



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
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TCSO BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, July 10, 2024

REGULAR SESSION AT 7:00PM

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

(Note: Special joint meeting with PARC at 6:00pm, see separate agenda)

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. County Flood Control Update on activities including pump station on Marin Ave (oral report)
- B. Consider additional contingency reserve of \$15,000 for the Corporation Yard Shop Improvements (restroom and shower improvements) Project
- C. Consider a new TCSO instructor cost sharing policy of 70/30 for TCSO facilities and 75/25 for tennis & pickleball lessons
- D. Receive/discuss status update on adopted TCSO goals / priorities for 2024
- E. Discuss /consider upcoming regular board meetings and work sessions schedule and discuss future work session topics
- F. Vote for one candidate for the California Special Districts Association (CSDA) Board of Directors for Seat A- Bay Area Network for the term 2023-2025

6. **REGULAR BUSINESS: Information Items**

- A. General Manager's report for June including Community Center masterplan and formation of ad-hoc subcommittee

- B. Receive Sewer treatment plant update reports: SASM (June meeting canceled) and SMCSB
- 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. Review and continue emergency actions authorizing the General Manager to contract for emergency repair of sewer line damaged by falling trees (approx. location: 354 Pine Hill Road)
- C. Approve minutes of June 12, 2024, regular meeting
- D. Approve minutes of June 26, 2024, work session meeting in Kay Park
- E. Approve minutes of June 26, 2024, work session meeting in Eastwood Park

8. FUTURE AGENDA ITEMS

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

ADJOURNMENT

NEXT REGULAR BOARD WORK SESSION

July 24, 2024

8:30am

305 Bell Lane, Main Office/Corporation Yard

NEXT REGULAR BOARD MEETING

August 14, 2024

7:00pm

Tam Valley Community Center



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
July 10, 2024

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: CONSIDER ADDITIONAL CONTINGENCY RESERVE OF \$15,000 FOR THE CORPORATION YARD SHOP IMPROVEMENTS (RESTROOM & SHOWER IMPROVEMENTS) PROJECT

RECOMMENDATION

Adopt resolution approving an additional contingency reserve of \$15,000 for the Corporation Yard Shop Improvements (Restroom & Shower Improvements) Project.

BACKGROUND

At its February 2024 meeting, the Board awarded the Corporation Yard Shop Improvements Project to DMR Builders (DMR) as the lowest responsible bidder for a total amount of \$275,494. The bid award also included a project contingency of \$35,000 for unforeseen field conditions. At the May 2024 meeting, the Board approved an additional contingency in the amount of \$20,000.

DISCUSSION

DMR has completed a considerable portion of the project, that consists of the demolition of old facilities and the construction of a new restroom, shower, laundry facilities and kitchenette. The new shower, bathroom and laundry facilities are complete. The final remaining portion of the project is the construction of the kitchenette. During the demolition of the building area for the new kitchenette (previous bathroom and shower) the contractor encountered unexpected field conditions, resulting in additional change orders. Due to the age and deferred maintenance of the building, the change orders are more substantial and costly.

The table below (under fiscal impact) lists the change orders received since the previous update to the Board in May. Staff previously reported in May on Change Orders No. 1 – 6. The additional contingency of \$20,000 approved at that time was used to remove, reframe and install a new furring wall in the southwest area of the building. During demotion of the previous shower and bathroom to build the kitchenette, it was discovered the rear wall had significant termite and water damage requiring removal and replacement of the entire wall. The cost of this change order (#10) has caused the project to exceed (by approx. \$2,000) the previous contingency reserve of \$20,000.

While the project is nearing completion, we believe it would be prudent to increase the contingency for other unforeseen field conditions. One known change order forthcoming is to level the uneven flooring in the kitchenette area. There is another pending project cost to replace

rotted wood beams under the eaves, which will be paid for on a time and materials basis. We believe this additional \$15,000 will be more than sufficient to cover these costs.

We expect the contractor to complete the remodel project by the end of July 2024.

FISCAL IMPACT

The total Project budget allocation was \$330,494 (\$275,494 contractor bid + \$55,000 contingency reserve). Change Orders No. 1 – 6 were discussed and included during the May Board meeting. The following are the most recent change orders approved to date for this Project, since May:

Change Order #7	Add lighting, associated conduit & wiring for bathroom/shower/laundry area	\$3,958.80
Change Order #8	Remove and replace cracked grout inside entry door near kitchenette	\$1,610.00
Change Order #9	Locker-area framing and drywall	\$5,812.10
Change Order #10	Remove & replace damaged exterior wall (kitchenette)	\$15,838.04
	Total Project Cost (as of 7/2/24)	\$332,088.58

The recommended funding sources for the \$15,000 additional contingency are as follows:

- \$3,000 TCSD facility fund
- \$3,000 Wastewater facility fund
- \$9,000 Solid Waste facility fund

The attached resolution makes the required findings to approve the additional contingency funds and authorizes the General Manager to approve future change orders as appropriate.

ATTACHMENT

Resolution



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
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RESOLUTION NO. 2024-18

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING AN ADDITIONAL CONTINGENCY RESERVE OF \$15,000 FOR THE CORPORATION YARD SHOP IMPROVEMENTS (RESTROOM & SHOWER IMPROVEMENTS) PROJECT

WHEREAS, at its February 2024 meeting, the Board awarded the Corporation Yard Shop Improvements Project to DMR Builders (DMR) as the lowest responsible bidder for a total amount of \$275,494, and a project contingency of \$35,000 for unforeseen field conditions; and

WHEREAS, at its May 2024 meeting, the Board approved an additional contingency in the amount of \$20,000; and

WHEREAS, 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; and

WHEREAS, there were unexpected conditions encountered, causing change orders related to repairing structural damage, wall removal and replacement, concrete slab removal and grading, and other unforeseen conditions; and

WHEREAS, the additional contingency reserve authority requested is up to \$15,000 to cover unforeseen field conditions; and

WHEREAS, the additional contingency will be funded by the following facility funds: TCSD (\$3,000); Wastewater (\$3,000); Solid Waste (\$9,000).

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

- 1) Approves the additional contingency reserve in the amount not to exceed \$15,000 to DMR Builders Corporation Yard Shop Improvements (Restroom & Shower Improvements) Project.
- 2) Authorizes the General Manager to do everything necessary and appropriate to appropriate the funds and use the project contingency as needed.

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The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 10th day of July 2024 by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: CONSIDER A NEW TCSD INSTRUCTOR COST SHARING POLICY OF 70/30 FOR TCSD FACILITIES AND 75/25 FOR TENNIS & PICKLEBALL LESSONS

RECOMMENDATION

Approve a new TCSD cost sharing policy of 70/30 for TCSD facilities and 75/25 for tennis & pickleball lessons.

DISCUSSION

The current TCSD instructor revenue sharing policy is 65/35. In terms of process, the instructor collects the class/lesson/program fees, provides all the revenue to TCSD, and we issue a check for 65% of the revenue to the instructor. Pickleball of Marin (POM) has recently undergone some operational changes and one of their previous instructors would like to contract directly with the District. She has indicated that the current 65/35 split would be difficult for her to make any profit. She has requested an 80/20 split. To assist the Board in its decision-making process, staff contacted other communities in Marin regarding their cost-sharing policies. Per the table below, it appears the average instructor split is 70/30.

Instructor % split for Marin County Districts (2024)	
District	Split %
TCSD	65/35 (TCSD share)
Sausalito	70/30
Strawberry	70/30; one instructor 80/20
Mill Valley	It varies, but said a bit higher than TCSD
San Rafael	Classes at their Community Center -60/40 and school enrichment programs 70/30.
San Anselmo	70/30
Larkspur	70/30
Novato	80/20 for pickleball

In general, agencies may have a higher cost-sharing % if the class is occurring in a building. Typically, buildings such as a community center have higher overhead and maintenance cost than outdoor courts. Staff believes a 70/30 split is reasonable and it would apply to all instructors or programs at the TCSD building such as the Cabin and Community Center. The proposed 75/25 split would only apply to lessons on the tennis and pickleball courts.

Below is table comparing the 65/35 split to the proposed 75/25 split over the last three fiscal year for pickleball lessons. The 10% difference ranges from \$1,435-\$2,450/yr. While it is significant in terms of lesson revenue, it is possible that the reduced rate could encourage more compliance with lessons on the courts which would offset a portion of the lost revenue. In terms of overall Parks & Recreation revenues, the reduction in cost sharing represents less than 0.2% of estimated total revenue for FY24-25. If the new reduced rate does not encourage greater instructor participation, the Board can always increase the rate for future instruction in the parks.

Staff does not recommend TCSD reduce its share below 25% as the revenue does help offset a portion of maintenance and administrative costs. It should be noted that in FY20-21, TCSD did have a split of 75/25 for the pickleball instructor who preceded POM.

PICKLEBALL OF MARIN (POM)

Fiscal Year	Total Class Revenue	Current		Proposed Facilities		Proposed Court Lessons		Var between 35%-30%	Var between 35%-25%
		POM Share 65%	TCSD Share 35%	POM 70%	TCSD 30%	POM 75%	TCSD 25%		
FY21-22	\$ 14,345	\$ 9,324	\$ 5,021	\$ 10,042	\$ 4,304	\$ 10,759	\$ 3,586	\$ 717	\$ 1,435
FY22-23	\$ 24,500	\$ 15,925	\$ 8,575	\$ 17,150	\$ 7,350	\$ 18,375	\$ 6,125	\$ 1,225	\$ 2,450
FY23-24	\$ 14,360	\$ 9,334	\$ 5,026	\$ 10,052	\$ 4,308	\$ 10,770	\$ 3,590	\$ 718	\$ 1,436

FISCAL IMPACT

Reduction in pickleball class revenue. Non-pickleball class revenue to TCSD under a 70/30 split would have resulted in a nominal reduction of \$0, \$230, and \$117 in class revenue in FY21-22, FY22-23 and FY23-24, respectively.



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
July 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: RECEIVE/DISCUSS STATUS UPDATE ON ADOPTED TCSD GOALS / PRIORITIES FOR 2024

RECOMMENDATION

Receive update report and provide direction to staff as appropriate.

DISCUSSION

The Board held its annual retreat on February 10, 2024, at the Fernwood Cemetery facilities. The Board adopted its 2024 goals & priorities developed at the retreat at the February 14th Board meeting.

Attached is the status update for each of the Board's ten (10) adopted goals and priorities for 2024. Staff will discuss the update in more detail at the meeting.

FISCAL IMPACT

n/a

ATTACHMENT

A. Status report of goals/priorities

ATTACHMENT A

STATUS UPDATE ON 2024 GOALS & PRIORITIES (not in order of priority)

1) Conduct community survey

Status: Survey completed in April 2024 with the results discussed at the June 12th Board meeting. After a lengthy discussion, the Board decided no specific follow-up actions were needed.

2) Develop masterplan for the Tam Valley Community Center

Status: Staff is developing a process for Board consideration. We are speaking with a local landscape architect to obtain his input on the process. At the August 2024 Board meeting, we anticipate having a recommended process for Board approval.

3) Evaluate the feasibility of acquiring the Cabin property from the County of Marin

Status: Staff is in discussions with Marin County Parks. As the transfer of property will require assistance from other County departments such as Public Works and Community Development Agency, County Parks staff has reached out to these departments for assistance in responding to issues/questions raised in our discussions as well as the process. Staff has requested a proposal from an architect to prepare a conceptual design and cost estimate for improvements needed to make the Cabin accessible. The cost estimate is needed for the County and TCSD to better understand the total cost of rehabilitation.

4) Adopt Emergency Operations Plan (Disaster Preparedness and Response Plan)

Status: This remains a work in progress. Staff is working on an Emergency Operations Plan for the continuity of operations. We have reached out to other agencies for copies of their plans. We anticipate having a draft plan for Board review by the end of the year.

In the interim, we have met with NRG and SMFD to coordinate the use of the Community Center as a resource for the community in times of an emergency such as a warming center or for emergency use. SMFD also parks their emergency trailer in the Community Center parking lot. All staff now have ID cards to identify staff as Disaster Service Workers for use in emergencies.

- 5) Provide clear mission/priorities to the Parks & Recreation Commission (PARC)

Status: The Board reviewed and approved PARC's 2024 Goals and Priorities (i.e., workplan) in February 2024. A special joint meeting with PARC is scheduled for July 10, 2024 to address this goal.

- 6) Explore feasibility of solar panels for the TCSD corporation yard

Status: Staff met with a firm, referred by Nute Engineering, to discuss the feasibility of solar panels. The firm is analyzing TCSD's energy usage to develop a proposal.

- 7) Develop measures of success (performance) for wastewater projects

Status: Nute Engineering is in the process of researching and compiling data to "normalize" the flow peaks and flow totals by the rainfall events for comparisons overlaid with improvements over time. We are also researching SSO's over the years to evaluate if improvements helped to reduce SSO's. We should have measures for Board review in September.

- 8) Explore opportunities for shared services with other special districts

Status: CalRecycle recently approved the \$535,781 SB 1383 local assistance regional grant. The regional grant is a good example of a shared serviced model. TCSD, as the lead agency, applied for and received the grant on behalf of seven special districts including TCSD. The grant is for compliance and enforcement activities required under SB 1383. With regard to other shared services, staff will be exploring this concept 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

Status: We added QR codes for newsletter sign-ups to the postcards for events and added QR codes on the tables at Creekside Fridays. We are in the process of developing a contest for new sign-ups to the newsletter with posters with QR codes to be posted at the parks, facilities, and events. We also plan to include QR codes for education and outreach materials for SB 1383.

- 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.

Status: We have invited other agencies to have booths at Creekside. To date, County Parks and Open Space, One Tam Marin, SMFD, and Firesafe Marin have participated. With

limited staffing it is very difficult to try to staff a TCSD booth beyond the Board and PARC tables. That being said, we are in the process of exploring options. It should be noted that the SB1383 Regional Grant does include outreach/education materials as well as program development to encourage diversion from landfills.



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
July 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: DISCUSS/CONSIDER UPCOMING REGULAR BOARD MEETINGS AND WORK SESSIONS SCHEDULE AND DISCUSS FUTURE WORK SESSION TOPICS

RECOMMENDATION

Discuss/consider upcoming regular board meetings and work sessions schedule and discuss future work session topics.

DISCUSSION

Staff would like suggestions for future work session topics as well as other topics for future regular Board meetings. It would also be helpful to know of board members' availability to attend scheduled work sessions. Specifically, if only 3 board members are able to attend a future regular work session, we would recommend cancelation of that work session. Work sessions are typically focused on one topic, and it is preferable to have a minimum of 4 Board members attend. Alternatively, the Board could also reschedule the work session to another date to accommodate members' schedules. Staff does not recommend canceling any regular evening meetings since the community is familiar with the regular meeting occurring on the 2nd Wednesday of every month.

Below are the upcoming scheduled regular meetings/work sessions for 2024.

- 7/24/24 Regular 8:30am work session at TCSD Main office/Corporation Yard to tour facilities and discuss solid waste and wastewater operations and projects
 - 8/14/24 Regular 7:00pm Board meeting
 - 8/28/24 Regular 8:30am work session; no topic yet
 - 9/11/24 Regular 7:00pm Board meeting
 - 9/25/24 Regular 8:30am work session; no topic yet
 - 10/9/24 Regular 7:00pm Board meeting
 - 10/23/24 Regular 8:30am work session; no topic yet
 - 11/13/24 Regular 7:00pm Board meeting
 - 12/11/24 Regular 7:00pm Board meeting
- Note: Due to the holidays, no work sessions are scheduled in November or December.

FISCAL IMPACT: n/a



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
July 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: VOTE FOR ONE CANDIDATE FOR THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS FOR SEAT A- BAY AREA NETWORK FOR THE TERM 2023-2025

RECOMMENDATION

Vote for one candidate for the California Special Districts Association (CSDA) Board of Directors for Seat A- Bay Area Network for the term 2023-2025 or, delegate authority to the General Manager or Board President to vote on behalf of TCSD.

DISCUSSION

CSDA allows district staff or Boards to vote for one CSDA Board Member. However, it is at the Board's discretion as to whether the Board would like to direct TCSD's one vote in this ballot or delegate the vote to staff or an individual Board member. In 2022, the Board did not delegate its authority and voted for a candidate for Seat B- Bay Area Network. In 2024, the vote is to fill Seat A- Bay Area Network for the 2023-2025 term.

Two candidates have submitted information for this one seat on the CSDA Board of Directors. Each candidate's information is attached for review. Member special districts in good standing are eligible to cast one ballot.

Each special district is asked to select one candidate via electronic voting by July 16, 2022. The two candidates are:

- Renee Fernandez-Lipp, Director, Contra Costa Resource Conservation District
- Kathryn Slater-Carter, Director, San Mateo County Harbor District

FISCAL IMPACT

n/a

ATTACHMENT

- A. Renee Fernandez-Lipp candidate info
- B. Kathryn Slater-Carter candidate info



**California Special
Districts Association**
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Renee Fernandez-Lipp

District/Company: Contra Costa Resource Conservation District (CCRCD)

Title: Board of Directors

Elected/Appointed/Staff: Appointed by the Contra Costa County Board of Supervisors

Length of Service with District: 6 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

No.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Current Board Director for the Contra Costa Resource Conservation District (CCRCD),
Current Commissioner for the Contra Costa County Sustainability Commission, former
member of the Pittsburg Community Advisory Commission

4. List civic organization involvement:

Additional community service includes drafting the Capital Investment Plan for the
Timber Cove County Water District (TCCWD) as a public member appointed to the
TCCWD Infrastructure Committee.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

Renée Fernandez-Lipp is a sustainability professional with over 25 years of experience promoting energy efficiency, renewable energy, water conservation and waste diversion programs and initiatives. She has provided green building, climate change resiliency and decarbonization consulting services to both the public and private sectors. Renée particularly enjoys working with special districts and is hoping to create more collaboration between districts to share best practices and optimize the impacts of their work. She recently provided subject matter expertise for the Contra Costa County's draft Climate Action Plan (CAP), co-authored the Timber Cove County Water District's (TCCWD) first ever Capital Investment Plan and is currently developing a climate change resiliency project for TCCWD.

Renée has served on several non-profit boards and local government commissions, including:

- Contra Costa County Resource Conservation District (CCRCD)
- Contra Costa County Sustainability Commission
- Sage Compassion for Animals Board of Directors
- Global Student Embassy Board of Directors
- City of Pittsburg Community Advisory Commission (CAC)
- Dow Community Advisory Panel (CAP)
- Green Science Academy Board of Directors

In her free time, she enjoys travelling and working with animals. She works closely with several bay area animal rescues and helped launch a non-profit that provides grant funding for animals in medical need.

Renée earned her M.B.A. at Golden Gate University and her B.S. in Mechanical Engineering at CSU, Long Beach. She holds a certificate in Green Building and Renewable Energy from UC Davis and is a USGBC LEED Accredited Professional. She is currently completing a master's degree in Sustainability Studies from Harvard University.

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Kathryn Slater-Carter

District/Company: San Mateo County Harbor District
Montara Water and Sanitary District

Title: San Mateo County Harbor District: Commissioner, currently Vice President
Montara Water and Sanitary District: Director, currently Secretary

Elected/Appointed/Staff: Elected to each district

Length of Service with District:

San Mateo County Harbor District term began in 2023
Montara Water and Sanitary District, 1996 to present

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Yes: Ethics Training and Sexual Harassment Prevention training every other year at CSDA conferences and on-line.

Annual Conference, Leadership Academy 2023, Members of San Mateo County CSDA pre-covid

Each district I am on is a member of (San Mateo County Harbor District and Montara Water and Sanitary District) has a current CSDA Transparency Certificate of Excellence.

Each of the 2 districts of which I am on the board sends management and staff to CSDA events and training. As does the JPA I am appointed to (Sewer Authority MidCoastside)

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Harbor District is a member of Association of Marine Industries, Bay Planning Coalition, California Association of Harbor Master and Port Captains, California Marine Affairs and Navigation, California Special District Association, California Boating Congress, Government Finance Officers, Marine Recreation Association, and Special District Risk Management Authority.

Montara Sanitary District is a member of California Association of Sanitation Agencies, and California Association of California Water Agencies.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Midcoast Community Council (2001-2009), Bay Planning Coalition, Sewer Authority MidCoastside (2016 to present)

4. List civic organization involvement: San Mateo County Chapter of CSDA, Half Moon Bay Chamber of Commerce, South San Francisco Chamber of Commerce, and Committee for Green Foothills.

I worked with the SEIU union for 3 years to pass legislation protecting the rights of franchisees. Two bills were passed by both houses in the legislature. Sadly one, reinstating good faith and fair dealing in franchise codes for the State was vetoed by the Governor. The next, giving franchisees the right to the equity built in the franchise created after was signed.

****Candidate Statement –**

Please vote for me for the CSDA Statewide Board. I want to work educating the State Legislature about the necessity and importance of special districts to protecting Californians environmental and economic assets.

Each of our Districts benefits from the CSDA trainings and workshops held throughout the year. CSDA has helped districts bring the staff and board members more knowledge, at an affordable price with convenient times and locations. I am happy to see CSDA has added permalinks to previously zoomed lectures.

I want to work on the effort to put special districts in a position to benefit from federal recognition and funding. The federal government is putting ever more requirements on special districts, but not providing funding. We need to change this to protect our rate payers.

Thank you,

Kathryn Slater-Carter



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
July 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: GENERAL MANAGER’S REPORT FOR JUNE INCLUDING COMMUNITY CENTER MASTERPLAN AND FORMATION OF AD-HOC SUBCOMMITTEE

RECOMMENDATION

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

DISCUSSION

Wastewater Statistics and Work

- June flow through Bell Lane Pump Station: 7,800,300 gallons
- June flow through Bob Bunce Pump Station: 120,209 gallons
- Rain: 0 total inches
- Sewer Spill: 0
- Lateral Inspections 2024 ytd: 69 (incl. 19 CIP CCTVs in Phase D)

Solid Waste Statistics and Work

SOLID WASTE CALLS FOR SERVICE 2024							
TYPE OF SERVICE	Month						
	Jan	Feb	March	April	May	June	
Missed pick-up	42	27	22	21	26	30	
New Service request	8	2	4	7	4	11	
Replacement carts	7	8	8	10	10	18	
Dumpsters	1	2	4	11	7	4	
Extra trash pick-up	10	9	6	4	14	11	
Late put out	3	2	1	-	1	3	
Other	<u>1</u>	<u>1</u>	<u>4</u>	<u>1</u>	<u>1</u>	<u>1</u>	
Total	72	51	49	54	63	78	
YTD Total							367
					Avg/mo.		61

- Staff has been working with the participating Special Districts and R3 Consulting to begin the implementation of the SB1383 CalRecycle regional grant.

Parks & Recreation

- June 9th was the first of the Tam Valley Speaker Series. John Byrne Barry was the speaker: "Sausalito Houseboat Wars: What Really Happened?" The program was held in the Tam Valley Community Center. The location was changed from the Cabin based on the number of RSVPs for the event. We estimate 40+/- attendees. The next speaker series is July 24th "Basics On Writing with Local Writer Michael Wisner."
- June 15th was the second Garden Talk by PARC Commissioner, Michael Bogart.
- June 14th and June 28th were Creekside Friday events; we'll have the expense and revenue data available at the August Board meeting.

Administration

- Staff attended the June 7th PARC meeting. The next PARC meeting is a special joint meeting with the Board on July 10th. PARC will also meet on July 19th.
- At the last Board meeting, two Board members expressed an interest in forming an ad-hoc subcommittee to explore the concept of a new centrally located park. After the meeting, one Board member suggested to staff that the role of the ad-hoc subcommittee could be more generalized to discuss a long-term park facility masterplan. Such a long-term masterplan would encompass the potential Cabin improvements, Community Center Masterplan, and parks including possible new structures and parks.
- Staff will report at the meeting the status of the community center masterplan process.



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
July 10, 2024

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

RECOMMENDATION

Receive and file the June 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 June 30, 2024, TCSD had the following cash and investment balances:

Institution	Account	31-May-24	30-Jun-24
Wells Fargo	General Checking	\$ 515,688.48	\$ 117,241.49
Wells Fargo	General Savings	\$ 200,000.00	\$ 220,686.00
Wells Fargo	General Merchant Services	\$ 10,742.71	\$ 14,939.81
Wells Fargo	Stagecoach Sweep	\$ 10,317,829.85	\$ 9,709,380.85
State of CA - LAIF	General Account	\$ 2,963,250.89	\$ 2,963,250.89
Total Balances		\$ 14,007,511.93	\$ 13,025,499.04

MONTHLY REPORTS

The disbursement reports for June 2024 are attached to this report (Attachment A). The largest disbursement for the period was to U.S. Bank Trust National Assoc. for the debt service payment \$282,597.29.

The preliminary annual budget report (Attachment B) is through the end of June 2024. The report gives the cumulative totals for the fiscal year with budget comparisons. YTD Parks and Recreation revenues are \$1,325,754, which meets the budget. YTD Wastewater revenues are \$6,178,002, which meets the budget. And YTD Solid Waste revenues are \$3,027,491, 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 total revenue received in FY23-24 is \$8,900,642.50 combined for all three funds.

Expenditures from FY23-24 are still being received and processed, therefore, what is shown in this report is not final for the year. After the year-end close in August, a more comprehensive and complete analysis can be provided at a future board meeting.

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
06/21/2024	Backyard Unlimited, Inc.	A-frame Shed for Community Center CIP Project (Down Pmt)	\$ 7,148.00
06/18/2024	Mount Tam Apparel	T-shirts for Creekside Fridays	\$ 985.00
06/04/2024	FasTrak	Bridge Toll Account Replenishment	\$ 510.00
06/04/2024	Printful	Swag to Sell at Creekside	\$ 498.69
06/05/2024	Amazon.com	Supplies for P&R	\$ 368.04
06/03/2024	Comcast	Internet May 18- Jun 17, 2024 @ 305 Bell Ln.	\$ 274.68
06/23/2024	Verizon Wireless	Device & Data Plan	\$ 267.61
06/10/2024	Go To Communications, Inc.	(415)388-6393 Voice & Data Lines and Wireless Services	\$ 250.99
06/24/2024	Amazon.com	New Coolers for Creekside	\$ 238.12
06/19/2024	California Water Environment Association	CWEA Association Membership Renewal, Cross-Trainee	\$ 221.00
06/14/2024	Beverages & More	Beverages for Creekside Friday (To be reimbursed by F.O.T.V)	\$ 188.70
06/03/2024	Comcast	Internet May 13- Jun 12, 2024 @ 203 Marin Ave	\$ 159.84
06/10/2024	Verizon Wireless	Data Plan for Refuse Driver's iPads	\$ 126.36
06/08/2024	QuickBooks Time, Inc.	Online Time Card Service- May 2024	\$ 124.00
06/14/2024	MegaDepot	Pressure Washer Connectors	\$ 121.35
06/21/2024	Kaiser Foundation Health Pln	Reimbursement for Kaiser Physical for Work	\$ 115.00
06/06/2024	Terminix	Pest Control Servicing at Community Center & Main Office	\$ 114.00
06/19/2024	AT&T	Staff Cell Phone Plan	\$ 76.89
06/13/2024	Home Depot	Lighting in Office Bathrooms	\$ 76.41
06/24/2024	Toast Takeout App	Interviews for Driver - Panel Lunch	\$ 76.35
06/20/2024	Bob's Donuts	Coffee & Snack for Driver Interview Pannel	\$ 59.76
06/18/2024	Amazon.com	Mic Stands for Setup at Creekside	\$ 59.61
06/24/2024	BingBanners	Additional Banners for Creekside	\$ 42.81
06/05/2024	BingBanners	Signage for Creekside	\$ 38.42
06/12/2024	BingBanners	Sponsor Signage for Creekside	\$ 34.03
06/13/2024	Shutter Stock	Stock Images for P&R	\$ 29.00
06/13/2024	Transbay Lock Inc	New Lock at East End of Yard Bldg.	\$ 28.00
06/21/2024	Amazon.com	Cleaning Supplies	\$ 25.96
06/24/2024	Launder It	Laundry for Board Meetings Tablecloths	\$ 24.00
06/12/2024	Chevron	Propane for Creekside Friday #1	\$ 18.36
06/17/2024	Chevron	Propane for Creekside Friday #2	\$ 16.21
06/12/2024	Good Earth Natural Foods	Bottled Water for Board Meeting	\$ 3.45



Tamalpais Community Services District
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
06/20/2024	44753	U.S. Bank Trust National Assoc. - C.O.P	COP- Wastewater Debt Service Payment 8	\$ 282,597.29
06/28/2024		QuickBooks Payroll Service	Created by Payroll Service on 06/27/2024	\$ 73,316.80
06/05/2024	44735	CERBT - OPEB	FY23-24 Deposit to Trust Fund for Retirees' Medical Benefits	\$ 60,000.00
06/14/2024		QuickBooks Payroll Service	Created by Payroll Service on 06/13/2024	\$ 59,700.45
06/29/2024	101103	DMR Builders	Corp. Bldg. Remodel Project Progress Billing No.3	\$ 57,191.66
06/12/2024	101058	FM3 Research	District Resident's Voter Survey	\$ 27,250.00
06/23/2024	101081	Kaiser Foundation Health Pln	Jul 2024 Medical	\$ 21,893.43
06/05/2024	101027	Kaiser Foundation Health Pln	Jun 2024 Medical	\$ 19,837.71
06/26/2024	101087	Rehrig Pacific Company	112 Each of 65gal Green and Blue Carts	\$ 17,193.97
06/15/2024	101078	Maggiora & Ghilotti Inc.	Bell Lane Pump Station Bypass Repair	\$ 16,926.74
06/28/2024	101090	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement June 2024	\$ 16,305.07
06/05/2024	101037	Marin Sanitary Service	May 2024 Solid Waste 138.77 tons @\$110.99/T	\$ 15,402.11
06/05/2024	101031	County of Marin DOF Payroll	Retiree Health Insurance Premiums Apr-Jun 2024	\$ 14,809.89
06/12/2024	101050	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement May 2024	\$ 14,597.69
06/12/2024	101066	Marin Resource Recovery Center	Green Waste, 134.69 Tons @ \$102.48/T, May 2024	\$ 13,803.23
06/05/2024	101036	Jorges Tree Services	Monthly Parks & Open Space Mani.- 3 days/week - May	\$ 13,605.00
06/14/2024	101077	Marin County Employees Retirement Sys.	PP12 2024 June 1 - June 14, 2024	\$ 12,984.18
06/28/2024	101094	Marin County Employees Retirement Sys.	PP13 2024 June 15 - June 28, 2024	\$ 12,850.86
06/30/2024	101104	Marin Sanitary Service	June 2024 Solid Waste 115.51 tons @\$110.99/T	\$ 12,820.45
06/29/2024	101102	DMR Builders	Community Center Restroom Remodel Progress Billing No.5	\$ 11,596.57
06/12/2024	101065	Star Creek Land Stewards, Inc.	Grazing Services: 400 Goats within 9 acres of Marinview Community	\$ 9,979.00



Tamalpais Community Services District
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
06/12/2024	101060	Glosage Engineering Inc.	Sewer Emergency Repair- 303 Sheffield Ave.	\$ 7,150.00
06/05/2024	101032	Diesel Direct	710 gal Diesel, for Above Ground Tank; 330.9 gal Diesel, for Under Ground Tank; 310.3 gal Gasoline, for Under Ground Tank	\$ 6,773.30
06/14/2024	101075	Marin County Employees Retirement Sys.	PEPRA PP12 2024 June 1 - June 14, 2024	\$ 6,025.02
06/18/2024	101079	Almonte SD	Six TCSD Parcels Served by Almonte SD Lines FY24-25	\$ 5,589.00
06/28/2024	101092	Marin County Employees	PEPRA PP13 2024 June 15 - June 28,	\$ 5,035.13
06/05/2024	101044	Roy's Sewer Service, Inc.	May Maint. Cleaning	\$ 4,425.00
06/05/2024	101035	J. W. Mobile/Napa Truck Service	15: Replace Wind Shield; 15: P/M Service, Repair lights as needed; 20: P/M service, repair left door	\$ 4,371.36
06/24/2024	101084	Roy's Sewer Service, Inc.	Bell Ln Pum Stn - Emergency Standby Repair and Other Cleaning Maint.	\$ 4,350.00
06/05/2024	101041	Pacific Gas & Electric	Office, Shop, CC Gas & Electricity and Kay Park Electricity, 3/19-4/17/24	\$ 3,647.70
06/12/2024	101057	Diesel Direct	705.1 gal Diesel, for Above Ground Tank	\$ 3,508.59
06/18/2024	101080	Mowry, Robert	Pickleball Instructor- 65% Share of \$5,385 Fees Deposited Jun'24	\$ 3,500.25
06/13/2024	44776	Teamsters Anthem PPO	Medical Insurance Premium	\$ 3,317.62
06/28/2024	44777	Teamsters Anthem PPO	Medical Insurance Premium	\$ 3,317.62
06/05/2024	101030	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Apr 2024, 9 Trips, 13.66 tons	\$ 3,138.68
06/05/2024	101028	AT&T	Office Data Lines, Wireless Services Bunce Pump Station & Comm. Ctr.	\$ 3,076.62
06/12/2024	101054	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor May 2024, 9 Trips, 12.44 tons	\$ 3,018.94
06/12/2024	101061	Homestead Valley SD	FY 23-24 Two TCSD Parcels Serviced by Homestead Sanitary	\$ 2,750.00
06/28/2024	101099	AT&T	Office Data Lines, Wireless Services	\$ 2,741.37
06/14/2024	101076	Employee Personal W/H	Employee Personal W/H	\$ 2,500.00
06/28/2024	101093	Employee Personal W/H	Employee Personal W/H	\$ 2,500.00



Tamalpais Community Services District
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
06/28/2024	101098	Pacific Window Cleaning & Janitorial, Inc	Cleaning Services June 2024	\$ 2,475.00
06/28/2024	101096	Diesel Direct	693.9gal Diesel, for Above Ground Tank	\$ 2,455.64
06/05/2024	101043	Proud City Inc.	Website - Annual Payment	\$ 2,400.00
06/13/2024	101072	North Bay Pensions LLC	GASB 75 Valuation as of June 30	\$ 2,400.00
06/01/2024	101025	County of Marin/Env.Health Services	Refuse Collection Vehicle Operating Permit Renewal	\$ 2,223.00
06/13/2024	101073	ChromaGraphics	Summer Events Postcard & Mailing,	\$ 2,167.52
06/12/2024	101055	Best Best & Kreiger (BBK)	Attorney fees - May	\$ 2,153.50
06/05/2024	101047	Urban Futures Inc.	Continuing Disclosure Agent Services for FYE June 2023	\$ 1,976.00
06/05/2024	101042	Pacific Window Cleaning & Janitorial, Inc	Cleaning Services May 2024	\$ 1,975.00
06/12/2024	101064	Roy's Sewer Service, Inc.	Emergency - Extracted Jetter Nozzle from Enterprise Siphon	\$ 1,700.00
06/12/2024	101051	Levy, Bruce	Refund - Sewer Overflow Pmt. made on 2/13/24	\$ 1,675.00
06/26/2024	44775	BiRite	Food for CF #1	\$ 1,627.49
06/28/2024	101100	J. W. Mobile/Napa Truck Service	94: Replace Cab Tilt Pump	\$ 1,330.08
06/26/2024	101088	UBEO West LLC- RMC	Copier Lease - Two Months	\$ 1,146.62
06/12/2024	101063	Marin Sanitary Service	Flat Rate for Svc.	1,100.00
06/05/2024	101049	Pace Supply Corp.	Area Drain Installation at Comm. Ctr.	938.06
06/14/2024	101074	Pacific Standard	CF1 Band June 14	800.00
06/28/2024	101089	Void Where Prohibited	Creekside Friday Band June 28, 2024	800.00
06/30/2024	101105	Matrix Computer Solutions	Monthly Service fee - Jun-July	770.00
06/12/2024	101067	Marin Sanitary Service	Two of 25yard Metal Debris Box	750.00
06/05/2024	101033	e-Recycling of California	Misc e-waste picked up 5/28/24	692.58
06/05/2024	101026	Safety-Kleen Systems, Inc.	Shop Parts Cleaner Tank	687.99
06/05/2024	101048	Perfect Timing Personnel Services, Inc.	Front Desk Sub: May 16-17, 2024	671.38
06/05/2024	101038	Miller Starr Regalia	Greene Vs. Kenyon Litigation, April 2024	640.00
06/26/2024	101086	Linde Gas & Equipment Inc.	Welding Machine Gas	627.87
45473	101106	Cintas	Carpets, Towels, Soap	\$ 593.10
45455	101053	Cintas	Carpets, Towels, Soap	\$ 590.47



Tamalpais Community Services District
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
45467	101082	Atco Pest Control	Pest Control for Community Center & Eastwood Park	\$ 575.00
45467	101083	Miller Starr Regalia	Greene Vs. Kenyon Litigation, May 2024	\$ 520.00
45448	101046	Urban Forestry Associates Inc	Site inspections Durant Way Pines	\$ 500.00
45448	101040	Northwest Administrators, Inc.	134115: Liquidated	\$ 449.46
45455	101059	Gardeners' Guild	Irrigation Repairs at Eastwood Park	\$ 355.00
45448	101039	North Bay Bottling	Drinking Water May'24	\$ 315.00
45471	101097	Eco-Check Compliance, Inc.	30 day designated operator inspection per UST regulations svc. - 2 inspections	\$ 300.00
45448	101029	Atco Pest Control	Pest Control for Eastwood Park	\$ 225.00
45448	101045	Stericycle, Inc.	Jun 2024 Medical Waste Services	\$ 185.66
45473	101107	Stericycle, Inc.	Jul 2024 Medical Waste Services	\$ 185.66
45455	44736	VSP Vision Service Plan (CA)	Employee Vision Coverage June 2024	\$ 139.74
45471	101101	Matrix Computer Solutions	IT services	\$ 135.00
45455	101056	Burkell Plumbing Inc.	Test Backflow Device at Cabin	\$ 125.00
45448	101034	Esposito, Camille (v)	Reimbursement for Travel for Events Work (179.4 miles Dec'23-May'24)	\$ 120.20
45455	101052	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 114.47
45444	101024	Goodman Building Supply Co.	Drain Installation at Comm. Center; 6: Bits for Steel Repair	\$ 110.96
45469	101085	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 107.53
45455	101068	Ubeo Business Services LLC.	Billable Prints (BW & Color)	\$ 58.93
45455	101062	Jackson's Hardware	Weed Whacker parts	\$ 14.19
45457	44752	Optum Financial (COBRA)	May- COBRA Administration for	\$ 4.81



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

WASTEWATER DEPT.				
	June 2024 (end of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4101 · Sanitation Service Charges	\$ 5,813,616.26	\$ 6,032,000	96%	
4103 · Permits/Lateral Connection Fees	\$ 78,994.00	\$ 31,200	253%	
4104 · Muir Woods Sanitaion Svc. Chrg.	\$ 74,545.37	\$ 55,906	133%	Higher Flow
4420 · Interest Revenue	\$ 210,846.90	\$ 26,700	790%	Higher Rates
Total Revenue	\$ 6,178,002.53	\$ 6,145,806	101%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 417,909.46	\$ 391,820	107%	
5012 · Overtime Pay	\$ 5,806.43	\$ 4,543	128%	
5013 · Performance Recognition	\$ 8,613.06	\$ 7,816	110%	
5014 · Temporary Help	\$ 2,831.89	\$ 8,295	34%	
Total 5010 · Salaries	\$ 435,160.84	\$ 412,474	106%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 51,010.84	\$ 54,017	94%	
5022 · Retirement Contributions	\$ 84,013.35	\$ 73,315	115%	
5023 · Social Security and Medicare	\$ 31,636.03	\$ 31,400	101%	
5024 · Other Employee Benefit	\$ 2,946.66	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 23,015.61	\$ 22,822	101%	
5026 · Reserve-Retiree Medical Insu.	\$ 24,000.00	\$ 24,860	97%	
Total 5020 · Employee Benefits	\$ 216,622.49	\$ 206,414	105%	
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	\$ 8,339	\$ 9,000	93%	
Total 5110 · Wastewater Treatment Expense	\$ 2,556,289.08	\$ 2,608,575	98%	
5140 · Sewer System Maint. & Repair				
5330 · Tree & Landscaping	\$ -	\$ 10,000	0%	
5400 · TCSD Board Fees	\$ 4,394.00	\$ 5,000	88%	
5401 · Professional Services	\$ 47,250.87	\$ 60,000	79%	
5420 · Staff Training & Travel Expense	\$ 1,019.12	\$ 7,381	14%	Recategorized
5425 · Office and Technology	\$ 16,505.49	\$ 19,200	86%	
5430 · Telephone and Alarms	\$ 18,454.52	\$ 15,000	123%	
5431 · Public Communications	\$ 120.75	\$ 7,000	2%	
5432 · Insurance	\$ 52,254.30	\$ 55,000	95%	
5437 · Miscellaneous	\$ -	\$ 1,000	0%	
5438 · Fees and Permits	\$ 19,577.99	\$ 37,000	53%	
5439 · Utilities	\$ 12,609.99	\$ 9,000	140%	
5440 · Fuel Expense	\$ 16,882.57	\$ 12,000	141%	
5450 · Maintenance and Supply	\$ 44,900.37	\$ 100,000	45%	
5470 · Yard & Bldg. Improvements	\$ 686.90	\$ 10,000	7%	
5483 · Debt Issuance Costs	\$ 1,325,096.27	\$ 1,340,000	99%	
Total Expense	\$ 4,963,811.94	\$ 5,140,044	97%	



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

ATTACHMENT B

SOLID WASTE DEPT.

	June 2024 (end of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 2,869,418.71	\$ 2,797,000	103%	
4202 · Other Solid Waste Services	\$ 7,999.75	\$ 7,600	105%	
4410 · Donations/Fundraising/Grants	\$ 6,009.82	\$ 5,000	120%	
4420 · Interest Revenue	\$ 144,062.94	\$ 18,690	771%	Higher Rates
Total Revenue	\$ 3,027,491.22	\$ 2,828,290	107%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 666,648.18	\$ 699,737	95%	
5012 · Overtime Pay	\$ 45,751.04	\$ 52,934	86%	
5013 · Performance Recognition	\$ 12,963.23	\$ 13,642	95%	
5014 · Temporary Help	\$ 8,498.57	\$ 25,000	34%	
Total 5010 · Salaries	\$ 733,861.02	\$ 791,313	93%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 140,038.17	\$ 141,000	99%	
5022 · Retirement Contributions	\$ 185,570.85	\$ 181,132	102%	
5023 · Social Security and Medicare	\$ 54,380.32	\$ 58,930	92%	
5024 · Other Employee Benefits	\$ 6,012.66	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 34,164.01	\$ 43,616	78%	
5026 · Reserve-Retiree Medical Insu.	\$ 27,000	\$ 27,940	97%	
Total 5020 · Employee Benefits	\$ 447,166.01	\$ 452,618	99%	
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 197,734.18	\$ 190,937	104%	
5212 · Recycling Fees	\$ 2,753.92	\$ 50,000	6%	
5213 · Green Waste Disposal Fees	\$ 135,466.06	\$ 116,284	116%	
5214 · Debris Day Expenses	\$ 5,021	\$ 21,679	23%	
Total 5210 · Solid Waste Disposal Expense	\$ 340,975.34	\$ 378,900	90%	
5400 · TCSD Board Fees	\$ 2,994.00	\$ 3,500	86%	
5401 · Professional Services	\$ 55,147.16	\$ 185,000	30%	
5420 · Staff Training & Travel Expense	\$ 861.03	\$ 4,114	21%	Recategorized
5425 · Office and Technology	\$ 18,944.25	\$ 20,000	95%	
5430 · Telephone and Alarms	\$ 8,471.89	\$ 7,300	116%	
5431 · Public Communications	\$ 185.78	\$ 25,000	1%	
5432 · Insurance	\$ 87,700.35	\$ 79,000	111%	
5437 · Miscellaneous	\$ -	\$ 1,040	0%	
5438 · Fees and Permits	\$ 36,810.06	\$ 43,300	85%	
5439 · Utilities	\$ 3,725.40	\$ 3,600	103%	
5440 · Fuel Expense	\$ 55,122.82	\$ 91,500	60%	
5450 · Maintenance and Supply			0%	
5451 · General Supplies	\$ 3,672.41	\$ 3,448	107%	
5452 · Maint. & Supply Contract Svc	\$ 14,780.53	\$ 14,801	100%	
5454 · Vehicle Repair & Maint.	\$ 154,311.14	\$ 210,000	73%	
5456 · Bridge Tolls	\$ 5,100.00	\$ 4,268	119%	
5457 · Solid Waste Carts & Bins	\$ 21,513.26	\$ 38,737	56%	
Total 5450 · Maintenance and Supply	\$ 199,377.34	\$ 271,254	74%	
5470 · Yard & Bldg. Improvements	\$ 1,336.58	\$ 10,000	13%	
5471 · Minor Equipment	\$ -	\$ 4,600	0%	
Vehicle Lease	\$ 44,804.48	\$ 44,900	100%	
Total Expense	\$ 2,037,483.51	\$ 2,416,940	84%	



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

ATTACHMENT B

PARKS AND RECREATION DEPT.

	Jun 2024 (end of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4301 · Taxes	\$ 1,100,490.89	\$ 1,058,250	104%	
4303 · Tia's After School Program Rev	\$ 26,996.00	\$ 30,600	88%	
4310 · Facilities Rental & Fees	\$ 33,101.12	\$ 28,350	117%	
4320 · Park Rentals	\$ 3,088.00	\$ 2,730	113%	
4330 · Class Fees	\$ 17,944.00	\$ 30,906	58%	
4350 · TCSD Event Revenue	\$ 56,904.46	\$ 73,800	77%	
4410 · Donations/Fundraising/Grants/Tips	\$ 12,324.50	\$ 4,899	252%	
4420 · Interest Revenue	\$ 66,783.94	\$ 8,010	834%	Higher rates
4430 · Miscellaneous Revenue	\$ 8,121.83	\$ 2,040	398%	
Total Revenue	\$ 1,325,754.74	\$ 1,239,585	107%	
Expense				
5011 · Wages and P.T.O	\$ 426,535.03	\$ 423,104	101%	
5012 · Overtime Pay	\$ 6,099.31	\$ 6,544	93%	
5013 · Performance Recognition	\$ 8,256.29	\$ 8,448	98%	
5014 · Temporary Help	\$ 17,858.17	\$ 38,064	47%	
Total 5010 · Salaries	\$ 458,748.80	\$ 476,160	96%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 72,239.45	\$ 60,000	120%	
5022 · Retirement Contributions	\$ 77,176.28	\$ 79,244	97%	
5023 · Social Security and Medicare	\$ 36,230.51	\$ 40,000	91%	
5024 · Other Employee Benefits	\$ 2,730.68	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 3,994.58	\$ 4,360	92%	
5026 · Reserve-Retiree Medical Insu.	\$ 9,000.00	\$ 9,350	96%	
Total 5020 · Employee Benefits	\$ 201,371.50	\$ 192,954	104%	
5300 · Events Expense	\$ 81,687.17	\$ 76,450	107%	
5330 · Tree & Landscaping Services	\$ 31,532.00	\$ 30,000	105%	
5331 · Landscaping Contract Svc	\$ 60,122.00	\$ 73,000	82%	
5332 · McGlashan Trail Maintenance	\$ 3,938.00	\$ 4,500	88%	
5333 · Vegetation Management	\$ 268.00	\$ 40,000	1%	
5340 · Instructor Fees	\$ 15,080.00	\$ 9,647	156%	
5341 · Tia's Afterschool Program Exp	\$ 22,228.41	\$ 11,434	194%	
5400 · TCSD Board Fees	\$ 3,412.00	\$ 5,529	62%	
5401 · Professional Services	\$ 48,987.04	\$ 35,000	140%	
5420 · Staff Training & Travel Expense	\$ 1,324.72	\$ 6,866	19%	Recategorized
5425 · Office and Technology	\$ 19,004.02	\$ 18,847	101%	
5430 · Telephone and Alarms	\$ 20,990.08	\$ 14,542	144%	
5431 · Public Communications	\$ 5,156.47	\$ 3,846	134%	
5432 · Insurance	\$ 41,572.19	\$ 37,240	112%	
5437 · Miscellaneous	\$ -	\$ 473	0%	
5438 · Fees and Permits	\$ 15,755.90	\$ 24,841	63%	
5439 · Utilities	\$ 23,439.56	\$ 19,995	117%	
5440 · Fuel Expense	\$ 9,588.42	\$ 4,458	215%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 6,591.27	\$ 9,580	69%	
5452 · Maint. & Supply Contract Svc	\$ 24,978.70	\$ 23,966	104%	
5454 · Vehicle Repair & Maint.	\$ 1,134.25	\$ 3,854	29%	
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 6,129.57	\$ 8,655	71%	
5459 · Park Maint.	\$ 27,557.36	\$ 10,729	257%	
Total 5450 · Maintenance and Supply	\$ 66,391.15	\$ 56,784	117%	
5470 · Yard & Bldg. Improvements	\$ 686.90	\$ 10,000	7%	
5471 · Minor Equipment	\$ 2,575.10	\$ 3,432	75%	
Total Expense	\$ 1,133,859.43	\$ 1,155,998	98%	



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
July 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: REVIEW AND CONTINUE EMERGENCY ACTIONS AUTHORIZING THE GENERAL MANAGER TO CONTRACT FOR EMERGENCY REPAIR OF SEWER LINE DAMAGED BY FALLING TREES (APPROX. LOCATION: 354 PINE HILL ROAD)

RECOMMENDATION

Continue emergency actions and authority to repair the damaged sewer line located at 354 Pine Hill Rd (approx. location).

DISCUSSION

At its April 10, 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. 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.

Staff reported at the Board's June 12, 2024 meeting that the Lattie Lane sewer line no longer requires emergency action. We are monitoring the pipeline to ensure that the pipe remains stable. We have been reporting at each Board meeting that the Pine Hill Rd. location does require the continuation of emergency action and authority.

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 Pine Hill repair will also be very difficult and complex due to the steepness of the topography. Nute Engineering is in the process of preparing a topographical survey needed for developing a plan for repair. The pipeline's condition requires the continuation of the emergency action.

FISCAL IMPACT

The adopted 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.



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TCSO BOARD OF DIRECTORS REGULAR MEETING

MINUTES

WEDNESDAY, JUNE 12, 2024, AT 7:00 P.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:01 pm on Wednesday, June 12, 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; TCSO Clerk, Natalie Callahan

Others present: Lucia Del Puppo, Sr. Vice President, FM3 Research; PARC Commissioners: Erin Rosenblatt, Pam Keon, Michael Bogart, Michael Wisner

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.

PARC opened its Special Meeting to allow PARC to participate in the discussion of agenda

Item 5A.

5. REGULAR BUSINESS: Board Actions

- A. Discuss FM3 Research report on the results of the recently conducted community survey.

Lucia Del Puppo, Sr. Vice President, FM3 Research, reported on the results of the community survey. The survey was conducted from April 22 to May 2, 2024. FM3 surveyed 263 residents in the District via telephone or on-line interviews.

Below are FM3's general findings from the survey.

- TCSD 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 Kay and Eastwood 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 TCSD 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.

Based on the community's interest for a centrally located park/gathering area the Board suggested the staff to focus on the Community Center and Cabin as possible options.

The Board, staff and PARC Commissioners discussed and asked questions of Lucia Del Puppo.

Public comment: Tam Valley resident, Ms. Wisner, commented on her concern with dogs off leash at the parks.

PARC adjourned its special meeting.

- B. Discussed / consider adopting the proposed FY24-25 Operating and Capital Improvement

Program budget.

GM Toy gave a brief background from the May 15 Budget workshop. At the May 15 Budget workshop the Board recommended a few revisions to the proposed budget. GM Toy went over the revisions made to the Budget.

TCSD's total combined operating budget for Wastewater, Solid Waste and Parks & Recreation is approx. \$10.7M and \$8.9M in total revenue and expenses respectively. The FY24-25 Capital Improvement Program budget (CIP) is approximately \$2.3M.

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

MOTION TO ADOPT RESOLUTION APPROVING THE PROPOSED FY24-25 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET INCLUDING ANY INCREASES TO TCSD SERVICE CHARGES.

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

- C. Discussed / consider adopting 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 increase the General Manager's contractual authority not to exceed \$60,000 for eligible services under the SB1383 grant.

GM Toy gave the staff report. As background, in November 2023, TCSD, as the lead agency, submitted a regional application for seven Special Districts in Marin who were responsible for providing solid waste services to their residents. CalRecycle only recently approved the budget for the grant award of \$535,781.

A key component of the grant is the evaluation and analysis of each SD's compliance under SB 1383. The R3 proposal is for a not-to-exceed amount of \$329,000. R3 would provide services for Capacity Planning/Program Evaluation/Gap Analysis, Edible Food Recovery, and Education and Outreach as described in the grant application/budget.

The remaining balance of \$206,781 in grant funds is reserved for reimbursing TCSD for the costs to manage/administer the grant, costs to hire a "Climate Fellow" to establish and implement the required SB 1383 programs, and an allowance to reimburse the County for commercial compliance enforcement.

Staff also requested that 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. Staff will provide updates to the Board under the GM report on the monthly agenda.

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

MOTION TO 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.

M/S: S. BARTSCHAT / J. JACOBS AYES: 3 (S. BARTSCHAT, J. BROWN, J. JACOBS) NAYS: 1 (M. MCMAHON) ABSTAIN: 1 (S. LEVINE) ABSENT: 0

D. Discussed / consider adopting resolution clarifying the provisions of the TCSD retiree health program.

GM Toy briefly discussed the revisions to the retiree health program (see below) which were suggested at the April 10 and May 15 BOD meeting.

- 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.

GM Toy also shared that the resolution clarifies that the Tier 1 (Medicare eligible) is employee plus one not employee plus dependents. It also clarifies that if someone is out of state it's employee plus one not employee plus dependents.

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

MOTION TO ADOPT RESOLUTION CLARIFYING THE PROVISIONS OF THE TCSD RETIREE HEALTH PROGRAM.

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

- E. 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 Road).

GM Toy gave the latest update report on 1235 Lattie Lane and 354 Pine Hill Road. GM Toy said he spoke with Pippin Cavagnaro, PE, with Nute Engineering and Mr. Cavagnaro stated that the pipe is stabilized. Staff and Nute Engineering are recommending that there is no longer an emergency action needed for 1235 Lattie Lane. The plan is to wrap the repair to the pipe into the permit repair for the solution to Lattie Lane.

GM Toy would like to keep 354 Pine Hill as an emergency action because the Pine Hill repair is much more complex due to the steepness of the topography.

There was no public comment.

MOTION TO CONTINUE EMERGENCY ACTIONS AND AUTHORITY TO REPAIR THE DAMAGED SEWER LINE LOCATED AT 354 PINE HILL RD (APPROX. LOCATIONS).

M/S: S. LEVINE / J. JACOBS 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” meeting 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, staff 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 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 letter.
- The truck went back to public auction and the winning bid was \$4,600.

The Board discussed the PG&E tower location in more detail.

The Board brought up a company that is offering a service to clean solid waste carts. The Board is wanting to know if the staff could investigate this service and how we can offer this through TCSD.

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 May 16, 2024. Director Jacobs reported on his written report.

Director Levine attended the SMCSD Board of Directors meeting on June 4, 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. 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.

MOTION TO APPROVE THE CONSENT CALENDAR

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

8. FUTURE AGENDA ITEMS

- A. Review of meeting
 - The Board said it was good to see the PARC Commissioners at the meeting.
 - The Board commented that the staff reports continue to be excellent and thorough.
 - The Board thought the community survey was terrific and very helpful.
- B. Board input for future Board Meetings
 - The Board will be having a joint meeting with PARC on July 10th at 6:00pm and the regular meeting at 7:00pm.
 - June 26, Board Work Session meeting will be held at Kay Park (8:30am) & Eastwood Park (9:00am)
 - Superintendent Stephanie Moulton-Peters would like to make a presentation at the September 11 or October 9 Board meeting. The Board suggested October 9.

9. ADJOURNMENT

MOTION TO ADJOURN

THE MEETING WAS ADJOURNED AT 9:20 PM

Approved by Board on: _____



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TCSO BOARD OF DIRECTORS SPECIAL MEETING MINUTES WEDNESDAY, JUNE 26, 2024, 8:30 AM KAY PARK

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Special Meeting was called to order by President Bartschat at 8:36am on Wednesday, June 26, 2024 at Kay Park.

2. ROLL CALL

President Steffen Bartschat

Vice President Matt McMahon (absent), Directors Jeff Brown, Jim Jacobs and Steve Levine

Staff Present: General Manager, Garrett Toy; Assistant General Manager (AGM) Alan Shear; Senior Parks Maintenance Worker, Josh Everhart

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE/ J. JACOBS

AYES: 4

NAYS: 0

ABSENT: 1

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

A. Discuss Kay Park operations, maintenance, improvements, uses, policies, rules/regulations, and other related issues; tour the park facilities; and provide direction to staff as appropriate.

Senior Parks Maintenance Worker Everhart provided an update on the operations, improvements, and current maintenance standards of the park.

The Board made comments, discussed issues, and asked questions of staff. Specifically, the topics discussed included new fencing around the play structures, a new irrigation control box, and providing shade near the picnic tables.

B. Review emergency actions authorizing the General Manager to contract for emergency repairs for sewer line (approx. location: 354 Pine Hill Road) damaged by falling trees.

GM Toy summarized the ongoing need to authorize the ability to contract for emergency repairs at the specific location.

The Board asked questions of staff.

MOTION TO APPROVE CONTINUING THE AUTHORITY OF THE GENERAL MANAGER TO CONTRACT FOR EMERGENCY REPAIRS FOR A SEWER LINE (354 PINE HILL ROAD) DAMAGED BY FALLING TREES

M/S: J. BROWN/S. LEVINE

AYES: 4

NAYS: 0

ABSENT: 1

10. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 8:52am

(Note: the Board moved to Eastwood Park for the special meeting at 9:00am)

Approved by the Board on: _____



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TCSO BOARD OF DIRECTORS SPECIAL MEETING MINUTES WEDNESDAY, JUNE 26, 2024, 9:00 AM EASTWOOD PARK

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Special Meeting was called to order by President Bartschat at 9:04am on Wednesday, June 26, 2024 at Eastwood Park.

2. ROLL CALL

President Steffen Bartschat

Vice President Matt McMahon (absent), Directors Jeff Brown, Jim Jacobs and Steve Levine

Staff Present: General Manager, Garrett Toy; Assistant General Manager (AGM) Alan Shear; Senior Parks Maintenance Worker, Josh Everhart

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE/ J. JACOBS

AYES: 4

NAYS: 0

ABSENT: 1

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

A. Discuss Eastwood Park operations, maintenance, improvements, uses, policies, rules/regulations, and other related issues; tour the park facilities; and provide direction to staff as appropriate.

Senior Parks Maintenance Worker Everhart provided an update on the operations, improvements, and current maintenance standards of the park.

The Board made comments, discussed issues, and asked questions of staff. Specifically, the topics discussed included parking, recent vegetation management efforts, and a possible gazebo in the park.

Director Jacobs left the meeting at approximately 9:15am

B. Review emergency actions authorizing the General Manager to contract for emergency repairs for sewer line (approx. location: 354 Pine Hill Road) damaged by falling trees.

GM Toy summarized the ongoing need to authorize the ability to contract for emergency repairs at the specific location.

The Board asked questions of staff.

**MOTION TO APPROVE CONTINUING THE AUTHORITY OF THE GENERAL MANAGER TO CONTRACT FOR EMERGENCY REPAIRS FOR A SEWER LINE (354 PINE HILL ROAD) DAMAGED BY FALLING TREES
M/S: J. BROWN/S. BARTSCHAT AYES: 3 NAYS: 0 ABSENT: 2**

10. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 9:45am

Approved by the Board on: _____