our proposal or need any additional information, please don't hesitate to reach out directly.

Sincerely,



Alex Soulard | *Managing Consultant*
R3 Consulting Group, Inc.
707.888.8693 | asoulard@r3cgi.com



Carrie Baxter | *Principal*
R3 Consulting Group, Inc.
916.878.7413 | cbaxter@r3cgi.com

1. SCOPE OF WORK

Task 1 SB 1383 Gap Analysis and Implementation Plan

Task 1.1 SB 1383 Gap Analysis and Status Update

R3 follows SB 1383 regulations closely on behalf of many jurisdictions and has conducted research and analysis regarding the programmatic needs of SB 1383 to local jurisdictions under CalRecycle requirements.

Our team will develop a comprehensive survey of the current SB1383 programs operated by each Special District, their franchised solid waste hauler, in addition to services provided by Zero Waste Marin to establish the current level of compliance with SB1383.

Surveys will be sent to each of the following participating Districts (jointly "Special Districts"):

- » Alto Sanitary District
- » Almonte Sanitary District
- » Bolinas Public Utilities District
- » Homestead Valley Sanitary District
- » Las Gallinas Valley Sanitary District
- » Strawberry Recreation District
- » Tamalpais Community Services District

R3 staff will set up a kickoff meeting with each Special District to ask any follow-up questions on the survey responses and to ask additional questions to determine additional needs that are particular to that Special District.

SB 1383 touches upon numerous aspects of solid waste management, many of which are currently the responsibility of the Special Districts or their hauler via agreement. As a part of this task, R3 will conduct interviews with Special District staff, hauler staff, Zero Waste Marin staff, and potential third parties such as food banks, as needed. R3 will also use the institutional knowledge it has already gained from past work with Zero Waste Marin, TCSD, and most of the solid waste franchising agencies within Marin.

The survey results, meetings, and research will be used to develop an implementation strategy and suite of options for the Districts' Grant Lead Applicant, Garret Toy, of Tamalpais Community Services District. R3 will work with Garret to present the plan and solicit approval from participating agencies.

R3 and the Special Districts will use the assessment to develop, and rollout enhanced SB1383 compliance programs that will work in partnership with the regional program on an ongoing basis.

Task 1.2 SB 1383 Program Implementation and Coordination

R3 will provide program implementation support for organics collection system, outreach and edible food recovery through the full SB1383 Local Assistance grant term.

Through regular meetings with the Special Districts and the Climate Corps Fellow, R3 will implement programs as needed for each Special District. R3 will prioritize efforts by developing programs that can be applied to as many of the participating Special Districts' as possible.

R3 will work with Special District staff to develop any internal policies or procedures to ensure that regular reporting is occurring from the hauler and the Special District to CalRecycle and that SB 1383 criteria are being met. R3 will balance the implementation needs of each Special District to ensure that grant funding is used as efficiently and in a balanced timely manner to last the majority of the grant term.

This task will require R3 staff time upfront to establish standard program methodologies and to immediately reorganize any programs to meet the requirements of SB 1383. Over the course of the grant term, the program will need slight adjustments to ensure that they are compliant and to demonstrate they are working effectively.

Once effective compliance programs have been put into place and have reportable results they will become standard Special District practices. By the end of the grant term, program implementation should only require periodic check ins and minor adjustments.

Task 1.3 Coordination of Collection System Development

R3 will prepare the solicited survey feedback into a list of Special District needs specific to collection bin types, an outreach plan, and required educational materials. Special Districts will be able to request collection systems that will work best for their customers or specific sites within the community. These will be focused on enhancing organics collection and can include innovative collection types that are eligible expenses within the SB1383 Local Assistance Grant Program.

R3 will work with the Grant lead in solicitation of bids and the development of a budget for grant implementation and container procurement. All grantees' needs will be considered, and bin types will be selected based on cost and anticipated impact of each collection site.

Task 1 Deliverables

- Remotely hosted kick off meeting with each participating Special District (Up to seven (7) meetings).
- Up to four (4) bi-annual stakeholder meetings for all Special Districts held bi-annually (June / December).
- Up to eight (8) Quarterly Zoom Meetings with each Special District.
- Email survey of each Special District.
- Recycled Content Paper Procurement Methodology.
- Facilitation of communication system with County and Climate Corps Fellow for commercial compliance inspections.
- Guidance document for Climate Corps Fellow – for continuity.
- Request for quotes and review of responses for collection containers and installation costs, if necessary.
- Budget of planned container purchases.
- Coordination of container purchases with Climate Corps Fellow.
- Reporting of findings and implementation/coordination activities undertaken.

Task 2 District Program Development

R3 will assist the Special Districts the development of each Special Districts' internal programs to become effective and compliant with SB1383. R3 will assess each Special District's current level of program implementation. R3 will engage with staff deemed by each Special District as responsible for SB1383 program implementation.

R3 will coordinate with the Climate Corps Fellow to facilitate the collection of data from each of the participating Special Districts. Depending on the level of current records and program data available, R3 and the Climate Corps Fellow may provide a set of folders for program data tracking. Based on the initial records provided, R3 and the Climate Corps Fellow will develop a list of additional program needs for each District and will develop a methodology to ensure that each Special District is implementing the programs effectively and has a regular process for program maintenance and management. R3 and the Climate Corps Fellow will develop a process to keep programs regularly updated during the grant term and will establish a process for ongoing maintenance beyond this grant cycle.

Task 2 Deliverables

- Coordination of Program Implementation with Climate Corps Fellow.
- Coordination with Climate Corps Fellow on Ongoing Program maintenance plan.
- Recycled Content Paper Purchasing Coordination.
- Coordination with ZW Marin Programs.

Task 3 Compliance Reviews and Enforcement Coordination

R3 will solicit information from the Special Districts and haulers regarding their compliance, route reviews and process for enforcement. Our team will work with the Climate Corps fellow to collect route review reports that are maintained in each Implementation Record or solicit reports directly from the franchised hauler. R3 will also determine how enforcement actions are followed up on, and if they are properly documented and reported to ZW Marin.

Task 3.1 Survey of Current Compliance Methodology

Utilizing the survey identified in task 1 of this proposal, R3 will review records of each Special District's reports of route reviews and/or waste characterization studies performed as part of their SB1383 compliance programs. Depending on the findings for each District the hauler may be fully implementing the lid flips and contamination monitoring to the full requirement of the law. However, if the evaluations are not currently in place a methodology will need to be established to ensure the reviews are conducted.

Task 3.2 Conducting Route Reviews for Districts and Facilitating Data Collection

If it is determined that route reviews are not occurring for any of the participating Special Districts, R3 staff will be available to facilitate route reviews in partnership with the Climate Corps Fellow, conduct lid flips, and report on contamination founds and outreach/educational outreach provided and any follow up enforcement action.

Task 3.3 Facilitation of Enforcement with ZW Marin

R3 will work with the Special Districts and Zero Waste Marin to ensure that an enforcement process is in place that is consistent throughout Marin County. As required starting in 2024, jurisdictions must conduct enforcement practices where SB1383 requirements are not being met by waste generators.

R3 will work with the Climate Corps Fellow, District staff, and Zero Waste Marin to facilitate and train for the reporting and tracking of enforcement activities and the follow up process that is required. This should include violations that are identified from contamination monitoring activities, complaints received, and any enforcement actions that are required of Edible Food Generators or Food Recovery organization.

Task 3 Deliverables

- Facilitation/Training of Communication System with County and Climate Corps Fellow for Commercial Compliance Inspections.
- Route Review Training for Climate Corps Fellow.
- Route Reviews of up to fourteen (14) hauler routes.
- Route Review Reports for any Route Reviews Conducted.
- Report on Compliance and Enforcement efforts undertaken with grant funding.

Task 4 Outreach and Education

R3 will conduct an initial survey of each Districts' individual outreach and education needs and determine if they are meeting the current SB 1383 Annual Notice Requirements and commercial business notifications.

Our team will then develop a methodology and protocol for ensuring that the annual notice requirements are met each year and that there is a process within each District for reviewing and approving outreach materials to the Special Districts' customers.

R3 will also be available to respond to individual outreach needs to each District for any outreach materials needed for their specific SB1383 programs.

Task 4.1 Educational Material Development

R3 will create, redesign, or tailor up to fourteen (14) educational collateral pieces, in collaboration with Special District staff, in the form of flyers, posters, and/or booklets/brochures. Collateral pieces will be developed in accordance with the eligible expenses of the SB 1383 Local Assistance Grant and will be reviewed and approved by the grant manager prior to any material production.

Topics for collateral pieces may include:

- » Best organics management practices at home and/or workplace.
- » Best practices for food waste prevention at home and in the workplace.
- » Zero Waste Marin program, goals and metrics that support the community.
- » Proper public container labeling.

Topics and requests will be analyzed to determine their eligibility as a grant expense. CalRecycle grant manager approval will be needed for any education and outreach pieces prior to their production. R3 will work with the grant lead to request CalRecycle approval and make any modifications to meet the State criteria.

R3 anticipates developing outreach pieces directly with individual Special Districts, however, if project resources are not fully available at the time a request is made, R3 may rely on one of its trusted subcontractors. Our team may coordinate with Cascadia Consulting, Gigantic Idea Studios, or another trusted partner. R3 will seek approval of Garrett Toy, the Grant Lead, prior to engaging any subcontractors for these services. Special Districts should expect one set of R3 edits/modifications to each draft educational piece, and one review by CalRecycle prior to finalization of each developed educational outreach deliverable.

Task 4.2 Educational Material Production

R3 has reserved 70% or (\$84,000) of the education and outreach budget for printing and production of outreach materials. Printing and outreach material production will be done on an as-needed basis during the grant term to serve the various needs of the Special Districts. If additional design work is needed beyond the 14 provided deliverables, the Grant Lead may adjust the funding allocations to allow for additional design work.

Task 4 Deliverables

- Up to fourteen (14) flyers, mailers, posters, and/or booklets/brochures, draft and final PDF.
- Draft and Final Versions of all designed outreach materials.
- Printing/Production Costs of up to \$84,000 as needed by Special Districts.
- Report on all Educational Materials developed and produced with grant funds.

Task 5 Edible Food Recovery Program

R3 will use edible food recovery analysis performed by Zero Waste Marin and/or the initial survey identified in Task 1 to determine any Food Recovery Organizations and Tier 1 and Tier 2 edible food generators within the participating Districts.

Our team will clarify which edible food recovery tasks have been conducted within the unincorporated portion of Marin County by Zero Waste Marin. Our team will then work with the Climate Corps fellow to develop a follow up strategy with any tiered generators and food recovery organizations that are not reporting or being visited as part of the current program. R3 will also be available to work with the Climate Corps Fellow on any reporting to Zero Waste Marin on capacity available within the participating Special Districts' service areas.

Our team proposes to complete the following in support of the participating Special Districts' Edible Food Recovery programs:

- » Identify any Tier 1 & 2 edible food generators that still need to be provided an annual notification requirement of the law.
- » Support on responding to the County's questions related to Capacity Planning efforts required to be completed prior to August 1, 2024.
- » Outreach to food recovery organizations as needed and appropriate.
- » Site visits to Tier 1 and Tier 2 edible food generators as needed to inform them of the law and review on-site records including the required contract with a food recovery organization and food donation records.

Task 5 Deliverables

- One (1) mailer per contract year.
- Site Visits to Tier 1 and Tier 2 Generators as requested by Districts, not to exceed forty (40) visits during the grant term.
- Report on Edible Food Recovery efforts undertaken.

2. PROJECT SCHEDULE

R3's proposed schedule, below, incorporates tentative dates.

TASK	START	COMPLETION
1. SB 1383 Gap Analysis and Implementation Plan	April 2024	December 2025
2. District Program Development	May 2024	March 2026
3. Compliance Reviews and Enforcement Coordination	May 2024	December 2025
4. Outreach and Education	July 2024	March 2026
5. Edible Food Recovery Program	June 2024	March 2026

3. PROJECT BUDGET

R3 proposes to complete the project for a total cost of **\$329,000**. **Table 1**, below, shows the total cost breakdown by task. Additional consulting services beyond those proposed will be charged using the standard rates shown in **Table 2**, below. Fees for work completed will be billed monthly at the first of each month, for the preceding month, and are due within 30 days of the invoice date.

Table 1: Cost Breakdown

TASK	COST
1. SB 1383 Gap Analysis and Implementation Plan	\$ 100,000
2. District Program Development	\$ 52,000
3. Compliance Reviews and Enforcement Coordination	\$ 35,000
4. Outreach and Education	\$ 120,000
5. Edible Food Recovery Program	\$ 22,000
TOTALS	\$ 329,000

Table 2: Standard Rates

CLASSIFICATION	RATE
Principal	\$ 300 per hour
Sr. Director	\$ 300 per hour
Director	\$ 255 per hour
Sr. Managing Consultant	\$ 235 per hour
Managing Consultant	\$ 210 per hour
Sr. Consultant	\$ 200 per hour
Consultant	\$ 180 per hour
Associate Consultant	\$ 165 per hour
Expert Witness	1.5x Rates Listed Above
REIMBURSABLE COSTS	
Consultants/Subcontractors	Cost plus 10%
Lodging and meals	Direct cost
Travel - <i>Private or company car</i>	At Current Federal Rate
Travel - <i>Other</i>	Direct cost
Delivery and other expenses	Direct cost



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
June 12, 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 (Tier II retiree). 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. Tier I retiree is any employee hired prior to May 14, 2014.

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.

The Board discussed this matter at its April 10, 2024 meeting and provided guidance to staff on key policy issues. The Board further discussed the matter at its May 15, 2024 meeting and provided additional clarification to staff.

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 (Tier II retiree). 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.

At its April 10th and May 15th meetings, the Board did not recommend any increases to this rate. The Board also clarified other policy issues such as no survivor benefits.

The attached resolution reflects the Board's direction from its May 15th meeting. Specifically, the Board clarified that retiree health benefits for Medicare eligible employees can be applied to medical and dental premiums as well as Medicare Part B reimbursements. However, the retiree is responsible for any costs that may exceed the maximum contribution established for the TCSD retiree health program. The typical cost for a Tier I retiree with one dependent is approximately \$1,154/month for the Kaiser and Delta Dental premium and Medicare Part B reimbursement. This cost is below the maximum contribution based on the current Kaiser and Delta Dental family premiums. The comparable costs for a Medicare-eligible Tier II retiree (employee only) would be approximately \$510/month, which is below the maximum contribution of \$737/mo. For your reference, attached are the previously adopted resolutions pertaining to the retiree health program. The proposed resolution would supersede all the other resolutions.

FISCAL IMPACT

The clarifications to the program will result in a significant reduction (upwards of 50%) in TCSD's OPEB liability. The actuarial valuation study is currently being revised to reflect the program's policies.

ATTACHMENTS

- A. Resolution
- B. 2018 Resolution
- C. 2014 Resolution
- D. 2011 Resolution
- E. 2008 Resolution



TAMALPAIS COMMUNITY SERVICES DISTRICT

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RESOLUTION NO. 2024-16

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT CLARIFYING THE HEALTH CARE BENEFIT PROGRAM FOR ELIGIBLE RETIREES

WHEREAS, the Tamalpais Community Services District (“District”) is a community services district organized under Sections 6100 et seq. of the California Government Code; and

WHEREAS, District provides contributions to offset the cost of retiree medical and/or dental coverage offered through the Marin County Employees’ Retirement Association (“MCERA”) for certain eligible retirees subject to any requirements imposed by MCERA; and

WHEREAS, the Board of Directors of the District (“Board”) wishes to clarify its retiree health benefit program and to provide a single source of reference for retiree medical and dental benefits to avoid confusion; and

WHEREAS, Resolution 2008-02 first extended retiree medical and dental benefits for District employees hired on or before May 14, 2014 who have achieved at least twenty (20) years of employment with the District and who have retired, consistent with District policy (“Tier 1 Retiree”) in an amount not to exceed the premium for single employee health coverage offered to District employees during the then current fiscal year to offset the cost of retiree medical and dental coverage offered by MCERA for the Tier 1 Retiree only; and

WHEREAS, Resolution 2011-09 increased the District contribution for Tier 1 Retirees to an amount not to exceed the combined value of the premium for California Kaiser family coverage and the premium for Delta Dental coverage offered to District employees during the then current fiscal year to offset the cost of retiree medical or dental coverage offered by MCERA for the Tier 1 Retiree and his or her eligible dependents; and

WHEREAS, consistent with historical practice, the District contribution for Tier 1 Retirees that are eligible for Medicare shall be reduced to an amount that does not exceed the combined value of the premiums for California Kaiser employee plus one and Delta Dental for employee plus one offered to District employees during the then current fiscal year to offset the cost of retiree medical or dental coverage offered by MCERA, plus Medicare Part B reimbursements, for the Tier 1 Retiree and his or her eligible dependents; and

WHEREAS, although Resolution 2011-09 does not authorize the provision of survivor benefits upon the death of a Tier 1 Retiree, the District has been inadvertently providing survivor

benefits to a survivor of a Tier 1 Retiree and wishes to clarify that survivor benefits shall not be provided to the survivors of a Tier 1 Retiree unless otherwise provided herein; and

WHEREAS, to avoid financial distress to the survivor of a Tier 1 Retiree that has been receiving District contributions to offset the cost of retiree medical and dental coverage offered by MCERA, the Board wishes to continue the same level of benefits until the survivor becomes eligible for Medicare. Thereafter, the District contribution will be limited to the combined total of the premiums for Kaiser single coverage, Medicare Part B, and Delta Dental single coverage not to exceed \$737 per month to offset the cost of retiree medical and dental coverage offered by MCERA; and

WHEREAS, Resolution 2018-01 further clarifies that Tier 1 Retirees who move to an area not covered by California Kaiser shall be eligible for a District contribution not to exceed the premium for California Kaiser family coverage offered to District employees during the then current fiscal year to offset the cost of retiree medical and dental benefits offered by MCERA, plus Medicare Part B reimbursements, for the Tier 1 Retiree and his or her eligible dependents; and

WHEREAS, Resolution 2014-03 approved retiree medical and dental benefits for District employees hired after May 14, 2014 who have achieved at least twenty (20) years of employment with the District and who have retired, consistent with District policy ("Tier 2 Retiree"); and

WHEREAS, pursuant to Resolution 2014-03, a Tier 2 Retiree shall be eligible for a District contribution not exceed the premium for single coverage health insurance in effect on May 14, 2014, which is \$737 per month, to offset the cost of retiree medical and dental coverage offered by MCERA, plus Medicare Part B reimbursements, for the Tier 2 Retiree only; and

WHEREAS, the District contribution for Tier 2 Retirees that are eligible for Medicare shall be reduced to an amount that does not exceed the combined value of the premiums for the Medicare rate for California Kaiser employee only plus the premium for Medicare Part B not to exceed \$737 per month, to offset the cost of retiree medical and dental coverage offered by MCERA, plus Medicare Part B reimbursements, for the Tier 2 Retiree only; and

WHEREAS, Resolution 2014-03 does not authorize the provision of survivor benefits upon the death of a Tier 2 Retiree; and

WHEREAS, Resolution 2014-03 further clarifies that Tier 2 Retirees who move to an area not covered by California Kaiser shall be eligible for a District contribution not to exceed the premium for California Kaiser single coverage offered to District employees during the then current fiscal year, not to exceed \$737 per month, to offset the cost of retiree medical and dental coverage offered by MCERA for the Tier 2 Retiree only.

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

1. That all facts as set forth in the recitals of this Resolution are true and correct, are incorporated herein by reference.

2. District employees hired on or before May 14, 2014 who have achieved at least twenty (20) years of employment with the District and who have retired, consistent with District policy (“Tier 1 Retiree”) shall be eligible for the retiree medical and dental benefits pursuant to the following terms and conditions:
 - a. Prior to becoming Medicare-eligible, the District contribution for Tier 1 Retirees shall be an amount not to exceed the combined value of the premium for California Kaiser family coverage and the premium for Delta Dental coverage offered to District employees during the then current fiscal year to offset the cost of retiree medical and dental coverage offered by MCERA for the Tier 1 Retiree and his or her eligible dependents; and
 - i. Notwithstanding the foregoing, the District contribution for retiree medical and dental benefits for Tier 1 Retirees who move to an area not covered by California Kaiser shall not exceed the premium for California Kaiser family coverage offered to District employees during the then current fiscal year to offset the cost of retiree medical and dental coverage offered by MCERA, and the cost of Medicare Part B premiums, for the Tier 1 Retiree and his or her eligible dependents.
 - b. Upon becoming Medicare-eligible, a Tier 1 Retiree shall be eligible for a District contribution to offset the cost of retiree medical and dental coverage offered by MCERA in an amount that does not exceed the combined value of the premiums for California Kaiser employee plus one and Delta Dental for employee plus one offered to District employees during the then current fiscal year to offset the cost of retiree medical or dental coverage offered by MCERA, plus Medicare Part B reimbursements, for the Tier 1 Retiree and his or her eligible dependents.
 - c. No survivor benefits shall be provided upon the death of a Tier 1 Retiree. Notwithstanding the foregoing, to avoid financial distress to the survivor of a Tier 1 Retiree that has been receiving District contributions to offset the cost of retiree medical and dental coverage offered by MCERA, the District contribution shall remain at the current level until the survivor becomes eligible for Medicare. Thereafter, the District contribution will be limited to the premium for Kaiser single coverage plus Medicare Part B not to exceed \$737 per month to offset the cost of retiree medical and dental coverage offered by MCERA.
3. District employees hired after May 14, 2014 who have achieved at least twenty (20) years of employment with the District and who have retired, consistent with District policy (“Tier 2 Retiree”) shall be eligible for the retiree medical and dental benefits pursuant to the following terms and conditions:
 - a. A Tier 2 Retiree shall be eligible for a District contribution not exceed the premium for single coverage health insurance in effect on May 14, 2014, which is \$737 per month, to offset the cost of retiree medical and dental coverage offered by MCERA, plus Medicare Part B reimbursements, for the Tier 2 Retiree only; and

b. Notwithstanding the foregoing, the District contribution for retiree medical and dental benefits for Tier 2 Retirees who move to an area not covered by California Kaiser (“Out of Area Tier 2 Retiree”) shall not exceed the premium for California Kaiser single coverage offered to District employees during the then current fiscal year, not to exceed \$737 per month, to offset the cost of retiree medical and dental coverage offered by MCERA, and the cost of Medicare Part B premiums, for the Tier 2 Retiree only.

c. No survivor benefits shall be provided upon the death of a Tier 2 Retiree.

4. Resolution 2008-02, Resolution 2011-09, Resolution 2014-03, and Resolution 2018-01 are hereby superseded.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Tamalpais Community Services District, California, on the 12 day of June, 2024, by the following vote:

AYES:

NOES:

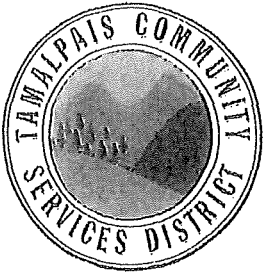
ABSTAIN:

ABSENT:

President, Board of Directors
TAMALPAIS COMMUNITY SERVICES DISTRICT

ATTEST:

Secretary
TAMALPAIS COMMUNITY SERVICES DISTRICT



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

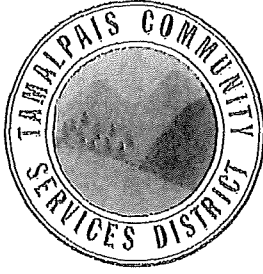
WHEREAS, TCSD provides California Kaiser medical and Delta dental coverage to employees and eligible family members; and

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.

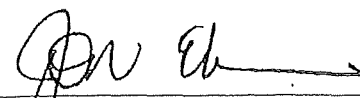
PASSED AND ADOPTED at its regular meeting of May 14, 2014 by the Board of Directors of the Tamalpais Community Service District this 14th day of May 2014 on the following vote.

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

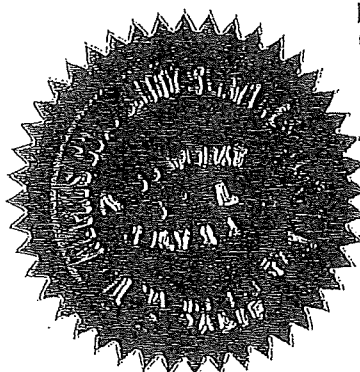


PRESIDENT, BOARD OF DIRECTORS

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

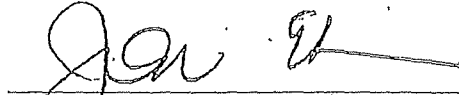
ABSTAIN, Directors: None

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

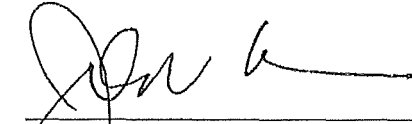
order to remain eligible to receive those benefits. The Tamalpais Community Services District will not provide any monetary support for retiree health benefits for any spouse, domestic partner and/or dependent(s) of any former District employee who receives retiree health benefits through the MCERA.

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:

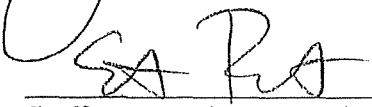
AYES: President: Steffen Bartschat, Directors: Linda Johnson, Jim Jacobs, Rick Johnson and Gretchen Stagg

NOES: None

ABSENT: None



Secretary, Tamalpais Community Services District



Steffen Bartschat, Board of Directors President



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
June 12, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: REVIEW EMERGENCY ACTIONS 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

Receive staff report and continue emergency actions and authority to the repair the damaged sewer line located at 1235 Lattie Lane and 354 Pine Hill Rd (approx. locations).

BACKGROUND

At its April 10th 2024, the Board adopted a resolution declaring an emergency pursuant to TCSD purchasing policies and Public Contract Code §20806 for emergency repairs to sewer main at approximately 1235 Lattie Lane and 354 Pine Hill Road.

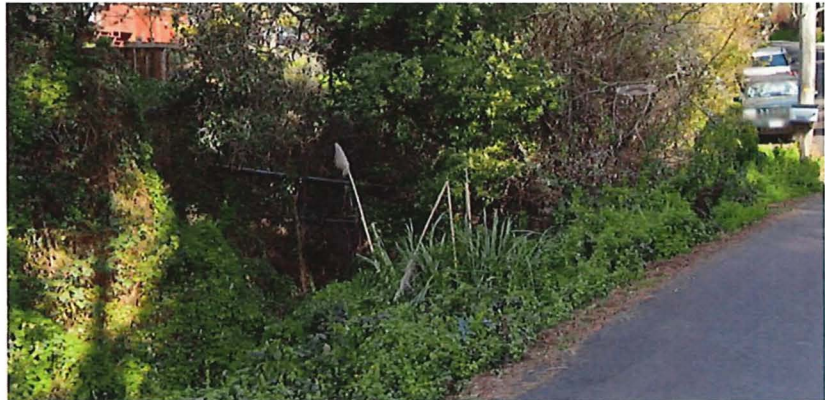
Lattie Lane

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 in 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 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.

DISCUSSION

The declaration of an emergency authorizes 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.

As reported at the May 15, 2024 Board meeting, the emergency conditions still exist for both locations and should continue.

With regard to Lattie Lane, the engineer is recommending a two-pronged approach. We repair the line and install a new sewer line in the street to service a majority of the homes. The new line would be approximately 250 ft and would serve approximately 20 homes. As a result, the pipe that spans the creek could be a much smaller pipe since it would only serve 3-4 homes. The reduced size would allow us to insert a smaller pipe into the existing sewer line that spans the ravine. This pipe could be used by all the home until the new pipeline is constructed on Lattie Lane. The Lattie Lane construction is included in the proposed FY24-25 CIP budget for Phase E sewer pipe replacement project. The emergency condition will continue to exist until we make the repairs to the existing line.

The Pine Hill repair is much more complex due to the steepness of the topography.

Nute Engineering is in the process of obtaining estimates for both locations from contractors to make the repair. Staff will report on the engineer's progress at the meeting.

FISCAL IMPACT

The proposed FY24-25 CIP budget has a new on-going project called "Sewer Pipeline Emergency Repair Project." The emergency repair for Pine Hill is included in this budget. The preliminary estimate is \$200,000 for construction. The Lattie Lane emergency repair would also be charged to this budget, but in FY23-24.



TAMALPAIS COMMUNITY SERVICES DISTRICT

**Staff Report
Board Meeting
June 12, 2024**

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: GENERAL MANAGER’S REPORT FOR MAY

RECOMMENDATION

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

DISCUSSION

Wastewater Statistics and Work

- May flow through Bell Lane Pump Station: 8,435,300 gallons
- May flow through Bob Bunce Pump Station: 126,458 gallons
- Rain: 1.26 total inches
- Sewer Spill: 0
- Lateral Inspections 2024 ytd: 64 (incl. 19 CIP CCTV’s in Phase D)

Solid Waste Statistics and Work

SOLID WASTE CALLS FOR SERVICE 2024						
TYPE OF SERVICE	Month					May
	Jan	Feb	March	April		
Missed pick-up	42	27	22	21	26	
New Service request	8	2	4	7	4	
Replacement carts	7	8	8	10	10	
Dumpsters	1	2	4	11	7	
Extra trash pick-up	10	9	6	4	14	
Late put out	3	2	1	-	1	
Other	<u>1</u>	<u>1</u>	<u>4</u>	<u>1</u>	<u>1</u>	
Total	72	51	49	54	63	
YTD Total					289	
				Avg/mo.	58	

- On May 4th, we held the Spring Debris Day from 8:00am to 1:00pm. We collected approximately 26,000 lbs. of debris, 9,000 lbs. of scrap metal, 3 cubic yards (cy) of e-waste, and 6 cubic yards of cardboard. The shredding truck was about ¾ full. We conservatively

counted approximately 450 vehicles coming to Debris Day. The rain made it impossible to have anyone fill out a form. Kudos to our Solid Waste staff for making this event happen.

- On May 18th, we held the first Household Hazardous Waste Day (HHW Day) from 9:00am to 1:00pm. TSCD contracted with Clean Earth to conduct the event. Clean Earth has held similar events in west Marin. Clean Earth estimates approx. 100 vehicles attended HHW Day, which is more than similar events in West Marin. Clean Earth is still in the process of calculating the quantities received and the cost.

During the event, TCSD staff collected batteries, CFL bulbs, e-waste, and unused medicals and sharps. We surprisingly filled up the large battery barrel plus a 5-gallon bucket, we filled up the 2 unused medical containers and 1 sharps container, we received 3 barrels worth of CFL/LED bulbs including approx. 50 CFL tubes, 2 cubic yards (cu. yds) of e-waste, and 3 cu. yds. of cardboard.

Parks & Recreation

- May 7th (First Tuesday of every month) - Trivia Night in partnership with Tam Junktion. The Junktion is no longer going to hold Trivia Nights due to competing Triva Nights offered by local restaurants.
- May 10th Spaghetti Bingo- We had to hire some part time help because staff was out with a broken foot. Camille covered the bar, gave out prizes and helped attendees if any issues arose. We played 8 games of bingo and gave away 8 prizes

98 paid attendees
4 kids under 3 - free

Expenses:

\$488 Food
\$ 25 Beverages
\$ 55 Prizes
\$568 Total Expenses

Revenue

\$ 955 Eventbrite tickets
\$ 206 bar donations (goes to volunteer event)
\$1,161 Total Revenue

\$ 593 Profit (with no OT, full or part time staff costs included)

- June 14th Creekside Friday begins every other week. Sponsorship commitments to date total \$9,750 from the County of Marin, Good Earth, and Fernwood.

Administration

- Staff attended the PG&E “open house” on May 13th regarding options considered for the replacement electrical transmission tower as well as the preferred location. As a follow-up to the open house, we received a letter from Marin County Public Works to PG&E regarding the infeasibility of placing a permanent transmission tower on the Martin Ave. pump station property. Staff has asked County Flood Control staff if they can attend the Board’s July 10th meeting to provide an update on Flood Zone 3 activities including any questions the Board may have regarding the attached letter.
- Staff attended the 5/24/24 PARC meeting. The next PARC meeting is June 7th at 3:00pm. At the June 7th meeting, we will ask PARC of their availability to attend a special joint meeting with the Board on July 10th.

ATTACHMENT

- A. Marin County letter



DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

Rosemarie R. Gaglione
DIRECTOR

May 30, 2024

Administration
PO Box 4186
San Rafael, CA 94913-4186
415 473 6528T
415 473 3799 F
415 473 3232 TTY
CRS Dial 711
www.marincounty.org/pw

Brandon Liddell, Principal Land Planner
Pacific Gas & Electric Company
300 Lakeside Dr, Oakland, CA 94612

SUBJECT: PG&E IAS 13/94 Project- Request for MCFC&WCD input on permanent structure location

Dear Mr. Liddell,

On May 20, 2024 you requested a letter from the Marin County Flood Control & Water Conservation District (MDFC&WCD) explaining why a permanent transmission tower is infeasible where the current temporary pole is located (pictured below) due to future plans for this area.

Accounting

Administrative Services

Airport

Building Maintenance

Capital Projects

Certified Unified Program
Agency (CUPA)

Communications
Maintenance

Disability Access

Engineering & Survey

Fleet Operations

Flood Control &
Water Resources

Land Development

Procurement

Real Estate

Reprographic Services

Road Maintenance

Stormwater Program

Transportation &
Traffic Operations

Waste Management



It's important to understand that MCFC&WCD owns this site for operation of a stormwater pump station which is the only way to drain Crest Marin Creek out of the community and prevent what would otherwise be regular flooding. This station was built in 1978 and is at the end of its expected 30-50-year useful life. As a result, parts fail frequently, and replacements are increasingly difficult to find. In 2023 a condition assessment for this pump station was completed and the Flood Zone 3 Advisory Board decided to proceed with design of a pump station rehabilitation and upgrade project to be constructed in the next few years.

This rehabilitation and upgrade project is recommended to include, among many other things, a large generator to power the whole station should the power go out as frequently happens in major storms. This generator will substantially increase the footprint of the station on this already constrained site. As shown in the photo provided, approximately annually, a crane has to come to the site to remove the roof temporarily and pull out a pump for servicing. There would not be room for the vehicles needed for this maintenance, and a generator, and a transmission tower with a 12-foot-wide foundation.

Additionally, the necessary foundation for a permanent pole, which includes 65-foot-deep piles, would affect underground utilities in the immediate vicinity, such as storm drains. It could also cause a dangerous situation with construction equipment with large turning radii coming through such a narrow area, as well as potential for arc flash due to steel pipes and reinforcement needed for the pump station rehabilitation and upgrade project.

We understand this transmission tower is critically important to the local community as well as much of Southern Marin and want to ensure the permanent tower is located as safely as possible.

Respectfully submitted,

Hannah Lee

Hannah F. Lee, PE, Senior Civil Engineer
Marin County Flood Control & Water Conservation District

Date: May 16, 2024

To: Steffen and Garrett,

I attended the SASM Meeting for May 16, 2024, at the SASM conference room.

ATTENDANCE

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

SASM Staff: Mark Grushayev, Director of the Wastewater Treatment Plant was present. Brian Exberger, SASM Chief Treatment Plant Operator, Andrew Poster, P.E., City Engineer and Director of Public Works and Todd Cusimano, City Manager for the City of Mill Valley were not present.

Bonner Buehler, Manager for Homestead Valley was in the audience.

BUSINESS SESSION

The SASM commissioners reviewed and approved the SASM Budget for Fiscal Year 2024-2025. The budget included some increases. Lab supplies increased by 28.6% and natural gas has been more expensive in the last year. Building and SASM grounds maintenance will be shifted from the City of Mill Valley to a private company, which should be more cost effective. Salaries and employee benefits also increased for 2024-2025.

In terms of revenues, the total is \$10,878,54, of which TCSD's portion is \$168,381. TCSD pays for 1.4% of the capital costs (\$33,576) and 1.64% of the operations and maintenance costs (\$134,805) = \$168.381.

At 1.4% of the plant initial capital, TCSD has 265.2 EDUs and we use 245.4 EDUs, leaving 16.2 EDUs as excess capacity. With additional dwelling units (ADUs), or infill housing being encouraged by the State and Marin County, the 16.2 EDUs may be too low, and over time, TCSD may need to acquire additional EDUs if they become available, or if the plant is reassessed and new EDUs are generated by higher capacity of the existing and updated equipment and processes. Mill Valley has 1,776.2 excess EDUs and Richardson Bay Sanitary District has 1,442.2 excess EDUs.

NEXT SASM MEETING

The next SASM meeting is June 20, 2024, at 6:00 pm in the SASM conference room at the SASM plant. I will attend the meeting.

Sincerely,

Jim Jacobs
TCSD Representative

I attended the SMCSD Board of Directors Meeting on June 4, 2024 at noon.

The Board:

- A. Adopted the Sausalito-Marín City Sanitary District Strategic Plan 2024- 2029
- B. Adopted Resolution Establishing the District's General Tax Appropriations Limit for Fiscal Year 2024/2025
- C. Affirmed the Scheduled Increase in Sewer Service Charges for Fiscal Year 2024/2025 in Conformance to District Code
- D. Adopted Resolution Approving the Fiscal Year 2024/2025 Budget
- E. Adopted Resolution Consolidating Elections Services with Marin County. Three seats open for re-election.

GM Report:

- 1. No high flow, SSOs or blending events in April.
- 2. No negative reportable maintenance events .
- 3. Projects :
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.

Steve Levine
June 4, 2024



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
June 12, 2024

TO: BOARD OF DIRECTORS

FROM: SARAH MEHTAR, FINANCE AND PROGRAMS MANAGER

SUBJECT: RECEIVE MONTHLY FINANCIAL REPORTS

RECOMMENDATION

Receive and file the May 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

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.

As of May 31, 2024, TCSD had the following cash and investment balances:

Institution	Account	30-Apr-24	31-May-24
Wells Fargo	General Checking	\$ 618,093.59	\$ 515,688.48
Wells Fargo	General Savings	\$ 237,612.00	\$ 200,000.00
Wells Fargo	General Merchant Services	\$ 2,411.81	\$ 10,742.71
Wells Fargo	Stagecoach Sweep	\$ 9,632,081.79	\$ 10,317,829.85
State of CA - LAIF	General Account	\$ 2,963,250.89	\$ 2,963,250.89
Total Balances		\$ 13,453,450.08	\$ 14,007,511.93

MONTHLY REPORTS

The disbursement reports for May 2024 are attached to this report (Attachment A). The largest disbursement for the period was to DMR Builders for the CIP progress bills: corporation building remodel project \$227,769.19 and community center restroom remodel project \$103,550.19. The second largest was to LVI Engineering Inc., \$141,879.23, for corporation yard fence replacement.

The year-to-date annual budget report (Attachment B) is through the end of May 2024. The report gives the cumulative totals for the fiscal year with budget comparisons. YTD Parks and Recreation revenues are \$1,258,060.97, which meets the budget. YTD Wastewater revenues are \$5,887,539.17, which is 96% of the budget. And YTD Solid Waste revenues are \$2,849,842.41, which meets 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 two disbursements for the fiscal year from the County of Marin in December and April, which equals approximately 90% of the revenue projections, while the final payment is expected in June. The total revenue received thus far is \$8,900,642.50 across all three funds.

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
05/17/2024	Amazon.com	Audio Equipment for Special Events	\$ 1,834.84
05/01/2024	Dist. - MMWD	3" Meter for Hydroflush Truck 2/27-4/25/24	\$ 710.82
05/05/2024	PODS Enterprises LLC.	POD rental, Corp. Yard Bldg. Remodel - Kitchen and Bathroom	\$ 624.04
05/15/2024	Marin/Env.Health Services	Food Permit Creekside Fridays 2024	\$ 612.00
05/01/2024	FasTrak	Bridge Toll Account Replenishment	\$ 510.00
05/01/2024	Microsoft	Software Licenses	\$ 350.00
05/06/2024	Verizon Wireless	Device & Data Plan	\$ 267.61
05/06/2024	Comcast	Internet Apr 18- Mar 17, 2024 @ 305 Bell Ln.	\$ 259.52
05/13/2024	Costco	Spaghetti Bingo Food & Coffee for Office	\$ 259.34
05/10/2024	Go To Communications, Inc.	(415)388-6393 Voice & Data Lines and Wireless Services	\$ 250.99
05/16/2024	Sol Food	Board Meeting - combined sessions for budget planning - Dinner	\$ 236.60
05/02/2024	BWS Distributors, Inc.	Confined Space Equipment Repair	\$ 159.20
05/06/2024	Comcast	Internet Apr 13- May 12, 2024 @ 203 Marin Ave	\$ 144.84
05/07/2024	BWS Distributors, Inc.	Ear Plugs	\$ 134.42
05/10/2024	Verizon Wireless	Data Plan for Refuse Driver's iPads	\$ 126.36
05/08/2024	QuickBooks Time, Inc.	Online Time Card Service- Apr 2024	\$ 124.00
05/13/2024	Smart & Final	Spaghetti Bingo Food	\$ 115.89
05/06/2024	Terminix	Pest Control Servicing at Community Center & Main Office	\$ 114.00
05/09/2024	Amazon.com	Office Stationery - pens, binder clips, binders	\$ 92.97
05/30/2024	Green Paper Products	Restock for Creekside - Food Trays Case of 500	\$ 92.77
05/29/2024	Costco	Coffee for Office	\$ 81.95
05/19/2024	AT&T	Staff Cell Phone Plan	\$ 76.89
05/13/2024	Target	Spaghetti Bingo Prizes	\$ 54.75
05/17/2024	Amazon.com	Audio Equipment for Special Events	\$ 52.14
05/06/2024	Upside Mill Valley	Coffee & Pastries for Board Meetings	\$ 43.25
05/17/2024	Launder It	Laundry for Board Meetings, Earth Day and 2 of Spaghetti Bingo	\$ 40.00
05/09/2024	O'Reilly Auto Parts	1: Truck Floor Mats	\$ 37.88
05/17/2024	Shutter Stock	Stock Images for P&R	\$ 29.00
05/05/2024	Bob's Donuts	Staff	\$ 26.52
05/07/2024	Grainger	General Supplies	\$ 14.10
05/14/2024	Eventbrite.com	RSVP Tickets Setup for Speaker Series #1	\$ 9.99



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
05/31/2024	101022	DMR Builders	Corp. Bldg. Remodel Project Progress Billing No.1 and 2	\$ 227,769.19
05/31/2024	101021	LVI Engineering Inc.	Corporation Yard Fence Replacement Progress Bill 03	\$ 141,879.23
05/01/2024	100983	DMR Builders	Community Center Restroom Remodel Progress Billing No.2 and 3	\$ 84,239.76
05/31/2024		QuickBooks Payroll Service	Created by Payroll Service on 05/30/2024	\$ 60,032.92
05/17/2024		QuickBooks Payroll Service	Created by Payroll Service on 05/16/2024	\$ 57,639.26
05/03/2024		QuickBooks Payroll Service	Created by Payroll Service on 05/02/2024	\$ 55,065.48
05/31/2024	101019	DMR Builders	Community Center Restroom Remodel Progress Billing No.4	\$ 19,310.43
05/31/2024	101018	Marin County Employees Retirement Sys.	PP11 2024 May 17 - May 31, 2024	\$ 13,824.54
05/01/2024	100980	Marin Sanitary Service	Apr 2024 Solid Waste 117.16 tons @\$110.99/T	\$ 13,003.63
05/10/2024	100995	Marin Resource Recovery Center	Green Waste, 120.73 Tons @ \$102.48/T, Apr 2024	\$ 12,372.40
05/17/2024	101014	Marin County Employees Retirement Sys.	PP10 2024 May 04 - May 17, 2024	\$ 12,142.63
05/03/2024	100989	Marin County Employees Retirement Sys.	PP9 2024 Apr 20 - May 03, 2024	\$ 11,761.64
05/15/2024	101003	Roy's Sewer Service, Inc.	Apr Maint. Cleaning	\$ 8,112.50
05/10/2024	100994	Jorges Tree Services	Monthly Parks & Open Space Mani.- 3 days/week - Apr	\$ 7,910.00
05/10/2024	100991	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement Apr 2024	\$ 6,655.55
05/03/2024	100988	Marin County Employees Retirement Sys.	PEPRA PP9 2024 Apr 20 - May 03, 2024	\$ 6,087.86
05/17/2024	101012	Marin County Employees Retirement Sys.	PEPRA PP10 2024 May 04 - May 17, 2024	\$ 6,087.86
05/31/2024	101016	Marin County Employees Retirement Sys.	PEPRA PP11 2024 May 17 - May 31, 2024	\$ 6,087.86
05/03/2024	100987	Personal Employee W/H	Personal Employee W/H	\$ 2,500.00
05/17/2024	101013	Personal Employee W/H	Personal Employee W/H	\$ 2,500.00
05/31/2024	101017	Personal Employee W/H	Personal Employee W/H	\$ 2,500.00



Tamalpais Community Services District
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
05/01/2024	100979	Hayes, Robert W. - Architect	Community Center Bathroom Remodel: Construction Admin	\$ 2,480.00
05/01/2024	100981	Pacific Window Cleaning & Janitorial, Inc	Cleaning Services Apr 2024	\$ 2,175.00
05/31/2024	101020	G. Moran Construction, Inc.	Corp. Yard Fence Removal	\$ 1,800.00
05/03/2024	100990	UBEO West LLC- RMC	Copier Lease - 2 months	\$ 1,146.62
05/10/2024	100996	Matrix Computer Solutions	IT Services	\$ 955.00
05/15/2024	101000	Central Marin Sanitation Agency	F.O.G. Services for TCSD Food Service Establishments, Jan - Mar 2024	\$ 811.71
05/22/2024	101015	Laugs, Mick (Instructor)	Instructor Improv Class- 65% share of fees from Improv Show (\$1050)	\$ 682.50
05/01/2024	100978	Cintas	Carpets, Towels, Soap	\$ 602.54
05/10/2024	100993	e-Recycling of California	Misc e-waste picked up 5/01/24	\$ 499.50
05/01/2024	100982	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 381.05
05/15/2024	101002	Perfect Timing Personnel Services, Inc.	Front Desk Sub: May 10, 2024	\$ 335.69
05/13/2024	44734	Pitney Bowes	Postage Meter	\$ 301.50
05/15/2024	101001	Eco-Check Compliance, Inc.	30 day designated operator inspection per UST regulations svc. - 2 months	\$ 300.00
05/10/2024	100992	Bay Area Air Quality Management District	2024-25 Permit to Operate Fuel Nozzles	\$ 279.00
05/13/2024	100999	Stagg, Gretchen (v)	Reimbursement for Food Purchased for Spaghetti Bingo 5/10	\$ 191.33
05/10/2024	100997	Stericycle, Inc.	May 2024 Medical Waste Services	\$ 185.66
05/01/2024	100977	Access Answering Service	Answering Service - May & June	\$ 184.00
05/15/2024	101011	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 154.37
05/17/2024	44718	VSP Vision Service Plan (CA)	Employee Vision Coverage May 2024	\$ 133.67
05/31/2024	101023	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 126.36
05/10/2024	100998	Water Components & Building Supply Inc.	23: Water Transfer Sight Tube	\$ 93.96
05/15/2024	101004	Ubeo Business Services LLC.	Charge for Color Prints Ricoh Printer	\$ 6.67
05/15/2024	44698	Optum Financial (COBRA)	Apr- COBRA Administration for TCSD Staff	\$ 4.81



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

ATTACHMENT B

	WASTEWATER DEPT.			
	May 2024 (91% of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4101 · Sanitation Service Charges	\$ 5,546,555.82	\$ 6,032,000	92%	
4103 · Permits/Lateral Connection Fees	\$ 77,281.00	\$ 31,200	248%	
4104 · Muir Woods Sanitation Svc. Chrg.	\$ 74,545.37	\$ 55,906	133%	Higher Flow
4420 · Interest Revenue	\$ 189,156.98	\$ 26,700	708%	
Total Revenue	\$ 5,887,539.17	\$ 6,145,806	96%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 385,404.18	\$ 391,820	98%	
5012 · Overtime Pay	\$ 5,655.09	\$ 4,543	124%	
5013 · Performance Recognition	\$ 8,613.06	\$ 7,816	110%	
5014 · Temporary Help	\$ 2,831.89	\$ 8,295	34%	
Total 5010 · Salaries	\$ 402,504.22	\$ 412,474	98%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 37,155.21	\$ 54,017	69%	
5022 · Retirement Contributions	\$ 77,646.50	\$ 73,315	106%	
5023 · Social Security and Medicare	\$ 29,087.28	\$ 31,400	93%	
5024 · Other Employee Benefit	\$ 2,834.57	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 21,005.39	\$ 22,822	92%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 24,860	0%	
Total 5020 · Employee Benefits	\$ 167,728.95	\$ 206,414	81%	
5110 · Wastewater Treatment Expense				
5111 · SMCSO Sewage Treatment O&M	\$ 2,388,001.08	\$ 2,439,558	98%	Paid in Full
5121 · SASM Sewage Treatment & Capital	\$ 159,949.00	\$ 160,017	100%	Paid in Full
5131 · Almonte and Homestead Svc Fees	\$ -	\$ 9,000	0%	
Total 5110 · Wastewater Treatment Expense	\$ 2,547,950.08	\$ 2,608,575	98%	
5140 · Sewer System Maint. & Repair	\$ 164,184.65	\$ 225,000	73%	
5330 · Tree & Landscaping	\$ -	\$ 10,000	0%	
5400 · TCSD Board Fees	\$ 3,863.00	\$ 5,000	77%	
5401 · Professional Services	\$ 40,023.04	\$ 60,000	67%	
5420 · Staff Training & Travel Expense	\$ 1,015.67	\$ 7,381	14%	Recategorized
5425 · Office and Technology	\$ 15,725.18	\$ 19,200	82%	
5430 · Telephone and Alarms	\$ 16,995.93	\$ 15,000	113%	
5431 · Public Communications	\$ 120.75	\$ 7,000	2%	
5432 · Insurance	\$ 57,211.80	\$ 55,000	104%	
5437 · Miscellaneous	\$ -	\$ 1,000	0%	
5438 · Fees and Permits	\$ 19,257.04	\$ 37,000	52%	
5439 · Utilities	\$ 12,559.40	\$ 9,000	140%	
5440 · Fuel Expense	\$ 16,432.57	\$ 12,000	137%	
5450 · Maintenance and Supply	\$ 43,485.36	\$ 100,000	43%	
5470 · Yard & Bldg. Improvements	\$ 530.89	\$ 10,000	5%	
5483 · Debt Issuance Costs	\$ 1,042,498.98	\$ 1,340,000	78%	
Total Expense	\$ 4,552,087.51	\$ 5,140,044	89%	



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

ATTACHMENT B

SOLID WASTE DEPT.				
	May 2024 (91% of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 2,714,065.67	\$ 2,797,000	97%	
4202 · Other Solid Waste Services	\$ 6,896.75	\$ 7,600	91%	
4410 · Donations/Fundraising/Grants	\$ -	\$ 5,000	0%	
4420 · Interest Revenue	\$ 128,879.99	\$ 18,690	690%	
Total Revenue	\$ 2,849,842.41	\$ 2,828,290	101%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 616,372.87	\$ 699,737	88%	
5012 · Overtime Pay	\$ 44,405.84	\$ 52,934	84%	
5013 · Performance Recognition	\$ 12,963.23	\$ 13,642	95%	
5014 · Temporary Help	\$ 3,306.57	\$ 25,000	13%	
Total 5010 · Salaries	\$ 677,048.51	\$ 791,313	86%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 115,899.54	\$ 141,000	82%	
5022 · Retirement Contributions	\$ 172,364.24	\$ 181,132	95%	
5023 · Social Security and Medicare	\$ 49,998.91	\$ 58,930	85%	
5024 · Other Employee Benefits	\$ 5,810.57	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 31,580.32	\$ 43,616	72%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 27,940	0%	
Total 5020 · Employee Benefits	\$ 375,653.58	\$ 452,618	83%	
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 181,709.13	\$ 190,937	95%	
5212 · Recycling Fees	\$ 2,061.34	\$ 50,000	4%	
5213 · Green Waste Disposal Fees	\$ 127,358.29	\$ 116,284	110%	
5214 · Debris Day Expenses	\$ 3,171.18	\$ 21,679	15%	
Total 5210 · Solid Waste Disposal Expense	\$ 314,299.94	\$ 378,900	83%	
5400 · TCSD Board Fees				
5401 · Professional Services	\$ 48,179.33	\$ 185,000	26%	
5420 · Staff Training & Travel Expense	\$ 698.40	\$ 4,114	17%	Recategorized
5425 · Office and Technology	\$ 18,119.43	\$ 20,000	91%	
5430 · Telephone and Alarms	\$ 7,728.18	\$ 7,300	106%	
5431 · Public Communications	\$ 142.33	\$ 25,000	1%	
5432 · Insurance	\$ 87,700.35	\$ 79,000	111%	
5437 · Miscellaneous	\$ -	\$ 1,040	0%	
5438 · Fees and Permits	\$ 36,737.63	\$ 43,300	85%	
5439 · Utilities	\$ 3,674.81	\$ 3,600	102%	
5440 · Fuel Expense	\$ 49,308.59	\$ 91,500	54%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 3,175.66	\$ 3,448	92%	
5452 · Maint. & Supply Contract Svc	\$ 14,163.29	\$ 14,801	96%	
5454 · Vehicle Repair & Maint.	\$ 152,771.79	\$ 210,000	73%	
5456 · Bridge Tolls	\$ 4,590.00	\$ 4,268	108%	
5457 · Solid Waste Carts & Bins	\$ 4,319.29	\$ 38,737	11%	
Total 5450 · Maintenance and Supply	\$ 179,020.03	\$ 271,254	66%	
5470 · Yard & Bldg. Improvements	\$ 1,024.56	\$ 10,000	10%	
5471 · Minor Equipment	\$ -	\$ 4,600	0%	
Vehicle Lease	\$ 44,804.48	\$ 44,900	100%	
Total Expense	\$ 1,846,803.15	\$ 2,416,940	76%	



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

ATTACHMENT B

PARKS AND RECREATION DEPT.

	May 2024 (91% of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4301 · Taxes	\$ 1,069,446.99	\$ 1,058,250	101%	
4303 · Tia's After School Program Rev	\$ 26,836.00	\$ 30,600	88%	
4310 · Facilities Rental & Fees	\$ 32,000.12	\$ 28,350	113%	
4320 · Park Rentals	\$ 2,548.00	\$ 2,730	93%	
4330 · Class Fees	\$ 12,559.00	\$ 30,906	41%	
4350 · TCSD Event Revenue	\$ 51,936.46	\$ 73,800	70%	
4410 · Donations/Fundraising/Grants/Tips	\$ 867.90	\$ 4,899	18%	
4420 · Interest Revenue	\$ 60,276.96	\$ 8,010	753%	
4430 · Miscellaneous Revenue	\$ 1,589.54	\$ 2,040	78%	
Total Revenue	\$ 1,258,060.97	\$ 1,239,585	101%	
Expense				
5011 · Wages and P.T.O	\$ 393,872.23	\$ 423,104	93%	
5012 · Overtime Pay	\$ 6,099.31	\$ 6,544	93%	
5013 · Performance Recognition	\$ 8,256.29	\$ 8,448	98%	
5014 · Temporary Help	\$ 16,942.44	\$ 38,064	45%	
Total 5010 · Salaries	\$ 425,170.27	\$ 476,160	89%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 60,738.85	\$ 60,000	101%	
5022 · Retirement Contributions	\$ 70,914.70	\$ 79,244	89%	
5023 · Social Security and Medicare	\$ 32,578.84	\$ 40,000	81%	
5024 · Other Employee Benefits	\$ 2,650.24	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 3,651.86	\$ 4,360	84%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 9,350	0%	
Total 5020 · Employee Benefits	\$ 170,534.49	\$ 192,954	88%	
5300 · Events Expense	\$ 70,030.69	\$ 76,450	92%	
5330 · Tree & Landscaping Services	\$ 13,513.00	\$ 30,000	45%	
5331 · Landscaping Contract Svc	\$ 54,118.00	\$ 73,000	74%	
5332 · McGlashan Trail Maintenance	\$ 3,577.00	\$ 4,500	79%	
5333 · Vegetation Management	\$ 268.00	\$ 40,000	1%	
5340 · Instructor Fees	\$ 11,579.75	\$ 9,647	120%	
5341 · Tia's Afterschool Program Exp	\$ 8,843.65	\$ 11,434	77%	
5400 · TCSD Board Fees	\$ 3,074.00	\$ 5,529	56%	
5401 · Professional Services	\$ 30,859.20	\$ 35,000	88%	
5420 · Staff Training & Travel Expense	\$ 1,324.72	\$ 6,866	19%	Recategorized
5425 · Office and Technology	\$ 18,000.18	\$ 18,847	96%	
5430 · Telephone and Alarms	\$ 19,263.98	\$ 14,542	132%	
5431 · Public Communications	\$ 2,988.95	\$ 3,846	78%	
5432 · Insurance	\$ 41,572.19	\$ 37,240	112%	
5437 · Miscellaneous	\$ -	\$ 473	0%	
5438 · Fees and Permits	\$ 15,683.45	\$ 24,841	63%	
5439 · Utilities	\$ 21,432.17	\$ 19,995	107%	
5440 · Fuel Expense	\$ 9,588.42	\$ 4,458	215%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 6,423.16	\$ 9,580	67%	
5452 · Maint. & Supply Contract Svc	\$ 22,924.90	\$ 23,966	96%	
5454 · Vehicle Repair & Maint.	\$ 659.27	\$ 3,854	17%	
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 6,129.57	\$ 8,655	71%	
5459 · Park Maint.	\$ 27,163.31	\$ 10,729	253%	
Total 5450 · Maintenance and Supply	\$ 63,300.21	\$ 56,784	111%	
5470 · Yard & Bldg. Improvements	\$ 530.89	\$ 10,000	5%	
5471 · Minor Equipment	\$ 1,886.98	\$ 3,432	55%	
Total Expense	\$ 987,140.19	\$ 1,155,998	85%	



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
June 12, 2024

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: ADOPT RESOLUTION REQUESTING A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION IN NOVEMBER 2024, REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT

RECOMMENDATION

Adopt resolution requesting a regularly scheduled election to be held in this jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department

BACKGROUND

In March 2017, the Board adopted Resolution 2017-01 to comply with SB 415, which required a political subdivision (e.g. cities, counties, districts, etc.) with low voter turnout to align their elections with the state election cycle on even numbered years.

Resolution 2017-01 extended the term to 2018 for two (2) Directors who would have been up for re-election in 2017 and extended the term to 2020 for three (3) Directors who would have been up for re-election in 2019.

DISCUSSION

Three (3) current Board member terms expire this year and TCSD will need to participate in the November 5, 2024 election to fill those seats. The District is required to confirm the three Board member terms expiring this year and to confirm the jurisdictional boundaries of the District have not changed since the previous districtwide election, or the previous printing of the boundary map by the County.

The attached resolution requests the County of Marin to do the following:

- Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418 and
- Authorize and direct the Marin County Elections Department, at District expense, to provide all necessary election services and to canvass the results of said election.

Agenda Item # 7B

The resolution is due to the County by July 1st; otherwise, the District would need to conduct the election itself.

FISCAL IMPACT

N/A

ATTACHMENTS

- A. Resolution
- B. Elected Officials and Terms of Office
- C. Marin County Elections Department District Boundary Confirmation Request



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. 2024-17

RESOLUTION OF THE GOVERNING BODY OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT

**A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION.
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

WHEREAS, it is the determination of said governing body the regularly scheduled election to be held on the 5th day of November, 2024, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year) 3

Number of Short-Term Positions (2-year) 0

NOW, THEREFORE, BE IT RESOLVED, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
- 2) Authorize and direct the Marin County Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

PASSED AND ADOPTED this _____ day of _____, _____ by the following vote, to wit:

AYES:

NOES:

ABSENT:

PRESIDENT, BOARD OF DIRECTORS

SECRETARY

NOTICE OF ELECTIVE OFFICES

To Be Reviewed And Completed By Jurisdiction's Representative

Please complete and return this document by email to the Marin County Elections Department.

Jurisdiction:

Tamalpais Community Services District
305 Bell Lane
Mill Valley CA 94941

*The scheduled candidate election
for this jurisdiction is **November 5, 2024***

Full Term Seats Ending December 2024

Directors: **Steffen Bartschat**
Steven Levine
Matthew McMahon

Full Term Seats Ending December 2026

Directors: **Jeffrey Brown**
James Jacobs

Payment for the publication of the candidate's statement of qualifications in the Voter Information Guide is the responsibility of the _____ . *(candidate or district)*

I confirm that the above information is correct and I have indicated any changes as necessary.

Signature of representative _____

Title of representative _____

Date _____

*If available, place
seal of Jurisdiction here*

MARIN COUNTY ELECTIONS DEPARTMENT
JURISDICTIONAL BOUNDARY CONFIRMATION
For the November 5, 2024 Statewide General Election

Elections Code §12262: Jurisdictional boundary changes occurring less than 125 days before an election shall not be effective for purposes of that election.

Name of Jurisdiction: _____

Please Print

As the representative of the above-named jurisdiction, I understand that boundary changes must be completed and duly recorded with the Marin County Elections Department no later than 125 days prior to the upcoming election.

To the best of my knowledge the boundary map of the above-named jurisdiction is current and assumably equates to the voter database of the Marin County Elections Department.

Signed _____ Date _____

Name of Representative: _____

Please Print

Title of Representative: _____

Please Print

Please complete and email this form to danmiller@marincounty.org.

MARIN COUNTY ELECTIONS DEPARTMENT
DISTRICT BOUNDARY CONFIRMATION REQUEST
For the November 5, 2024 Statewide General Election

This is to confirm that the jurisdictional boundaries have not changed since the last district-wide election or the last printing of the boundary map.

Please complete and email this form to danmiller@marincounty.org.

Name of Jurisdiction: Tamalpais Community Services District

Please Print

As the representative of the above-named jurisdiction I confirm there have been no boundary changes to this jurisdiction since the last election or boundary revision:

Signed _____ Date _____

Name of Representative: Steffen Bartschat

Please Print

Title of Representative: Board President

Please Print



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 REGULAR MEETING

MINUTES

WEDNESDAY, May 15, 2024, AT 5:00 P.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 5:03 pm on Wednesday, May 15, 2024.

2. ROLL CALL

President Steffen Bartschat

Vice president Matt 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; TCSD Clerk, Natalie Callahan; Events & Communications Coordinator, Camille Esposito

Others present: Pippin Cavagnaro, PE, Nute Engineering

3. APPROVE AGENDA

MOTION TO APPROVE 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 the proposed FY24-25 Operating and Capital Improvement Program Budgets for Wastewater, Solid Waste and Parks & Recreation operations.

The staff and Board conducted a budget workshop to discuss the following:

- Proposed FY24-25 Operating Budget by department with detail sheets for certain expenditure categories and personnel allocations for each department.
- Five-Year Operating Budget Forecasts.
- Five-Year Operating & Capital Reserve Forecasts
- Five-Year Capital Improvements Program budget
- Uses of Measure A Park Funds
- Four years of actual expenditures
- TCSD goals & priorities for FY 24-25

Staff will make the suggested revisions by the Board and return to the June 12, 2024 Board meeting with the revised proposed FY24-25 Operating & Capital Improvement Program Budget for approval.

Public comment: Jim Kasper, Tam Valley resident, shared his concerns with the Board and TCSD staff regarding the TCSD Park and Recreation budget, the 5-year plan and the Capital Improvement Plan for all TCSD open space properties.

The Board and staff took a five-minute recess at 7:45pm and resumed meeting at 7:50pm.

- B. Discussed/ consider change order for a new fire alarm system for the Community Center Restroom Remodel and Accessibility Upgrade Project in an amount not-to-exceed \$25,000.

Assistant GM Shear shared with the Board when the project specifications were designed, the assumption was to add the required notification items to the existing fire alarm system in the building. However, recent electrical work by PG&E in the area resulted in an unexpected electrical outage to the Community Center building, causing the alarm system electrical panel to short out and disable the system. This has created the necessity to install an entirely new fire alarm system in the Community Center. The change order cost for a new fire alarm system from the selected vendor ADT is \$21,086.62. Staff is requesting authority for up to \$25,000 to provide contingency funding for unforeseen field conditions.

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

MOTION TO ADOPT RESOLUTION APPROVING A CONTRACT CHANGE ORDER FOR THE

COMMUNITY CENTER RESTROOM REMODEL AND ACCESSIBILITY UPGRADE PROJECT IN AN AMOUNT NOT-TO-EXCEED \$25,000 FOR THE INSTALATION OF A NEW FIRE ALARM SYSTEM IN THE COMMUNITY CENTER

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

- C. Discussed / consider additional contingency reserve of \$20,000 for the Corporation Yard Shop Improvements (restroom & shower improvements) Project.

Assistant GM Shear shared with the Board that DMR has completed a significant portion of the project, that consists of the demolition of old facilities and the construction of a new restroom, shower and laundry facilities, and kitchenette. The new shower, bathroom and laundry facilities are progressing. Assistant GM Shear also shared with the Board there were unexpected field conditions encountered, causing change orders.

Assistant GM Shear shared with the Board the six change orders approved to date for the Project:

- Change order 1: Furring wall to new shower \$1,580.10
- Change order 2: Garage header repair \$1,350.10
- Change order 3: Concrete slab removal and regrading \$5,554.50
- Change order 4: Additional Conduit/wire run/new panels \$16,044.94
- Change order 5: Upsize staff lockers to 24" \$795.69
- Change order 6: Add lighting, associated conduit & wiring for bathroom/shower/ Laundry area \$4,028.26

The Board and staff had a lengthy discussion regarding change order 4. Shear shared with the Board the total project budget allocation was \$310,494. With these six change orders the total is now at \$305,643.29. There is approximately \$5,000 left in the contingency balance. The staff believes it would be prudent to increase the contingency for other unforeseen field conditions.

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

MOTION TO ADOPT RESOLUTION NO 2024-12 APPROVING AN ADDITIONAL CONTINGENCY RESERVE OF \$20,000 FOR THE CORPORATION YARD SHOP IMPROVEMENTS (RESTROOM & SHOWER IMPROVEMENTS) PROJECT.

DIRECTOR McMAHON AMENDED MOTION TO REMOVE THE WORDING:

AS WITH ALL PROJECTS ON THE THIRD PARAGRAPH OF RESOLUTION NO 2024-12

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

- D. Reviewed emergency actions 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 Rd)

GM Toy gave the Board a brief history of the two sewer lines damaged by falling trees (approx. locations: 1235 Lattie Lane and 354 Pine Hill Rd).

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

MOTION TO CONTINUE EMERGENCY ACTIONS 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 RD)

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

- E. Discussed / consider adopting resolution clarifying the provisions of the TCSD Retiree Health Program.

Staff and the Board clarified the following health policy issues:

- No survivor benefits.
- Retiree health benefits for Medicare eligible employees can be applied to medical and dental premiums as well as Medicare Part B reimbursements. The amount caps out at \$737 per month. Any cost that exceeds the \$737 the retiree is responsible for.
- Tier 1 retiree: employee + one dependent when Medicare eligible.
- Tier 2 retiree: employee only.

Staff will make suggested revisions by the Board and return to the June 12, 2024 meeting with revised resolution for approval.

There was no public comment.

- F. Discussed / consider adopting resolution approving notice of completion for the Phase D Sewer Improvement Project and the release of the project retention amount of \$66,590.28.

Assistant GM Shear shared with the Board that the staff and Nute Engineering have

reviewed the project and believe the contractor has completed the work in accordance with the project plan and specifications. Nute Engineering states that as of March 19, 2024, Glosage Engineering, Inc has completed work on Sewer Improvement Project Phase D and recommends filing and recording the Notice of Completion with the County and to release the retention payment of \$66,590.28 after the requisite 35-day lien period from the recording date.

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

MOTION TO ADOPT RESOLUTION NO 2024-13 APPROVING NOTICE OF COMPLETION FOR THE PHASE D SEWER IMPROVEMENT PROJECT AND THE RELEASE OF THE PROJECT RETENTION AMOUNT OF \$66,590.28

M/S: S. BARTSCHAT / J. BROWN 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 reported on the PG&E open house held at the Community Center on Monday, May 13 regarding the permanent tower location.
- 263 people responded to the TCSD community survey.

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 April 18, 2024. Director Jacobs reported on his written report.

Director Levine attended the SMCSD Board of Directors meeting on May 7, 2024.

Director Levine reported on his written report.

There was no public comment.

C. Board member and/or Subcommittee report

No Board member or Subcommittee report,

There was no public comment.

7. CONSENT CALENDAR

A. Received monthly financial reports.

B. Received quarterly treasurer's report

C. Approve minutes of April 10, 2024, regular meeting.

D. Approve minutes of April 10, 2024 special meeting.

MOTION TO APPROVE THE CONSENT CALENDAR

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

8. FUTURE AGENDA ITEMS

Confirmed work sessions:

June 26, 2024: Kay & Eastwood Park

July 24, 2024: TCSD Courtyard

9. ADJOURNMENT

MOTION TO ADJOURN

THE MEETING WAS ADJOURNED AT 8:49 PM

Approved by Board on: _____