



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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

WEDNESDAY, DECEMBER 10, 2025

REGULAR SESSION AT 7:00PM

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

(Immediately followed by the Board's annual holiday gathering- time approx. 8:15pm)

1. **CALL TO ORDER**

2. **ROLL CALL** President Steffen Bartschat

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

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. Presentation from the Sausalito-Marin City Sanitary District (SMCSD) regarding operations and capital projects (oral report)
- B. Receive Parks and Recreation Commission (PARC) monthly meeting report including update on mural at the Rock Garden on Flamingo Rd.
- C. Approve contract amendment with CMG Landscape Architecture (CMG) in a not-to-exceed amount of \$6,500 for additional work to revise the Cabin Masterplan per Board direction and discuss the next steps
- D. Adopt a resolution approving a shared services agreement / memorandum of understanding between Alto Sanitary District (ALTO) and TCSD for TCSD to provide comprehensive District Manager services to Alto.
- E. Adopt the resolution approving the Second Amendment to the Employment Agreement between the Tamalpais Community Services District and General Manager, Garrett Toy
- F. Adopt resolution approving regular Board meeting schedule for 2026

6. **REGULAR BUSINESS: Information Items**

- A. General Manager's report for November

- B. Receive Sewer treatment plant update reports: SASM and SMCSO
- C. Board member and/or Subcommittee report

**7. CONSENT CALENDAR**

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

- A. Receive monthly financial reports
- B. Approve Parks and Recreation Commission (PARC) regular meeting schedule for 2026
- C. Approve minutes of November 13, 2024, regular meeting

**8. FUTURE AGENDA ITEMS**

- A. Review of meeting
- B. Board input for future Board Meetings  
January- Board Assignments (e.g., President, Vice-President)

**ADJOURN IN MEMORY OF JON ELAM, Retired TCSD General Manager**

*The community is invited to attend the annual Holiday Gathering immediately following the Board meeting. Refreshments will be provided.*

**NEXT REGULAR BOARD WORK SESSION**

*December 24, 2025*

***Canceled***

*Happy Holidays!*

**NEXT REGULAR BOARD MEETING**

*January 14, 2026*

*7:00pm*

*Tam Valley Community Center*



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
December 10, 2025

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: RECEIVE PARKS AND RECREATION COMMISSION (PARC) MONTHLY MEETING REPORT INCLUDING UPDATE ON MURAL AT THE ROCK GARDEN ON FLAMINGO RD.

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### RECOMMENDATION

Receive PARC monthly meeting report.

### DISCUSSION

PARC met on December 4, 2025. Commissioners will be in attendance to provide the monthly oral report to the Board.

Commissioners will discuss the proposed mural at the Rock Garden at Flamingo Park. Specifically, they will discuss the proposed sketch and images from local artist Lynsey Vera (attachment #2). Another proposed sketch from a different artist will be distributed at the Board meeting. The location of the mural will be positioned towards the middle of the fence and encompass a total of six fence panels, or 36 feet. It will be installed on posts placed near the onsite fence, not on the fence. An accessible path leading to the mural will also be part of the project.

Commissioner Bogart has drafted a proposed site plan for all the improvements at the Rock Garden (attachment #1).

Commissioners also discussed new recreation programming ideas for 2026. However, a more refined list of ideas will be forthcoming in the next several months.

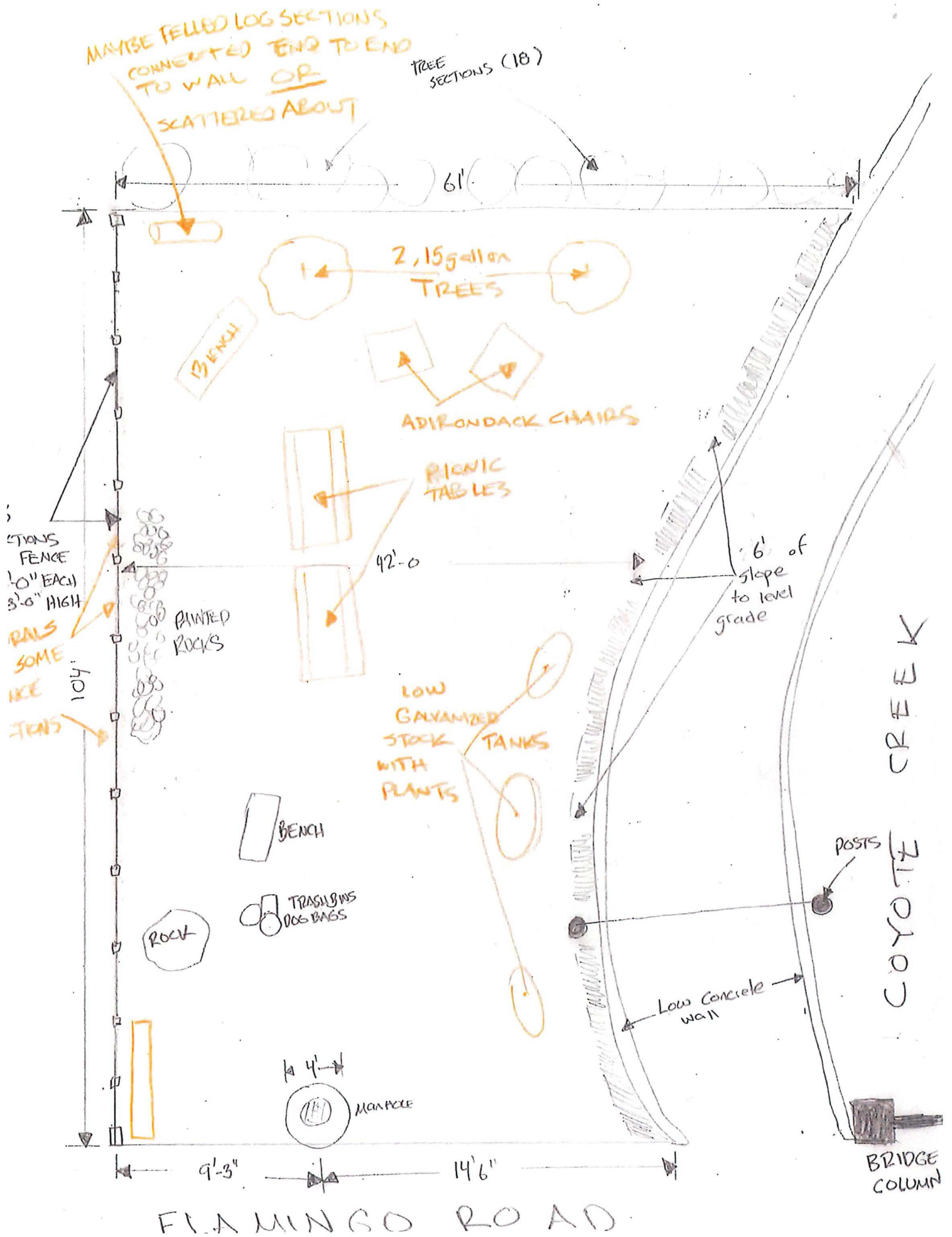
### FISCAL IMPACT

n/a

### ATTACHMENTS

1. Proposed site plan for Rock Garden at Flamingo Park
2. Proposed sketch and images for Rock Garden at Flamingo Park mural





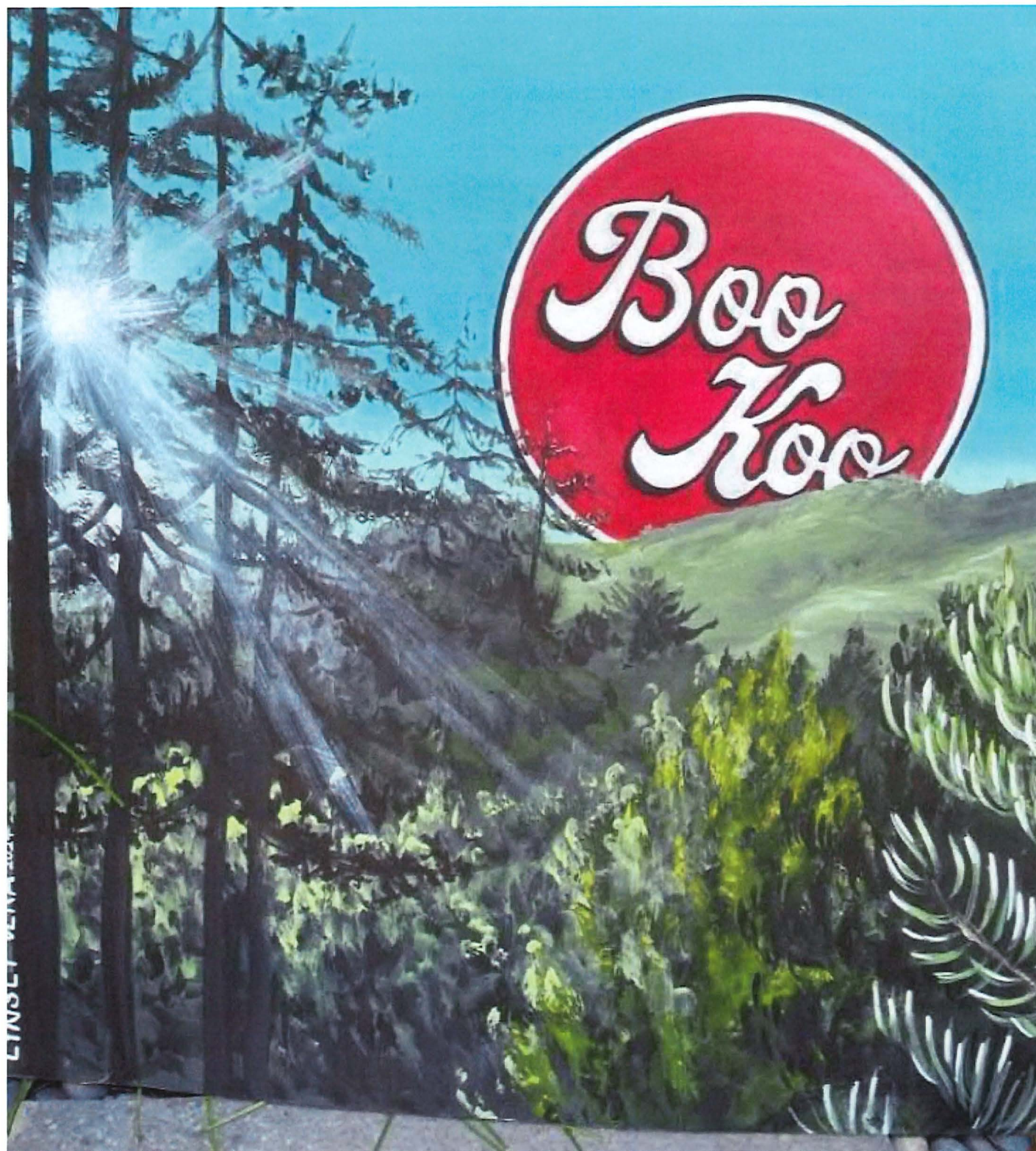






















## **TAMALPAIS COMMUNITY SERVICES DISTRICT**

**Staff Report  
Regular Board Meeting  
December 10, 2025**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: APPROVE CONTRACT AMENDMENT WITH CMG LANDSCAPE ARCHITECTURE (CMG) IN A NOT-TO-EXCEED AMOUNT OF \$6,500 FOR ADDITIONAL WORK TO REVISE THE CABIN MASTERPLAN PER BOARD DIRECTION AND DISCUSS THE NEXT STEPS**

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### **RECOMMENDATION**

Discuss the next steps in the process and authorize the General Manager to do everything necessary and appropriate to amend the contract with CMG Landscape Architecture (CMG) in a not-to-exceed amount of \$6,500 for additional work to revise the Cabin Masterplan per the attached scope of work.

### **BACKGROUND**

One of the Board's goals for 2025 is to "Develop plan for Cabin Improvements and integrate into the Community Center Masterplan." At its May 14, 2025, meeting, the Board confirmed its desire to develop a masterplan for the Cabin site (60 Tennessee Valley Rd) similar to the Community Center Masterplan process.

On July 9<sup>th</sup>, the Board approved an agreement with CMG to prepare the Cabin Masterplan. CMG was the same firm that prepared the Community Center Masterplan. On August 13<sup>th</sup>, CMG presented its preliminary site observations and opportunities at the Board meeting. The meeting was held at the Cabin to allow Board and PARC members to tour the site with CMG. At the end of the presentation, the Board shared its observations, goals and objectives, and program activities/ideas with CMG.

At its September 10<sup>th</sup> meeting, CMG presented three (3) preliminary concept designs for Board consideration: Concept A- Cabin (renovation), Concept B- Outdoor Pavilion (replace Cabin with Pavilion), and Concept C- Park (replace Cabin with park setting). The Board provided direction to CMG to further explore Concept B with: a) rustic Pavilion design that reflects the character of Tam Valley and b) the Pavilion could or would be "enclosed" to provide protection from the elements. At the meeting, CMG also provided the Board with the community comments received from the September 5<sup>th</sup> "Creekside Unplugged." CMG also indicated it would attend the September 20<sup>th</sup> Oktoberfest to solicit community input on general concepts and components of a masterplan. At both Creekside Unplugged and Oktoberfest, CMG had display boards for the conceptual site plans. Residents were encouraged to place "dots" on specific concepts/components (e.g., outdoor restrooms, keep Cabin) they liked and/or disliked.



**DISCUSSION**

At its November 12<sup>th</sup> meeting, CMG presented the final masterplan with the three (3) conceptual site plans with more detail regarding Concept B- Pavilion, summary of community engagement input, and summary of their understanding of Board preferences and direction. The Board also considered recommendations from PARC and discussed key policy discussions to help in its decision making process.

The Board requested CMG to reduce the amount of decomposed granite (DG) areas as well as develop a better transition between the paved parking areas and the DG plaza/walkways. The Board indicated that while it prefers Concept A- Cabin, the adoption of the Masterplan is only the first step in the process.

A few next steps discussed by the Board included holding community meetings or work sessions to determine the specific improvements the community would like to see at the Cabin and Community Center over the next five years. The process may also include a community survey focused on the Cabin and Community Center proposed masterplan improvements. As TCSD lacks the financial resources to fully implement either masterplan, the survey may also measure the community's interest in providing additional funding to construct the improvements. The Board can further discuss the next steps at this meeting and next.

At the meeting, we indicated that CMG would finalize the Cabin Masterplan and we would bring the final Cabin Masterplan to the Board for adoption in December. However, in subsequent discussions with CMG, CMG indicated that the additional work is beyond the initial scope of work. CMG estimates an additional cost of \$6,500 to revise Concept A per Board direction, revise materials, and present the revisions and Masterplan to the Board at its January 14<sup>th</sup> meeting. With the Board's approval, staff would prepare the contract amendment and authorize CMG to proceed with the additional work.

**Update on the Cabin Transfer Process**

Staff will provide an update on discussions with the County.

**FISCAL IMPACT**

The initial contract was a not-to-exceed amount of \$38,000 which included a reimbursable allowance of \$690. The additional \$6,500 would increase the contract total to \$44,500. The Parks & Recreation FY25-26 CIP budgeted \$30,000 for the masterplan process. We previously indicated the Board could approve the budget adjustment as part of the mid-year budget review process.

**ATTACHMENT**

CMG proposal



444 Bryant Street  
San Francisco, CA 94107  
415.495.3070

November 21, 2025

Mr. Garrett Toy  
Tamalpais Community Services District  
305 Bell Lane  
Mill Valley, CA 94941  
CMG Project #: TVC 2501

RE: Tam Valley Cabin Masterplan- Additional Service 01-Site Plan Revisions for Option A  
(Existing Cabin Scheme) and Board Presentation

Dear Garrett:

CMG has prepared the following proposal for the additional services associated with the Tam Valley Cabin Masterplan. If approved, the landscape architectural services outlined below will be computed as lump sum.

This Add Service Request is to accommodate the added scope of work as described below:

1. Site Plan Revisions for Option A & Board Presentation

Tasks Include:

- a. Revised Option A (Existing Cabin Scheme) site plan.
- b. Illustrative plan revisions.
- c. Board presentation revisions.
- d. January Board Presentation and Attendance

Total ASR Compensation: \$6,500

I am happy to review or discuss the services provided above in detail with Tamalpais Community Services District as needed. Please contact me with any questions.



Respectfully submitted,

A handwritten signature in black ink, consisting of stylized, overlapping loops and lines.

Doug Jones

Associate Principal

CMG Landscape Architecture





## **TAMALPAIS COMMUNITY SERVICES DISTRICT**

**Staff Report  
Regular Board Meeting  
December 10, 2025**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: ADOPT A RESOLUTION APPROVING A SHARED SERVICES AGREEMENT /  
MEMORANDUM OF UNDERSTANDING BETWEEN ALTO SANITARY DISTRICT  
(ALTO) AND TCSD FOR TCSD TO PROVIDE COMPREHENSIVE DISTRICT  
MANAGER SERVICES TO ALTO.**

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### **RECOMMENDATION**

Adopt resolution authorizing the General Manager to do everything necessary and appropriate to revise and execute a shared services agreement, subject to TCSD legal counsel review, with Alto for TCSD to provide comprehensive District Manager services to Alto.

### **BACKGROUND**

One of the Board's goals for 2024 was to "Explore opportunities for shared services with other special districts." A shared services model would help to consolidate services among the smaller special districts, use existing resources, and result in a benefit to rate payers in both districts. It should be noted that a shared service model does not merge special districts boundaries. Alto and TCSD will continue to have separate governing body, but TCSD will serve as staff to Alto under a contract for services.

In 2024, we reported that we discussed the concept with the Alto Sanitary District Board (Alto) since their part-time District Manager had taken another full-time job. At that time, Alto indicated their District Manager agreed to continue to work part-time for Alto in addition to his other full-time job. However, if circumstances changed Alto would keep TCSD's shared services concept in mind.

### **DISCUSSION**

In September 2025, Bill Hansell, the Alto District Manager, indicated he was taking another full-time position and he would be resigning as the Alto District Manager. Mr. Hansell reached out to me to discuss TCSD's interest in a shared services model. I initially met with the Alto Board to discuss the general concept, and they expressed interest in receiving a detailed proposal while they explored other options. In October, Mr. Hansell updated the District Manager job description. I used the job description to prepare a proposal for shared services. In November, I met with the District Manager and an Alto Board subcommittee to discuss the proposal in more detail. Based on those discussions, I developed the attached scope of work.

In essence, TCSD staff would act as the Alto District Manager. Alto has no staff other than a part-time District Manager. TCSD would provide comprehensive district management, administrative, financial, regulatory, and liaison services under contract to Alto. While I would serve as the Alto District Manager, I would be using TCSD staff to provide some of the services such as answering phones, attending Alto Board meeting, preparing monthly financial reports, and performing lateral inspections. Staff resources would include a combination of the following positions: the Assistant General Manager, Operations Superintendent, Programs and Finance Manager, Communications and Event Specialist, Administrative Clerk, and other TCSD staff as determined necessary by the TCSD General Manager. Please note that TCSD staff would not be employees of Alto and have capacity to perform the required shared services.

The proposal is based on providing a total of 240 hours of annual service (an avg. of 5 hrs. per week) with provisions for services outside the base scope of work such as establishing a QuickBooks account and responding to emergencies. The base rate is \$3,000 per month or \$36,000 for the year. The rate for additional services is \$150 per hour. Staff will internally track our time to provide the services to Alto. In six months, we will evaluate the scope of work with Alto to determine if the estimated weekly hours are relatively accurate, conduct a performance review of service, and desire to continue providing the service. Either party can terminate services with 90 days written notice.

Staff would not receive any salary/wage increase for providing this service. We would perform the work within our current duties. The exception would be for non-management employees who perform work outside of normal business hours for Alto (e.g., emergency). They would be paid overtime based on their regular TCSD rate.

Alto would like the services to begin in January 2026 because their current District Manager indicated he would be willing to stay on thru December to help with the transition. We used the shared services agreement between County Fire and Ross Valley Fire as a template for the attached agreement. To facilitate the process, the resolution grants authority to the General Manager to revise and execute the agreement, subject to TCSD legal counsel review. Alto is currently reviewing the agreement and may have revisions to the agreement. We do not anticipate any significant revisions to the scope of work. The Alto plans to approve the agreement at their December Board meeting.

#### **FISCAL IMPACT**

The \$36,000 base fee as well as any additional fees for services would be revenue to the Wastewater fund.

#### **ATTACHMENT**

Resolution with agreement with scope of work



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### RESOLUTION NO. 2025-14

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING A SHARED SERVICES AGREEMENT BETWEEN ALTO SANITARY DISTRICT (ALTO) AND TCSD FOR TCSD TO PROVIDE COMPREHENSIVE DISTRICT MANAGER SERVICES TO ALTO.

**WHEREAS**, one of the Board's goals for 2024 was to "Explore opportunities for shared services with other special districts;" and

**WHEREAS**, a shared services model would help to consolidate services among the smaller special districts, use existing resources, and result in a benefit to rate payers in both districts; and

**WHEREAS**, in September 2025, the Alto District Manager indicated he was taking another full-time position and he would be resigning as the Alto District Manager; and

**WHEREAS**, the Alto Board has expressed its desire for TCSD to provide Alto with shared services to serve as the Alto District Manager and provide comprehensive district management, administrative, financial, regulatory, and liaison services under contract to Alto; and

**WHEREAS**, the TCSD General Manager has discussed the shared services model at an Alto Board meeting and with a subcommittee of the Alto Board to further discuss and refine the proposal; and

**WHEREAS**, TSCD has the capacity to provide Alto with shared services.

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District authorizes the General Manager to do everything necessary and appropriate to revise, subject to TCSD legal counsel review, and execute a shared services agreement, attached as Exhibit A and incorporated herein by reference, to provide comprehensive District Manager services to Alto.

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 on the 10<sup>th</sup> day of December 2025 by the following vote:

AYES:

NAYS:

ABSENT:

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Steffen Bartschat, President

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



EXHIBIT A

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE ALTO SANITARY DISTRICT AND TAMALPAIS  
COMMUNITY SERVICES DISTRICT FOR DISTRICT MANAGER  
SERVICES**

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December 2025

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# MEMORANDUM OF UNDERSTANDING

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## **Memorandum of Understanding**

This **Memorandum of Understanding** (hereinafter referred to as **MOU and/or Agreement**) is entered into and is effective , 2025 (the “Effective Date”) by and between the ALTO SANITARY DISTRICT (ALTO) and the TAMALPAIS COMMUNITY SERVICES DISTRICT (TCSD) for management, financial, and administrative services provided by TCSD to ALTO as set forth herein.

### **RECITALS**

A. ALTO Sanitary District and Tamalpais Community Services District are both special districts in Marin County.

B. The Parties have discussed a contract proposal for Management, Financial, and Administrative Services where TCSD will serve as the District Manager for ALTO and perform all the duties and responsibilities of a District Manager for ALTO.

**NOW THEREFORE**, the purpose and intent of this Agreement is to set forth the current terms, conditions, requirements and procedures that shall govern and control the provision of services by TCSD to ALTO as authorized by Government Code Section 54981 which expressly permits the parties to contract for such services with each other.

## **MEMORANDUM OF UNDERSTANDING/AGREEMENT**

**ALTO and TCSD, in consideration of the mutual promises, covenants, terms and conditions set forth below, hereby agree as follows:**

### **SECTION 1. Term of AGREEMENT**

This Agreement shall commence on the above-stated Effective Date and shall continue in full force and effect until December 31, 2026, unless sooner terminated, as provided in this Agreement.

### **SECTION 2. No Separate Entity Created**

The parties do not intend to create a separate public agency through this Agreement.

### **SECTION 3. TCSD As Independent Contractor**

TCSD at all times and for all purposes under this Agreement is an independent contractor and shall not be deemed an agent, servant or employee of ALTO, nor is this Agreement to be construed as a partnership, joint venture or association by TCSD with ALTO.

### **SECTION 4. Employees of Each Party**

The employees of each party are intended to remain exclusively employees of the applicable party. Nothing in this Agreement is intended to change the employment relationship or to establish a joint employment or co-employment relationship. Each party will continue to be responsible for all compensation provided to its employees.

### **SECTION 5. Services To Be Rendered**

TCSD will provide the management, financial, and administration services described in Appendix "A." of this Agreement.

### **SECTION 6. Compensation For Services Rendered**

The terms and conditions for compensation to TCSD for the services provided under this Agreement are set forth in Appendix "B."

### **SECTION 7. Performance Review**

ALTO reserves the right to review TCSD's performance under this Agreement at any time. In addition, ALTO and TCSD agree to conduct a performance review during the

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ALTO – TCSD Agreement



sixth (6th) month of the term.

ALTO shall provide TCSD with the results of any such review. TCSD agrees to fully cooperate with ALTO and to provide all information and documentation reasonably requested in connection with any performance review.

#### **SECTION 8. Agreement Not for Benefit of Third Parties**

This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever.

#### **SECTION 9. Hold Harmless & Indemnification**

ALTO and TCSD each agree to defend, indemnify and hold harmless the other, and the other's officers, agents and employees, against any and all liabilities, injuries or damages caused by the intentional or negligent acts, errors or omissions of their own respective employees, agents or representatives in connection with their performance and duties under the terms and provisions of this Agreement. The duty to indemnify and hold harmless shall include the duty to defend as set forth in California Civil Code Section 2778. In the event of concurrent negligence or liability of the parties, liability shall be apportioned between ALTO and TCSD under the doctrine of comparative fault as established under California law.

#### **SECTION 10. Insurance**

ALTO and TCSD each shall maintain at its sole cost and expense, membership in a risk-sharing joint powers authority, for insurance coverage with minimum limits, per occurrence for death, bodily injury, personal injury, or property damage as listed and required in Appendix C.

#### **SECTION 11. Conflict of Interest**

Both ALTO and TCSD warrant and covenant that they presently have no interest in, nor shall any interest be hereinafter acquired, in any matter which will render the services required under the provisions of this Agreement a violation of any applicable state, local or federal law. ALTO and TCSD further warrant that no officer or employee of theirs has influenced or participated in a decision to award this Agreement which has or may confer a benefit, pecuniary or otherwise, in a manner which would violate State law. In the event that any conflict of interest or violation of this section should nevertheless hereafter arise, that party shall promptly notify the other of the existence of the conflict such that all appropriate action immediately may be undertaken.

## **SECTION 12. Assignability**

TCSD shall not assign all or any portion of this Agreement. With the prior written approval of the ALTO Board, TCSD may use a qualified outside vendor or consultant to assist with the preparation of studies, standards or plans, but may not assign any of TCSD's related duties under this Agreement.

## **SECTION 13. Dispute Resolution Process**

Should any disagreement or dispute between ALTO and TCSD arise concerning interpretation, implementation and/or enforcement of any of the terms or subject matter of this Agreement, the parties will attempt to resolve such dispute informally by a meeting with representatives of each party. If, after a good faith attempt by both parties to resolve the dispute informally, no resolution can be reached, the parties shall submit such dispute to mandatory mediation before an agreed upon mediator, each party to pay an equal share of the mediation fees and each party to pay its own attorneys' fees and legal costs. Should ALTO and TCSD be unable to agree upon a mediator, they shall agree upon a mediation service and shall have that service select a mediator for them. Should mediation be unsuccessful, then ALTO and TCSD each agree that they shall submit their dispute to binding arbitration before a mutually-agreeable arbitrator. If they cannot agree upon an arbitrator, they shall select an arbitration service which shall select an arbitrator for them. The arbitrator shall be a retired judge with at least 10 years' total experience serving on California and/or Federal trial and appellate court(s). ALTO and TCSD each shall pay an equal portion of the arbitration fees and each party shall pay its own attorneys' fees and legal costs and it is hereby agreed that the arbitrator shall have no authority to award attorneys' fees or costs to any prevailing party. ALTO and TCSD hereby expressly waive any and all rights to have disputes under this Agreement decided by court action, court trial, jury trial or any other legal action of any kind or type, other than the mandatory mediation and binding arbitration process specified above. However, in emergency or extraordinary circumstances, each or both parties may seek equitable or injunctive relief to preserve the status quo pending occurrence of the mediation/arbitration process herein specified. It is the express intent of both ALTO and TCSD to have any and all disputes under this Agreement resolved by the above-specified mediation/arbitration process and in as timely and economical manner as possible.

## **SECTION 14. Default**

Subject to any extensions of time by mutual consent of the parties in writing, any failure of either party to timely perform any material obligation of this Agreement shall constitute an event of default as to that party, if (i) such defaulting party does not cure



such failure within thirty (30) days following receipt of written notice of default from the other party, where such failure is of a nature that can be cured within such thirty (30) day period, or (ii) if such failure is not of a nature which can be cured within a thirty (30) day period, the allegedly defaulting party does not, within said thirty (30) day period, commence substantial efforts to cure such failure or thereafter does not, within a reasonable period of time, prosecute to completion with diligence and continuity the curing of the failure. The time to cure may be extended in writing at the discretion of the party giving notice. Any notice of default given hereunder shall be served on the other party and shall specify in detail the nature of the failure(s) in performance which the noticing party claims constitutes the event of default and the manner in which such default may be satisfactorily cured in accordance with the terms and conditions of this Agreement. Failure of a party to timely cure or commence and diligently prosecute to completion the cure of a material default of this Agreement shall entitle the non-defaulting party to terminate this Agreement in accordance with the termination provisions set forth herein and/or to pursue all other remedies available under the dispute resolution process set forth in Section 15 above.

## **SECTION 15. Equal Opportunity & Non-Discrimination**

TCSD and all its employees while performing under this Agreement shall comply with the equal opportunity and non-discrimination provisions of all applicable federal, state and local laws, statutes and ordinances. TCSD and its employees shall not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual preference, marital status, age, physical or mental disability, or any other status protected by law, in any matters related to access to or provision of services or related to employment.

## **SECTION 16. Termination**

This Agreement may be terminated prior to the end of its stated term (see Section 1) by ninety (90) days written notice given by either party to the other party. TCSD agrees to work cooperatively with the new District Manager to facilitate the transition from TCSD to the new District Manager.

## **SECTION 17. Amendments**

This Agreement shall not be further amended or modified at any time and in any respect whatsoever except in writing and by both parties hereto. ALTO and TCSD each agrees that it will make no claim at any time that this Agreement has been orally amended or modified, and each agrees that no oral waiver, amendment or modification shall be

effective for any purpose.

#### **SECTION 18. Breach & Enforcement**

This Agreement may be pleaded as a full and complete defense to, and may be used as the basis for a petition/motion against, any action, suit or other proceeding which may be instituted, prosecuted or maintained in breach of this Agreement, including but not limited to a petition/motion to compel mediation and/or arbitration.

#### **SECTION 19. Severability**

Should any provision of this Agreement be determined by any court to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected thereby, and said illegal or invalid part, term or provision shall be deemed not to be part of this Agreement.

#### **SECTION 20. Governing Law**

This Agreement is made and entered into within the State of California, and shall in all respects be interpreted, enforced and governed under the laws of the State of California, with venue agreed to be within the County of Marin. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either ALTO or TCSD.

#### **SECTION 21. Parties' Representations**

ALTO and TCSD each represent and acknowledge that, in executing this Agreement, they do not rely, and have not relied, upon any representation or statement made by any of their agents, representatives or attorneys with regard to the subject matter, basis or fact of this Agreement or otherwise.

#### **SECTION 22. Binding Upon Successors**

This Agreement shall be binding upon the parties and their administrators, representatives, executors, successors and assigns, and shall inure to the benefit of the parties, and each of them, and their administrators, representatives, executors, successors and assigns.

#### **SECTION 23. Headings**

The section headings and titles contained in this Agreement are for convenience and reference only and are not intended to define, limit, or describe the scope of any



provision of this Agreement.

#### **SECTION 24. Consent**

Whenever any consent or approval is required by this Agreement, such consent or approval shall not be unreasonably withheld, conditioned, or delayed, except as otherwise specifically set forth herein.

#### **SECTION 25. Designated Representatives**

The ALTO Board President is its designated representative and will administer this Agreement on its behalf. TCSD's General Manager is its designated representative. Changes in designated representatives shall occur by advance written notice to the other party.

#### **SECTION 26. Notices**

All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the parties to be served as follows:

If to ALTO:

President of the Board of Directors  
ALTO Sanitary District  
PO Box 163  
Mill Valley, CA 94942  
Phone: (415) 388-3696  
Email: janis\_bosenko@mac.com

If to TCSD:

General Manager  
Tamalpais Community Services  
District  
305 Bell Lane  
Mill Valley, CA 94941  
Phone: (415) 388-6393  
Email: info@tamcsd.org

Each party shall provide the other with telephonic, email, and written notice of any change of address as soon as practicable. Notices given by personal delivery or acknowledged shall be effective immediately.

## **SECTION 27. Appendices**

The following appendices to this Agreement are attached hereto and incorporated by reference as though fully set forth herein:

Appendix A	TCSD SCOPE OF SERVICES
Appendix B	COMPENSATION
Appendix C	STANDARD INSURANCE REQUIREMENTS

## **SECTION 28. Execution In Counterparts**

This Agreement may be executed on behalf of the parties in one or more counterparts, all of which collectively shall constitute one document and Agreement.

## **SECTION 29. Effective Date**

The effective date of this Agreement is the date set forth in the first paragraph hereof, once this Agreement is fully executed by each of the parties' representatives set forth below.

**IN WITNESS WHEREOF** the parties hereto have entered into and executed this Agreement as follows:

**TAMALPAIS COMMUNITY SERVICES  
DISTRICT**

Attest:

\_\_\_\_\_  
TCSD Clerk

By: \_\_\_\_\_  
Steffen Bartschat, President

**ALTO SANITARY DISTRICT**

Attest:

\_\_\_\_\_  
Board Secretary

By: \_\_\_\_\_  
President, Board of Directors

ALTO – TCSD Agreement



## **APPENDIX A**

### **SCOPE OF SERVICES**

TCSD shall provide comprehensive district management, administrative, financial, regulatory, and liaison services as described below.

TCSD will utilize the following staff members to provide services as defined by this Agreement: General Manager, Assistant General Manager, Operations Superintendent, Programs and Finance Manager, Communications and Event Specialist, Administrative Clerk, and other TCSD staff as determined necessary by the TCSD. Where required by law or ALTO rules or requirements, TCSD will designate individuals to serve in specified functions or positions, but such individuals shall continue to be under control of and report to TCSD.

ALTO Board Meetings are held on the fourth Wednesday of each month at 7:30 p.m. in the SASM Conference Room.

---

#### **1. BOARD OF DIRECTORS SUPPORT**

##### **1.1 Pre-Meeting Responsibilities**

- a) Prepare monthly Board meeting agendas and agenda packet
- b) Prepare draft meeting action minutes.
- c) Prepare Accounts Payable warrants, including invoice review and check preparation.
- d) Prepare monthly Financial Report.
- e) Prepare monthly Manager's Report.
- f) Address operational items related to District activities.
- g) Coordinate invitation of guests and vendors at Board direction.
- h) Distribute PDF meeting packets to Board Directors via email.
- i) Post agendas in compliance with the Brown Act and on the District website.
- j) Submit required legal notices to newspapers for ordinances or other District actions.

##### **1.2 During Meetings**

- a) Record meeting minutes.
- b) Provide reports on District matters.
- c) Advise the Board as needed.
- d) Obtain signatures on Ordinances, Resolutions, contracts, and other legal documents.

##### **1.3 Post-Meeting Responsibilities**

- a) Process payment of approved bills.

- b) Prepare and submit payroll reports.
  - c) Complete correspondence and tasks assigned by the Board.
  - d) Submit required legal notices following Board actions.
- 

## **2. WEEKLY AND MONTHLY OPERATIONAL DUTIES**

- a) Answer calls to the District VOIP line and maintain a call log; ensure emergency calls are directed to Roto-Rooter.
  - b) Collect and respond to mail from the District PO Box.
  - c) Maintain and update the District website and respond to public email inquiries.
  - d) Complete regulatory compliance requirements, including surveys, EPA reports, and monthly CIWQS no-spill certifications.
  - e) Maintain District files, including EDU counts for SASM.
  - f) Monitor and track the annual budget.
  - g) Enforce the Sewer Lateral Ordinance, including monitoring building permits and property escrows.
  - h) Process Private Sewer Lateral applications and issue Notices to Repair, Permits, and Compliance Certificates.
  - i) Download and file monthly and quarterly payroll reports.
  - j) Scan checks, prepare deposit letters, and mail deposits to County Finance.
  - k) Coordinate responses to emergency SSOs with Roto-Rooter and Nute Engineering and file reports with the Water Board. See below under additional services.
  - l) Keep Board informed of activities via weekly emails
  - m) Coordinate regular maintenance of system with Roto-Rooter and Nute Engineering
- 

## **3. ANNUAL DUTIES**

- a) Develop the annual budget and update Capital Improvement Plans.
- b) Invoice the Marin Housing Authority for sewer service charges.
- c) Provide bookkeeping support, financial oversight and management, contract administration, and prepare documentation for the annual audit.
- d) Download and file annual applicable IRS reports.
- e) Complete the CSRMA Liability Insurance update for SASM.
- f) Submit the annual audit to the County Finance Department.
- g) Submit the Government Compensation Report to the State.
- h) Ensure that Nute Engineering maintains current GIS records.
- i) Represents the Department at meetings with elected officials and outside agencies; explain and interpret Department programs, policies, activities,

budget, and operations.

- j) Manage Form 700
- k) Manage solid waste franchise agreement as needed.
- l) Maintain implementation record as required under SB1383 and coordinate with CalRecycle as needed.

---

#### **4. LIAISON WITH MARIN COUNTY GOVERNMENT**

- a) Elections Office- Receive and distribute election materials to Board members.
  - b) Assessor's Office - Maintain accurate tax roll records; update sewer fees and submit transmittals.
  - c) Auditor-Controller's Office- Receive monthly financial reports and deliver the monthly Warrant List.
  - d) County Counsel- Consult on legal questions and procedures as needed.
  - e) County Planning Department- Coordinate inspection holds and releases related to lateral compliance and fixture unit counts.
  - f) County Department of Public Works- Coordinate sewer repair projects affecting County roads in compliance with road encroachment policies and moratoriums.
- 

#### **5. LIAISON WITH OTHER ENTITIES**

- a) Attend monthly SASM District Managers meetings.
  - b) Attend monthly SASM Board meetings, if required for specific item.
  - c) Coordinate with Roto-Rooter regarding spill response, collection system maintenance, and spot repairs.
  - d) Coordinate with Nute Engineering for plan reviews, inspections, capital improvement planning, and bid document preparation.
  - e) Respond to District resident inquiries via email, phone, or mail.
  - f) Submit required reports to the Regional Water Quality Control Board and other regulatory agencies.
  - g) Attend Marin Special Districts Association meetings.
- 

#### **6. GENERAL PROVISIONS**

The Contractor shall perform all services professionally and in compliance with all applicable laws, regulations, and District policies. The Contractor shall maintain accurate records, ensure timely completion of all tasks, and serve as the primary administrative and operational contact for the District.

TCSD will allocate up to 5 hours to meet with the outgoing District Manager, County staff, and/or others as suggested by the District Manager as part of the transition process. These 5 hours also include the transfer of any authority needed by TCSD to access and manage any third party accounts such phone, website,



and bank accounts.

---

## **7. ADDITIONAL SERVICES OUTSIDE THIS SCOPE OF WORK**

The rate for additional services is \$150 per hour and will be billed on a time and materials basis unless otherwise noted below. Other than for Start-Up Services, TCSD will bill for the services below unless ALTO expressly indicates in writing it does not require such services.

Start-up Services- Services needed to facilitate the transition from the outgoing District Manager to TCSD.

The base scope of service includes up to 5 hours to meet with the outgoing District Manager, County staff, and/or others as suggested by the District Manager as part of the transition process. The 5 hours includes the time to transfer of any authority needed by TCSD to access and manage any third party accounts such phone, website, and bank accounts. Should TCSD find that additional hours are need to adequately complete the initial transition, TCSD may request from ALTO additional hours to complete the transition process.

Establish Quickbooks Account- Set up Quickbooks account for ALTO to allow for monthly tracking of expenses, revenues, and reserves.

TCSD will establish the account and set up the files for monthly reports. The report formatting may be slightly different than before. ALTO would be responsible for the Quickbooks annual subscription costs. TCSD estimates this task will take 10-15 hours.

Sewer Main Extensions- Review/manage agreement for sewer main extensions including working with County Counsel to ensure the agreement meets the needs of ALTO. Coordinate/conduct project inspections with Nute Engineering and TCSD staff.

TCSD will work with County Counsel to negotiate a sewer mainline agreement (MEA). A MEA will be required for the assisted living development at 70 S. Knoll. The MEA will require ALTO Board approval. The MEA typically has performance, materials and warranty bonds and deposits to cover administrative legal, engineering, and inspections costs. TCSD will track costs to apply to the deposits with monthly reports to the Board on expenditures.

Emergency Response - Coordinate responses to emergency SSOs with Roto-Rooter and Nute Engineering and file reports with the Water Board.

The TCSD Operations Superintendent will be the primary staff on 24/7 call to respond to

emergency spills reported to Roto Rooter. Should the Operations Superintendent be called due to an emergency, TCSD will bill ALTO for a minimum of 3 hours of staff time and for each subsequent hour needed to address and report the spill. Drive time to the site is included in the 3-hour minimum.

From time to time other non-management TCSD staff will be 24/7 call in-lieu of the Operations Superintendent. TCSD will bill for stand-by pay a minimum of 3 hours per day. For example, if the Operations Superintendent is on vacation for 7 days, the stand-by pay costs to ALTO for non-management TCSD staff would be  $7 \text{ days} \times 3 \text{ hours} \times \$150/\text{hour} = \$3,150$ .

TCSD would inform the ALTO Board via email of when other TCSD staff is on 24/7 call.

If TCSD and ALTO experienced emergency spills at the same time, TCSD would try to mobilize additional staff to address the emergency.

Other Services beyond this scope of work- There may be unanticipated services needed beyond this scope of work. TCSD would discuss with ALTO for approval before proceeding with any work.

## **APPENDIX B**

### **COMPENSATION**

For the first year of service, ALTO will pay TCSD \$36,000 for services under this Agreement, inclusive of all compensation, costs, expenses and fees, other than requested "additional services" described in Appendix A. The amount will be paid monthly (\$3,000 per month), in arrears. ALTO will make payment for all undisputed sums within 10 days of Board approval of the monthly financial report.

If the Agreement is not effective on January 1, 2026, the initial term of compensation will be prorated and the first invoice will be adjusted accordingly. If services are terminated prior to December 31, 2026, ALTO will pay a prorated rate for services rendered plus any outstanding invoices for additional services rendered.

Additional services beyond the scope of work will be billed on a time and material basis as described in Appendix A "ADDITIONAL SERVICES OUTSIDE THIS SCOPE OF WORK."



## **APPENDIX C**

### **STANDARD INSURANCE REQUIREMENTS**

#### **1.1 Required Coverages**

Each Party shall, at its sole cost and expense, procure and maintain for the duration of this Agreement the following insurance coverages, or comparable coverage through a pooled self-insurance program or Joint Powers Authority legally authorized under California Government Code §§ 6500–6515 and § 990.8:

##### **a. Commercial General Liability (CGL)**

- Limits: **\$1,000,000 per occurrence / \$2,000,000 aggregate**, or limits consistent with the Party's JPA risk pool memorandum of coverage.
- Coverage shall include bodily injury, property damage, personal injury, contractual liability, and products/completed operations.

##### **b. Automobile Liability**

- Limit: **\$1,000,000 combined single limit** for owned, non-owned, and hired vehicles.

##### **c. Workers' Compensation and Employer's Liability**

- Workers' Compensation (if applicable): statutory limits as required under California law.
- Employer's Liability: **\$1,000,000** each accident, disease policy limit, and disease each employee.
- Coverage may be provided through a self-insured program authorized for public agencies.

##### **d. Professional Liability / Errors & Omissions (if applicable to services)**

- Limit: **\$1,000,000 per claim / \$1,000,000 annual aggregate**.
- Claims-made policies shall have a three-year tail or equivalent extended reporting period.

##### **e. Property Insurance (if equipment, facilities, or assets are shared)**

- Replacement-cost coverage for any Party-owned property used in performance of this Agreement.

## **2. Additional Insured & Endorsements**

### **2.1 Additional Insured Status**

Each Party shall name the other Party, its officers, officials, employees, agents, and volunteers as **additional insureds** under its General Liability and Automobile Liability policies, using an endorsement at least as broad as ISO Form CG 20 10 and CG 20 37 (or the JPA equivalent).

### **2.2 Primary and Non-Contributory**

Insurance coverage shall be **primary and non-contributory** with respect to any insurance or self-insurance maintained by the other Party.

### **2.3 Waiver of Subrogation**

Each Party's insurers (or JPA) shall waive all rights of subrogation against the other Party.

---

## **3. Proof of Coverage**

### **3.1 Certificates of Insurance**

Prior to commencement of services, each Party shall provide the other with **current certificates of insurance** and copies of required endorsements.

### **3.2 Continuation of Coverage**

Each Party shall maintain required insurance at all times during the term of the Agreement and shall provide updated certificates upon renewal or within twenty (20) days of written request.

### **3.3 Notice of Cancellation**

Coverage shall not be canceled or materially changed except upon **30 days' prior written notice** to the other Party (10 days for non-payment).

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## **4. Claims Handling & Reporting**

### **4.1 Claims Reporting**

Each Party shall promptly notify the other Party of any claim, demand, or legal

action relating to or arising out of this Agreement. Notice shall be provided in writing within **five (5) business days** of receipt.

## **4.2 Cooperation**

Parties agree to cooperate fully in the investigation and defense of any claim, including providing documents, personnel, and access to relevant information.

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## **5. Self-Insurance & JPA Risk Pooling**

### **5.1 JPA Coverage as Equivalent Insurance**

Insurance requirements may be satisfied through participation in a self-insurance program or Joint Powers Authority providing equivalent coverage. The coverage limits stated herein shall be deemed satisfied if the JPA's Memorandum of Coverage provides coverage at or above these levels.

### **5.2 Responsibility for JPA Assessments**

Each Party remains solely responsible for its own JPA premiums, retrospective adjustments, deductibles, retentions, and assessments.

---

## **6. Breach and Remedies**

### **6.1 Failure to Maintain Coverage**

Failure to maintain required insurance constitutes a **material breach** of this Agreement.

### **6.2 Remedies**

If a Party fails to provide or maintain required insurance, the other Party may, at its option:

- a. Suspend performance of its obligations;
- b. Procure replacement coverage and bill the defaulting Party; or
- c. Terminate the Agreement upon ten (10) days' written notice.



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
December 10, 2025

**TO: BOARD OF DIRECTORS**

**FROM: JANET COLESON, GENERAL COUNSEL**

**SUBJECT: ADOPT THE RESOLUTION APPROVING THE SECOND AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE TAMALPAIS COMMUNITY SERVICES DISTRICT AND GENERAL MANAGER, GARRETT TOY**

---

### **RECOMMENDATION**

Adopt the resolution approving the Second Amendment to the Employment Agreement between the Tamalpais Community Services District and General Manager, Garrett Toy.

### **DISCUSSION**

The Tamalpais Community Services District entered into an Employment Agreement with Garrett Toy for the position of General Manager on May 11, 2022. In January 2024, the Board approved a First Amendment to the Employment Agreement. The First Amendment provided a one-time allocation of sixty (60) hours of administrative leave to the General Manager in recognition of a successful performance evaluation.

Upon conclusion of a successful annual evaluation in November 2025, the Board of Directors is revising the General Manager's compensation package to make the allocation of sixty (60) hours of administrative leave available on January 1st of 2026 and each year thereafter, subject to a positive annual performance evaluation. This administrative leave may not be cashed out. The Board of Directors is also increasing the General Manager's annual base salary by 5% or \$12,081.38. The General Manager's current annual salary is \$241,627.70, which reflects previous COLA's in 2022, 2023, 2024, and 2025. With the proposed increase, the General Manager's new annual salary is \$253,709.08, effective with the first full pay period in January 2026.

### **FISCAL IMPACT**

There is no budget adjustment required to the FY25-26 budget because of reimbursements for staff time under the SB1383 regional grant and cost savings from updating certain plans using in-house resources (e.g., General Manager preparing update to the Sewer System Management Plan-SSMP).

### **ATTACHMENTS**

- A. Resolution w/Second Amendment to Employment Agreement





## 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. 2025-15

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING THE SECOND AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE DISTRICT AND GARRETT TOY

**WHEREAS**, the Tamalpais Community Services District entered into an Employment Agreement with Garrett Toy for the position of General Manager on May 11, 2022; and

**WHEREAS**, in January 2024 the Board of Directors approved the First Amendment to the Employment Agreement which granted the General Manager a one-time allocation of sixty (6) hours of administrative leave in recognition of a successful annual performance evaluation; and

**WHEREAS**, upon conclusion of a successful annual evaluation in November 2025, the Board of Directors is revising the General Manager's compensation package to include an annual allocation of sixty (60) hours of administrative leave effective January 1, 2026 and each year thereafter, subject to a positive annual performance evaluation; and

**WHEREAS**, upon conclusion of a successful annual evaluation in November 2025, the Board of Directors is increasing the General Manager's annual base salary by 5% or \$12,081.38, from \$241,627.70 to \$253,752.08, effective in January 2026.

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District approves and adopts the Second Amendment to the Employment Agreement between the Tamalpais Community Services District and Garrett Toy, attached as Exhibit A and incorporated herein by reference and authorizes the Board president to sign the second amendment.

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 on the 10<sup>th</sup> day of December 2025 by the following vote:

AYES:

NAYS:

ABSENT:

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

ATTEST: \_\_\_\_\_

Secretary, Tamalpais Community Services District

## EXHIBIT A

### SECOND AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE TAMALPAIS COMMUNITY SERVICES DISTRICT AND GARRETT TOY

This Second Amendment to the Employment Agreement between the Tamalpais Community Services District and Garrett Toy is made on this 10th day of December 2025, by and between the Tamalpais Community Services District ("District") and Garrett Toy ("General Manager").

1. Section 3, Compensation, is hereby amended and restated as follows

3(a) As compensation for services rendered under this Agreement, the General Manager shall receive an increase of \$12,081.38 which will increase his current annual salary of \$241,627.70, which reflects previous COLA's in 2022, 2023, 2024, 2025, to a new annual salary of \$253,709.08 effective with the first full pay period in January 2026. Said salary shall be paid on the dates and in the manner consistent with the payroll procedures in use for management employees of TCSD.

2. Section 5, Leave, is hereby amended and restated as follows:

“ 5(d) The General Manager shall be entitled to an allocation of sixty (60) hours of administrative leave, effective January 1, 2026 and each year thereafter on January 1<sup>st</sup>, subject to a positive annual employee performance review by the Board of Directors. This allocation of administrative leave shall not be paid as cash.”

3. All other provisions of the Employment Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Second Amendment to the Employment Agreement to be executed on the date first written above.

TAMALPAIS COMMUNITY  
SERVICES DISTRICT:

GENERAL MANAGER

\_\_\_\_\_  
Steffen Bartschat  
President, Board of Directors

\_\_\_\_\_  
Garrett Toy

ATTEST:

\_\_\_\_\_  
TCSD Secretary



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
December 10, 2025

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: ADOPT RESOLUTION APPROVING REGULAR BOARD MEETING SCHEDULE FOR 2026**

---

### **RECOMMENDATION**

Adopt resolution approving regular Board meeting schedule for 2026 including the annual retreat date and time.

### **DISCUSSION**

The regular monthly TCSD Board meetings is the second and fourth Wednesdays of the month. Typically, the Board cancels the fourth Wednesday meetings in November and December due to the holidays. Staff has checked to ensure that the Board meeting dates do not conflict with religious holidays.

The only proposed change is in November. We are proposing the regular meeting be on November 18<sup>th</sup>, which is the third Wednesday of the month, because the Veteran's Day holiday falls on the second Wednesday in November this year.

The Board will also need to select an annual retreat date for 2026. Last year, the Board held its annual retreat on Saturday, January 25<sup>th</sup>. Staff proposes the Board hold its annual 2026 retreat on either Saturday, January 24<sup>th</sup> or 31<sup>st</sup> from 9:00am to 1:00pm at the Fernwood Cemetery facilities and that we cancel the January 28<sup>th</sup> work session in-lieu of the retreat.

Ordinance No. 79 adopted in May 2006 establishes the regular meeting schedule for Tamalpais Community Services District (TCSD) as the second Wednesday of the month at 7:00pm. Ordinance No. 79 also allows the TCSD Board to makes changes to the regular meeting schedule by ordinance or resolution. The attached resolution sets the regular Board meeting schedule for 2026.

### **FISCAL IMPACT**

N/A

### **ATTACHMENTS**

Resolution with schedule



## **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. 2025-16**

#### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING REGULAR MEETING SCHEDULE FOR 2026**

**WHEREAS**, Ordinance No. 79 adopted in May 2006 establishes the regular meeting schedule for Tamalpais Community Services District (TCSD) as the second Wednesday of the month at 7:00pm and the fourth Wednesday of the month at 8:30am; and

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

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

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District approves the regular meeting schedule for 2026 attached as Exhibit A and incorporated herein by reference.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 10th day of December 2025 by the following vote:

AYES:

NAYS:

ABSENT:

---

Steffen Bartschat, President

ATTEST:

---

Secretary, Tamalpais Community Services District





# 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 2026 BOARD MEETING SCHEDULE

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

DATE	TYPE (Specific Topic for work sessions)	LOCATION
1/14/26	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
1/24 OR 1/31/26	BOARD PLANNING RETREAT	FERNWOOD CEMETERY (9AM-1PM)
2/11/26	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
2/25/26	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
3/11/26	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
3/25/26	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
4/8/26	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
4/22/26	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
5/13/26	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
5/27/26	BOARD WORK SESSION (Budget Workshop)	TAM VALLEY COMMUNITY CENTER
6/10/26	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
6/24/26	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
7/8/26	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
7/22/26	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
8/12/26	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
8/26/26	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
9/9/26	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
9/23/26	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
10/14/26	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
10/28/26	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
11/18/26	BOARD MEETING (Changed date due to Veteran's Day - 11/11/26)	TAM VALLEY COMMUNITY CENTER
12/9/26	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
11/25/26 & 12/23/26	NO BOARD WORK SESSIONS	Thanksgiving Recess & Winter Break

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



# TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Special Meeting  
December 10, 2025

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: GENERAL MANAGER'S REPORT FOR NOVEMBER 2025

## RECOMMENDATION

Receive and discuss the November 2025 General Manager's report.

## DISCUSSION

### Wastewater Statistics and Work

- November flow through Bell Lane Pump Station: 8,891,000 gallons
- November flow through Bob Bunce Pump Station: 137,119 gallons
- Rain: 4.3 total inches
- Sewer Spill(s): 0
- Lateral Inspections YTD: 151 includes multi-inspections of properties and 49 inspections conducted as part of CIP Phase E.

### Solid Waste Statistics and Work

- Envirolutions conducted a lid-flip audit in October. The report will be presented to the Board at its January meeting.
- We received delivery of approx. 500 new carts for replacement of damaged carts or service changes.

CALLS FOR SOLID WASTE SERVICE- 2025											
	Month										
TYPE OF SERVICE	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov
Missed pick-up	16	23	45	32	29	21	23	34	23	31	25
New Service request	7	6	10	7	6	9	12	9	6	11	5
Replacement carts	11	16	9	9	7	9	14	17	13	9	11
Dumpsters	7	3	2	18	5	3	5	4	8	5	2
Extra trash pick-up	20	14	11	13	11	16	24	9	10	12	12
Late put out	10	5	2	1	1	3	1	4	3	4	4
Other	1	1	2	3	1	-	1	-	-	3	2
Total	72	68	81	83	60	61	80	77	63	75	61
YTD Total											781
								Avg/mo.			71

Parks & Recreation

- Interviewed applicants for the part-time recreation coordinator position.
- Attended the November 6<sup>th</sup> PARC meeting.

Administration

- PG&E and the County of Marin are continuing to evaluate locational options for the replacement transmission tower. At the last meeting with County staff and PGE, PG&E agreed to provide more specifications for its transmission pole so the County's pump station consulting engineer can evaluate the additional costs and any project constraints for installing the transmission pole at the Marin Ave pump station. When the analysis is complete, PG&E and the County will provide an update at a Board meeting. Supervisor Moulton-Peters continues to work closely with TCSD, Marin County and PG&E staffs to facilitate the discussions.
- Report Schedule
  - Specific Event revenue and expense reports approximately one month after the conclusion of the event(s).
  - We will provide an annual update to the wastewater metrics report at a fall session.



Date: November 19, 2025

To: Steffen and Garrett,

I attended the special SASM Nutrient Removal Alternatives Evaluation Meeting on November 19, 2025, at the SASM wastewater plant conference room.

### Attendance

One SASM Commissioners was present:

- Jim Jacobs – Commissioner (Tamalpais Community Services District)

SASM Staff Present

- Mark Neumann – General Manager (GM), Wastewater Treatment Plant
- Brian Exberger – Deputy Directors and Chief Treatment Plant Operator
- Tom Levin – Senior Project Manager

Sausalito-Marín City Sanitary District

- Kevin Rahman, P.E. – SMCS D District Engineer

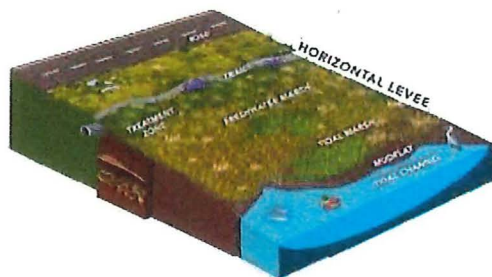
Separate Presentations by Consultants:

- GHD – a professional services company (12,000 employees worldwide)
- Black and Veatch – a professional services company (12,000 employees worldwide)

### Meeting Overview

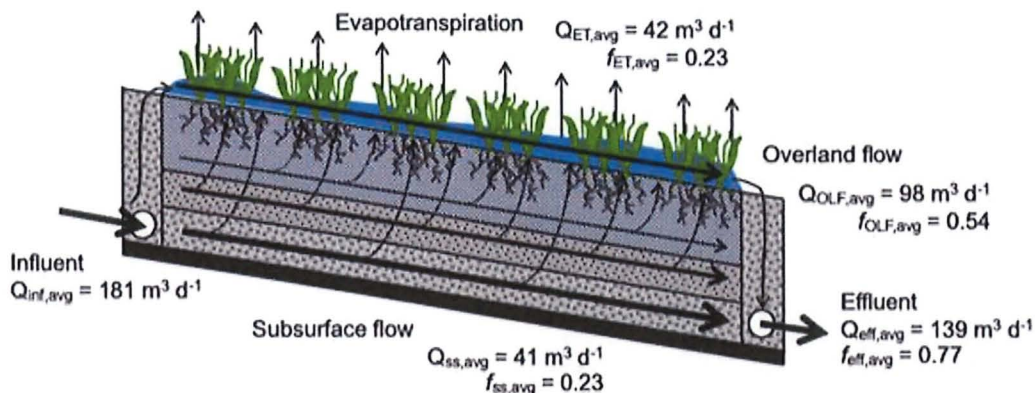
The meeting began at 11:00 am with General Manager Mark Neumann presenting the overview of the process. SMCS D District Engineer, Kevin Rahman, P.E. was invited to help with the proposal evaluation.

Two well-known consulting firms provided separate presentations for consideration for SASM to meet nitrogen reduction by April 1, 2026, a water board deadline. Both firms spoke about horizontal levees. A horizontal levee (**Figure 1** and **Figure 2**) is a multi-benefit, nature-based wastewater treatment system that uses a gradually sloped, vegetated wetland to perform Biological Nutrient Removal (BNR) as a polishing step for treated effluent. By directing treated wastewater through subsurface flow in a porous media, it facilitates microbial processes like nitrification and denitrification, which convert nitrogen into a harmless gas, and also removes other contaminants like phosphorus and viruses. This system not only improves water quality but also provides coastal flood protection and creates vital habitat for wildlife.



**Figure 1** – A block diagram of a horizontal levee used to treat wastewater.





**Figure 2** – A cross section of a constructed horizontal levee used for wastewater treatment

**GHD** with offices in Santa Rosa and San Francisco, presented first and gave a strong proposal. Their team, which included a PhD wetland ecologist, outlined a range of biological nitrogen removal (BNR) alternatives, with particular emphasis on horizontal levees as a natural treatment system. They presented multiple concepts for off-site horizontal levee configurations with maps, and also discussed in-plant treatment options and the potential use of nutrient trading.

**Black & Veatch** with offices in Walnut Creek, Concord, San Ramon, Livermore, and San Jose, focused more on nitrogen removal through on-site treatment at the SASM wastewater treatment plant, including options such as sidestream treatment, tertiary treatment, and enhancements to secondary treatment. They briefly addressed natural treatment via horizontal levees and nutrient trading. Notably, Black & Veatch designed the original SASM plant and shared historic construction photos from 1982 and 1983.

Both presentations were of excellent quality. After the presentations, the review panel provided confidential evaluations and discussed the presentations.

#### **SASM Board Meeting**

The SASM Board will receive the review findings and consider them at the next SASM board meeting and vote on awarding a contract to one of the two consulting teams.

The next SASM meeting will be December 4, 2025, which was moved up two weeks; the November 20, 2025, SASM Board meeting was canceled.

#### **NEXT SASM MEETING**

The next SASM meeting is December 4, 2025, at 6:00 pm. I will attend the meeting.

Sincerely,

Jim Jacobs  
TCSD Representative

Date: December 4, 2025

To: Steffen and Garrett,

I attended the SASM Meeting on December 4, 2025, at the SASM wastewater plant conference room.

**Attendance**

Commissioners Present:

- Lew Kiou, President, Almonte Sanitary District
- Al Leibof, Vice-President, Homestead Valley Sanitary District
- Todd Gates, Secretary, Alto Sanitary District
- Jim Jacobs, Tamalpais Community Service District
- Peter McIntosh, Richardson Bay Sanitary District
- Steve Burke, City of Mill Valley

SASM Staff Present:

- Mark Neumann – General Manager (GM), Wastewater Treatment Plant
- Brian Exberger – Deputy Director and Chief Treatment Plant Operator
- Natalie Beyer – Administrative Assistant

Visitors:

- Bonner Buehler – Homestead Sanitary District

**Staff Report**

The meeting began at 7:00 pm with General Manager Mark Neumann presenting the staff report. As of November 25, 2025, staff achieved 4,590 consecutive days without a lost-time accident.

On October 28, 2025, at 07:50 am, a contractor installing a new manhole hit a 2-inch recycled water line. It was determined that 2,119 gallons of Title 22 recycled water left the system. It was cleaned up, and the San Francisco Bay Regional Water Quality Control Board were notified of the spill.

**SASM “Cash for Sewers” Program**

SASM is still evaluating the “Cash for Sewers” program. Staff described the program, and no decisions were made.

**Nutrient Removal Alternative Evaluation Plan**

The SASM board of commissioners discussed the Black and Veatch and GHD proposals presented on November 19, 2025. The scoring showed that the judges, on average, ranked the GHD bid at 82% and the Black and Veatch bid at 92% of the total possible points. After discussion and questions from the commissioners, the contract was approved for Black and Veatch for Resolution 2025-12. The amount of the contract is estimated to be \$306,971, and the amounts were pulled from other unused project funds to cover the costs of the Black and Veatch study.

**SASM Officers**

The same slate of officers was nominated and approved for the 2026 year:

- Lew Kiou, President, Almonte Sanitary District
- Al Leibof, Vice-President, Homestead Valley Sanitary District
- Todd Gates, Secretary, Alto Sanitary District

**Commissioner's Open Time**

I noted the sad news of Jon Elam's passing. Bonner Buehler and Lew Kiou remembered Jon.

**NEXT SASM MEETING**

The next SASM meeting is January 15, 2026, at 6:00 pm. I will attend the meeting. The December 18 meeting was canceled and the December 4, 2025 meeting was to serve as the December 2025 meeting.

Sincerely,

Jim Jacobs  
TCSD Representative

I attended the SMCSD Board of Directors Meeting on December 2, 2025 at noon.

During Public Expression I informed the Board about the passing of Jon Elam. I also conformed the attendance of GM Kingston and Kevin Rahman at our Dec. 10 Board meeting, I also invited the Board to attend our holiday celebration if they so chose to do so.

Board:

. Authorized the attendance of Board members to attend conferences and professional development sponsored by CASA and CSDA.

GM Report:

. No high flow, overflows or blending events in November.

. Plant experienced 2 power outages from Nov. 12-19 due to storms. All back up equipment worked as planned.

Maintenance:

. Various pump and primary digester maintenance completed.

. City of Sausalito "hot spot" cleanings near completion. SMCSD standards for cleaning are of a higher standard than was the City, and these standards are being adopted going forward. A consultant will be retained to assist SMCSD on plans for future capital investment requirements.

. Beach Force Main and sewer press projects are nearing completion. Last the capital projects for 2025.

Other:

. Prop 218 notices to be mailed out shortly for 2026 collection rates. Public hearing scheduled for January 27.

. 2026 Board meeting schedule has been published.

Steve Levine  
12/2/25





## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
December 10, 2025

TO: BOARD OF DIRECTORS

FROM: SARAH MEHTAR, FINANCE AND PROGRAMS MANAGER

SUBJECT: RECEIVE MONTHLY FINANCIAL REPORTS

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### RECOMMENDATION

Receive and file the November 2025 financial reports.

### BACKGROUND

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

### Schedule of Reports

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

Please note that Fiscal Year Quarters are as follows:

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

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

### DISCUSSION

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 November 30, 2025, TCSD had the following cash and investment balances:

Institution	Account	31-Oct-25	30-Nov-25
Wells Fargo	General Checking	\$ 105,089.31	\$ 175,755.84
Wells Fargo	General Merchant Services	\$ 34,443.96	\$ 37,526.59
Wells Fargo	General Savings	\$ 200,000.00	\$ 200,000.00
Wells Fargo	Stagecoach Sweep	\$ 9,933,564.78	\$ 9,526,413.74
State of CA - LAIF	General Account	\$ 3,169,518.74	\$ 3,169,518.74
<b>Total Balances</b>		<b>\$ 13,442,616.79</b>	<b>\$ 13,109,214.91</b>

The table below compares the bank balances of November 2024 with November 2025:

Institution	Account	11/30/2024	11/30/2025
Wells Fargo	General Checking	\$ 331,472.33	\$ 175,755.84
Wells Fargo	General Merchant Services	\$ 27,748.29	\$ 37,526.59
Wells Fargo	General Savings	\$ 200,000.00	\$ 200,000.00
Wells Fargo	Stagecoach Sweep	\$ 7,573,827.79	\$ 9,526,413.74
State of CA - LAIF	General Account	\$ 3,032,222.77	\$ 3,169,518.74
<b>Total Balances</b>		<b>\$ 11,165,271.18</b>	<b>\$ 13,109,214.91</b>

### **MONTHLY REPORTS**

The disbursement reports for November 2025 are attached to this report (Attachment A). The largest disbursement for the period was to Rehrig Pacific Company, \$ 45,781.73 payment for 35gal. black carts, 65gal. green & 65gal. black carts (qty. 112 each) and 65gal. blue carts (qty. 384).

The year-to-date annual budget report (Attachment B) is through the end of November 2025. The report gives the cumulative totals for the fiscal year with budget comparisons. YTD Parks and Recreation revenues are \$249,417, which is 17% of budget. YTD Wastewater revenues are \$216,167, which is 3% of budget. Finally, YTD Solid Waste revenues are YTD \$103,488 which is 3% of budget.

The County disburses property tax payments to public agencies in installments within a fiscal year. The District expects its first disbursement from the County of Marin in December and the second payment is expected in April.

### **FISCAL IMPACT**

N/A

### **ATTACHMENTS**

- A. Monthly Disbursement Reports
- B. FY25-26 Year-to-Date Annual Budget Reports



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

ATTACHMENT A

Date	Name	Memo	Amount
11/06/2025	Microsoft	Software Licenses	\$ 420.16
11/03/2025	Comcast	Internet Oct 18 - Nov 17, 2025 @ 305 Bell Ln.	\$ 313.14
11/01/2025	Go To Communications,	(415) 388-6393 Voice & Data Lines and Wireless	\$ 252.38
11/06/2025	Staples Business Credit	Office Supplies: Paper	\$ 235.74
11/04/2025	Grainger	Restock Spill Absorbent	\$ 184.43
11/03/2025	Comcast	Internet Oct 13 - Nov 12, 2025 @ 203 Marin Ave	\$ 180.95
11/12/2025	Amazon.com	Breakfast w/ Santa Supplies - tablecloths	\$ 137.61
11/08/2025	QuickBooks Time, Inc.	Online Time Card Service- Oct 2025	\$ 132.00
11/18/2025	Terminix	Pest Control Servicing at Community Center & Main	\$ 121.63
11/19/2025	Davis Sign Co.	Print Sticker Signs	\$ 112.40
11/19/2025	Oriental Trading Company	Breakfast w/ Santa Goody Bags	\$ 98.15
11/13/2025	Grainger	Spill Station Vinyl Sign	\$ 89.70
11/19/2025	AT&T	Staff Cell Phone	\$ 88.74
11/14/2025	Amazon.com	Santa Suit Jolly Jingles	\$ 73.11
11/19/2025	Franklin Planner	Planner for P&R staff	\$ 71.38
11/05/2025	QR Color	QR Codes - Annual Fee	\$ 56.94
11/19/2025	Target	Breakfast w/ Santa	\$ 56.55
11/06/2025	Amazon.com	Office Supplies: Desk Lamp	\$ 52.36
11/13/2025	Amazon.com	Candy for Jolly Jingles and Breakfast w/ Santa	\$ 32.95
11/14/2025	Amazon.com	Snow Fluid for Jolly Jingles	\$ 32.46
11/03/2025	AutoZone	9: Door Handle Repair	\$ 30.57
11/24/2025	Weathermatic	SmartLink Monthly Subscription for Kay Park	\$ 30.00
11/13/2025	Shutter Stock	Stock Images for P&R	\$ 29.00
11/04/2025	Grainger	Satellite Truck Headlights	\$ 27.14
11/07/2025	Grainger	Gate Remote Batteries	\$ 25.85
11/17/2025	Grainger	94: Running Light Bulbs	\$ 18.83
11/11/2025	Grainger	Split Lock Washer	\$ 3.79





Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
11/28/2025		QuickBooks Payroll Service	Created by Payroll Service on 11/26/2025	\$ 63,984.85
11/14/2025		QuickBooks Payroll Service	Created by Payroll Service on 11/13/2025	\$ 59,656.46
11/14/2025	102067	Rehrig Pacific Company	35gal. black carts, 65gal. green & 65gal. black carts (qty. 112 each) and 65gal. blue carts (qty. 384)	\$ 45,781.73
11/14/2025	102078	Kaiser Foundation Health Plan Inc	Medical Insurance Premium	\$ 22,045.78
11/14/2025	102079	Marin Sanitary Service	Oct 2025 Solid Waste 125.70 tons @\$116.63/T	\$ 14,660.42
11/14/2025	102076	County of Marin DOF	May-Jun 2025 Retiree Medical	\$ 13,329.15
11/14/2025	102086	Pump Repair Service Co.	Maint. at all 4 pump stations	\$ 13,223.83
11/14/2025	102091	Marin County Employees Retirement Sys.	PP23 2025 Nov 1-14, 2025	\$ 13,102.30
11/14/2025	102070	Marin Resource Recovery Center	Green Waste, 113.33 Tons @ \$111.72/T, Oct 2025	\$ 12,660.86
11/14/2025	102063	Enviroolutions, LLC	SB 1383 Complainece Route Audit	\$ 11,989.60
11/07/2025	102055	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement October 2025	\$ 9,679.40
11/19/2025	102097	Nute Engineering	Engineering Services	\$ 7,775.00
11/14/2025	102060	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Aug and Oct	\$ 6,957.80
11/14/2025	102092	Marin County Employees Retirement Sys.	PEPRA PP23 2025 Nov 1-14, 2025	\$ 5,976.40
11/14/2025	102065	Jorge's Tree Service	Monthly Parks & Open Space Mani.- 3 days/week - Oct	\$ 5,565.00
11/14/2025	102062	Diesel Direct	747.4 gal Diesel Above Ground Tank	\$ 3,667.66
11/14/2025	102073	Acme Workwear	Rain Jackets for Staff	\$ 3,302.92
11/21/2025	102099	Spec.Dist.Risk Mgmt. Auth. (SDRMA)	insur claim deductible: Date of loss 01/30/25	\$ 3,206.48
11/14/2025	102066	R3 Consulting Group	SB1383 Grant Services, Oct 2025	\$ 3,050.00
11/14/2025	102087	Roy's Sewer Service, Inc.	Maint. Cleaning - Oct	\$ 2,956.25
11/14/2025	102085	Pacific Window Cleaning & Janitorial, Inc	Cleaning Services Oct 2025	\$ 2,950.00
11/14/2025	102093	Employee Personal W/H	Employee Personal W/H	\$ 2,650.00
11/14/2025	102075	ChromaGraphics	Fall Events Postcard & Mailing, and postage	\$ 2,217.51



Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
11/19/2025	102096	Miller Starr Regalia	Gervais Litigation, Sep 2025	\$ 2,106.45
11/14/2025	102084	Owen Equipment	#23: Parts	\$ 2,086.96
11/05/2025	102053	G. Moran Construction,	Carrera Steps Repair	\$ 1,790.00
11/14/2025	102064	Golden Stupa Media, LLC	Deposit for Flood Sensor Reporting Software	\$ 1,750.00
11/26/2025	EFT	Pacific Gas & Electric	Office, Shop, CC Gas & Electricity and Kay Park Electricity,	\$ 1,744.94
11/21/2025	102098	Diesel Direct	693 gal Diesel, for Above Ground Tank	\$ 1,680.32
11/18/2025	102095	Eco-Check Compliance, Inc.	Performed Annual Monitoring Certification, spill bucket test, vapor test and monthly testing	\$ 1,406.23
11/14/2025	102058	Cintas	Carpets, Towels, Soap	\$ 1,014.58
11/14/2025	102068	Safety-Kleen Systems,	Shop Parts Cleaner Tank	\$ 712.76
11/18/2025	102094	AT&T	Bunce Pump Stn 11/11-12/10	\$ 678.96
11/21/2025	EFT	UBEO West LLC- RMC	Copier Lease 10/20-11/19/25	\$ 593.17
11/14/2025	102080	Matrix Technology	IT services	\$ 565.00
11/14/2025	102088	Spec.Dist.Risk Mgmt. Auth. (SDRMA)	insur claim deductible: Date of loss 10/10/25	\$ 522.56
11/14/2025	102071	County of Marin Public Works	Annual Encroachment Permit	\$ 490.00
11/14/2025	102082	Norfield Development Partners LLC.	USA / 811 Locator LOGiX product - Renewal Invoice Nov25-Nov26	\$ 446.52
11/14/2025	102069	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 366.02
11/14/2025	102083	North Bay Bottling	Drinking Water	\$ 277.50
11/14/2025	102081	Medical Center of Marin	Drug Screen Test DMV/DOT (Ramos	\$ 242.00
11/14/2025	102059	Diego Truck Repair, Inc.	20: Clean Truck Scan and 93: Opacity Test	\$ 215.25
11/05/2025	EFT	VSP Vision Service Plan	Employee Vision Coverage Nov 2025	\$ 161.42
11/14/2025	102074	Atco Pest Control	Monthly Svc. at Eastwood Park	\$ 130.00
11/14/2025	102072	AT&T (Internet)	Internet Svc.	\$ 96.30
11/14/2025	102061	Best Best & Kreiger	Attorney fees - Oct 2025	\$ 58.80
11/14/2025	102077	Datco Services Corp.	Random DOT test for Driver	\$ 40.00
11/18/2025	AutoPay	Stericycle, Inc.	Oct 2025 Medical Waste Services	\$ 24.28
11/16/2025	AutoPay	Optum Financial (COBRA)	Oct COBRA Administration for TCSD Staff	\$ 5.18





## TAMALPAIS COMMUNITY SERVICES DISTRICT

ATTACHMENT B

## Year-to-date Budget Report

FY 2025-2026

	Nov '25 (41% of year)	Adopted FY2025-26	% of Budget
<b>WASTEWATER FUND</b>			
Ordinary Revenue/Expense			
Revenue			
4101 · Sanitation Service Charges	\$ (4,571.56)	\$ 6,234,800	0%
4103 · Permits/Lateral Connection Fees	\$ 7,813.00	\$ 25,700	30%
4104 · Muir Woods Sanitation Svc. Chrg.	\$ 86,942.38	\$ 101,440	86%
4420 · Interest Revenue	\$ 125,983.50	\$ 150,000	84%
Total Revenue	\$ 216,167.32	\$ 6,511,940	3%
Expense			
5010 · Salaries			
5011 · Wages and P.T.O	\$ 194,700.04	\$ 446,133	44%
5012 · Overtime / Standby Pay	\$ 461.18	\$ 6,262	7%
5013 · Performance Recognition	\$ -	\$ 10,328	0%
5014 · Temporary Help	\$ 1,200.41	\$ 4,000	30%
Total 5010 · Salaries	\$ 196,361.63	\$ 466,723	42%
5020 · Employee Benefits			
5021 · Health Insurance	\$ 28,530.16	\$ 81,950	35%
5022 · Retirement Contributions	\$ 34,004.78	\$ 80,290	42%
5023 · Social Security and Medicare	\$ 14,120.78	\$ 33,080	43%
5024 · Allowances	\$ 552.38	\$ 4,007	14%
5025 · Retiree Medical Insurance	\$ 1,583.85	\$ 19,900	8%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 49,440	0%
Total 5020 · Employee Benefits	\$ 78,791.95	\$ 268,666	29%
5110 · Wastewater Treatment Expense			
5111 · SMCSO Sewage Treatment O&M	\$ -	\$ 2,531,000	0%
5121 · SASM Sewage Treatment & Capital	\$ -	\$ 186,000	0%
5131 · Almonte and Homestead Svc Fees	\$ -	\$ 9,000	0%
Total 5110 · Wastewater Treatment Expense	\$ -	\$ 2,726,000	0%
5140 · Sewer System Maint. & Repair	\$ 41,549.05	\$ 200,000	21%
5330 · Tree and Landscaping	\$ -	\$ 10,000	0%
5400 · TCSD Board Fees	\$ 2,818.50	\$ 9,600	29%
5401 · Professional Services	\$ 19,808.71	\$ 80,000	25%
5420 · Training, Travel & Meetings	\$ 273.47	\$ 2,000	14%
5425 · Office and Technology	\$ 5,839.84	\$ 21,248	27%
5430 · Telephone and Alarms	\$ 9,985.32	\$ 21,922	46%
5431 · Public Communications	\$ -	\$ 7,000	0%
5432 · Insurance	\$ 68,738.23	\$ 77,500	89%
5437 · Miscellaneous	\$ -	\$ 1,000	0%
5438 · Fees and Permits	\$ 11,420.89	\$ 37,000	31%
5439 · Utilities	\$ 6,295.57	\$ 16,622	38%
5440 · Fuel Expense	\$ 2,172.37	\$ 18,000	12%
5450 · Maintenance and Supply	\$ 13,004.87	\$ 57,500	23%
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%
5483 · Debt Issuance Costs	\$ 267,200.00	\$ 1,339,400	20%
Total Expense	\$ 724,260.40	\$ 5,370,181	13%



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**Year-to-date Budget Report**  
**FY 2025-2026**

ATTACHMENT B

<b>SOLID WASTE FUND</b>	<b>Nov '25 (41% of year)</b>	<b>Adopted FY2025-26</b>	<b>% of Budget</b>
Ordinary Revenue/Expense			
Revenue			
4201 · Solid Waste Service Charges	\$ 10,504.20	\$ 2,934,300	0%
4202 · Other Solid Waste Services	\$ 4,866.00	\$ 6,700	73%
4420 · Interest Revenue	\$ 88,118.45	\$ 105,000	84%
Total Revenue	\$ 103,488.65	\$ 3,046,000	3%
Expense			
5010 · Salaries			
5011 · Wages and P.T.O	\$ 335,921.30	\$ 797,580	42%
5012 · Overtime Pay	\$ 5,016.25	\$ 15,710	32%
5013 · Performance Recognition	\$ -	\$ 19,360	0%
5014 · Temporary Help	\$ 1,200.40	\$ 6,000	20%
Total 5010 · Salaries	\$ 342,137.95	\$ 838,649	41%
5020 · Employee Benefits			
5021 · Health Insurance	\$ 71,324.91	\$ 171,080	42%
5022 · Retirement Contributions	\$ 65,824.71	\$ 191,510	34%
5023 · Social Security and Medicare	\$ 25,453.20	\$ 62,970	40%
5024 · Allowances	\$ 1,242.38	\$ 8,200	15%
5025 · Retiree Medical Insurance	\$ 2,703.95	\$ 34,000	8%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 61,800	0%
Total 5020 · Employee Benefits	\$ 166,549.15	\$ 529,560	31%
5210 · Solid Waste Disposal Expense			
5211 · Waste Disposal Fees	\$ 74,760.88	\$ 216,845	34%
5212 · Recycling Fees	\$ 926.86	\$ 10,000	9%
5213 · Green Waste Disposal Fees	\$ 48,641.03	\$ 142,495	34%
5214 · Debris/HHW Day Expenses	\$ -	\$ 40,000	0%
5210 · Solid Waste Disposal Expense	\$ 124,328.77	\$ 409,339	30%
5400 · TCSD Board Fees	\$ 1,468.50	\$ 7,000	21%
5401 · Professional Services	\$ 37,271.87	\$ 120,000	31%
5420 · Training, Travel & Meetings	\$ 273.45	\$ 1,000	27%
5425 · Office and Technology	\$ 8,531.25	\$ 22,250	38%
5430 · Telephone and Alarms	\$ 4,045.04	\$ 10,102	40%
5431 · Public Communications	\$ 302.03	\$ 20,000	2%
5432 · Insurance	\$ 107,289.64	\$ 107,350	100%
5437 · Miscellaneous	\$ -	\$ 1,040	0%
5438 · Fees and Permits	\$ 17,948.53	\$ 46,643	38%
5439 · Utilities	\$ 1,035.51	\$ 4,251	24%
5440 · Fuel Expense	\$ 21,225.69	\$ 60,000	35%
5450 · Maintenance and Supply			
5451 · General Supplies	\$ 4,179.93	\$ 6,500	64%
5452 · Maint. & Supply Contract Svc	\$ 5,496.36	\$ 1,800	305%
5454 · Vehicle Repair & Maint.	\$ 114,770.52	\$ 225,000	51%
5456 · Bridge Tolls	\$ 2,955.00	\$ 5,985	49%
5457 · Solid Waste Carts & Bins	\$ 59,922.71	\$ 50,000	120%
Total 5450 · Maintenance and Supply	\$ 187,324.52	\$ 289,285	65%
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%
5471 · Minor Equipment	\$ -	\$ 5,000	0%
Vehicle Lease/ Purchase	\$ 44,804.48	\$ 44,900	100%
Total Expense	\$ 1,064,536.38	\$ 2,526,371	42%



## TAMALPAIS COMMUNITY SERVICES DISTRICT

ATTACHMENT B

Year-to-date Budget  
FY 2025-2026

	Nov '25 (41% of year)	Adopted FY2025-26	% of Budget
<b>PARKS AND RECREATION FUND</b>			
Ordinary Revenue/Expense			
Revenue			
4301 · Taxes	\$ 134,286.79	\$ 1,242,301	11%
4303 · Tia's After School Program Rev	\$ 31,805.00	\$ 37,812	84%
4310 · Facilities Rental & Fees	\$ 14,367.97	\$ 27,323	53%
4320 · Park Rentals	\$ 1,766.00	\$ 3,866	46%
4330 · Class Fees	\$ 751.25	\$ 10,784	7%
4350 · TCSD Event Revenue	\$ 28,190.49	\$ 57,045	49%
4410 · Donations/Fundraising/Grants	\$ 127.00	\$ 1,000	13%
4420 · Interest Revenue	\$ 37,765.02	\$ 45,000	84%
4430 · Miscellaneous Revenue	\$ 357.97	\$ 2,000	18%
Total Revenue	\$ 249,417.49	\$ 1,427,130	17%
Expense			
5011 · Wages and P.T.O	\$ 185,620.87	\$ 466,030	40%
5012 · Overtime Pay	\$ 4,455.83	\$ 8,910	50%
5013 · Performance Recognition	\$ -	\$ 11,659	0%
5014 · Temporary Help	\$ 5,667.31	\$ 57,000	10%
Total 5010 · Salaries	\$ 195,744.01	\$ 543,598	36%
5020 · Employee Benefits			
5021 · Health Insurance	\$ 31,639.79	\$ 74,320	43%
5022 · Retirement Contributions	\$ 31,930.32	\$ 87,580	36%
5023 · Social Security and Medicare	\$ 16,268.84	\$ 37,230	44%
5024 · Other Employee Benefits	\$ 570.65	\$ 3,000	19%
5025 · Retiree Medical Insurance	\$ 358.30	\$ 4,600	8%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 12,360	0%
Total 5020 · Employee Benefits	\$ 80,767.90	\$ 219,090	37%
5300 · Events Expense	\$ 31,669.68	\$ 76,485	41%
5330 · Tree & Landscaping Services	\$ 5,423.00	\$ 30,000	18%
5331 · Landscaping Contract Svc	\$ 26,645.00	\$ 76,000	35%
5332 · McGlashan Trail Maintenance	\$ 2,060.00	\$ 5,000	41%
5333 Vegetation Management	\$ -	\$ 35,000	0%
5340 · Instructor Fees	\$ -	\$ 5,000	0%
5341 · Tia's Afterschool Program Exp	\$ 21,834.18	\$ 27,320	80%
5400 · TCSD Board Fees	\$ 1,963.00	\$ 7,000	28%
5401 · Professional Services	\$ 50,711.62	\$ 34,550	147%
5420 · Training, Travel & Meetings	\$ 370.90	\$ 1,326	28%
5425 · Office and Technology	\$ 6,293.22	\$ 21,838	29%
5430 · Telephone and Alarms	\$ 6,025.67	\$ 14,350	42%
5431 · Public Communications	\$ 2,290.45	\$ 5,202	44%
5432 · Insurance	\$ 50,625.00	\$ 58,650	86%
5437 · Miscellaneous	\$ -	\$ 1,000	0%
5438 · Fees and Permits	\$ 6,209.83	\$ 28,408	22%
5439 · Utilities	\$ 8,266.56	\$ 27,810	30%
5440 · Fuel Expense	\$ 1,422.37	\$ 5,356	27%
5450 · Maintenance and Supply			
5451 · General Supplies	\$ 1,191.44	\$ 8,610	14%
5452 · Maint. & Supply Contract Svc	\$ 8,986.01	\$ 24,470	37%
5454 · Vehicle Repair & Maint.	\$ 382.34	\$ 1,000	38%
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 6,318.29	\$ 9,309	68%
5459 · Park Maint.	\$ 3,189.03	\$ 30,000	11%
Total 5450 · Maintenance and Supply	\$ 20,067.11	\$ 73,390	27%
5470 · Yard & Bldg. Improvements	\$ -	\$ 5,000	0%
5471 · Minor Equipment	\$ -	\$ 5,000	0%
Total Expense	\$ 518,389.50	\$ 1,306,372	40%



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
December 10, 2025

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: APPROVE PARKS AND RECREATION COMMISSION (PARC) REGULAR MEETING SCHEDULE FOR 2026

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### RECOMMENDATION

Approve regular PARC meeting schedule for 2026.

### DISCUSSION

PARC is required to establish its regular meeting schedule by resolution, subject to Board approval. The attached PARC resolution establishes the first Thursday of the month as the regular meeting day, which is the same as in 2025. PARC's regular meeting is at 3:00pm in the Tam Valley Community Center. Please note there will be no PARC meeting in January and, thus, no PARC presentation at the January Board meeting.

### FISCAL IMPACT

n/a

### ATTACHMENT

PARC Resolution





## 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. 2025-01

#### RESOLUTION OF THE PARKS AND RECREATION COMMISSION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ESTABLISHING A REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2026

**WHEREAS**, Ordinance No. 99, Section 8. "Meetings and Rules of Procedure" allows the Parks and Recreation Commission (PARC) to set dates for regular meetings for the calendar year by resolution subject to approval by the Board of Directors.

**NOW, THEREFORE, BE IT RESOLVED** that the Parks and Recreation Commission of the Tamalpais Community Services District (TCSD) establishes the regular meeting schedule for 2026 as shown in Exhibit A, incorporated herein by reference, effective January 1, 2026.

The foregoing resolution was duly passed and adopted by PARC at a duly noticed meeting held in said District on the 4th day of December 2025 by the following vote:

AYES: 4 (E. Rosenblatt, P. Keon, D. Hafferty, V. Jordan)

NAYS: 0

ABSTAIN: 0

ABSENT: 1 (M. Bogart)

  
Erin Rosenblatt, Chair

ATTEST:

  
Secretary, Tamalpais Community Services District





Exhibit A

## 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 2026 PARKS AND RECREATION COMMISSION (PARC) MEETING SCHEDULE

PARC MEETINGS – First Thursday of each month except 1/8/26, at 3:00pm at Tam Valley Community Center  
MEMBERS OF THE PUBLIC ARE INVITED TO ALL OPEN MEETINGS

DATE	TYPE	LOCATION
	NO MEETING IN JANUARY	TAM VALLEY COMMUNITY CENTER
2/5/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
3/5/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
4/2/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
5/7/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
6/4/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
7/2/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
8/6/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
9/3/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
10/1/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
11/5/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER
12/3/26	PARC MEETING	TAM VALLEY COMMUNITY CENTER

Tam Valley Community Center, 203 Marin Drive, Mill Valley

Agendas for public meetings are located either in the bulletin board at TCSD's Main Office or online at [www.tamcsd.org](http://www.tamcsd.org)



## TAMALPAIS COMMUNITY SERVICES DISTRICT

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

### TCSD BOARD OF DIRECTORS MEETING

#### MINUTES

WEDNESDAY, NOVEMBER 12, 2025, AT 7:00 PM

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:00 pm on Wednesday, November 12, 2025.

#### 2. ROLL CALL

President Steffen Bartschat

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

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

Others Present: Kevin Conger, Doug Jones with CMG Landscape Architects;

PARC Commissioners Pam Keon and Valerie Jordan.

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

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

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. Discuss/consider the Cabin Masterplan from CMG Landscape Architecture (CMG).

GM Toy gave the Board a background on developing the Cabin Masterplan.

Doug Jones with CMG Landscape Architects presented to the Board the Cabin Masterplan with the three conceptual site plans.

Mr. Jones went over the three conceptual site plans for the Cabin:

Concept A: The Cabin

Concept B: Pavilion

Concept C: Park

Mr. Jones shared with the Board that Concept A (Cabin) and B (Pavilion) were the most preferred by the community. Concept C was least preferred.

Mr. Jones shared with the Board what they heard from the last TCSD board meeting on September 10. He shared with the Board the key concerns and key opportunities.

Mr. Jones shared with the Board the preferred concept (Concept B) plan in more detail. Mr. Jones discussed the gathering spaces, circulation, site amenities, plant palette, and proposed pavilion.

Mr. Jones went over the rough order of magnitude (ROM) cost estimates for the three concepts.

- Cabin concept - \$2,386,860 - \$3,580,290
- Pavilion concept - \$1,926,480 - \$2,889,725
- Park concept - \$877,640 - \$1,316,458

Mr. Jones also shared what they heard from the community regarding support efforts or measures to generate additional funding to help implement the Cabin upgrades. They heard the community is supportive of fundraising, donations, and/or municipal bonds to support the Cabin project.

President Bartschat suggested they go over the series of questions that the staff created to help assist the Board in determining the primary uses of each facility and the preferred concept. The Board went through each question and shared their views/opinions.

President Bartschat invited the PARC Commissioners to share their Cabin comments.

Commissioner Keon shared the following PARC Cabin comments:

- PARC recommends the Community Center be used for larger community events and the Cabin for smaller community events.
- Majority of the Commissioners prefer Concept A: The Cabin.
- PARC is not opposed to a new structure as long as it retains the rustic/historic appearance of the Cabin and it doesn't have to be in the current location.
- PARC does not like the enclosed Pavilion concept with doors.
- PARC prefers a covered area for the bands, but the stage area does not need to be permanent.
- To reduce renovation cost, PARC suggests no kitchen, and restroom in the Cabin, especially with an outdoor restroom. The kitchen area would be replaced with a sink and prep area for microwave and coffee maker and small refrigerator.
- Consider reducing seating area around the tree in the center of the parking lot.

- PARC recommends the desired concept to include these key features: outdoor restrooms, felled logs, landscaping, picnic area, seating areas/benches, pathways, signage, limited parking areas, perimeter fence.

President Bartschat opened it up to the public for their comments.

Below are a few of the public comments:

- Likes the cozy, intimate feel of the Cabin.
- Would like to keep the Cabin. The public would be upset if the Cabin was gone.
- Likes the Cabin but open to another structure if it retains the rustic/historic feel of the cabin.
- Likes the outdoor/indoor use of the Cabin.
- Likes the idea of outdoor bathrooms but will require a lot of maintenance and upkeep.
- Likes the Cabin but doesn't want to put a lot of money into renovating the Cabin.
- Loves the fallen log area.
- There would be a lot of maintenance required to maintain a natural lawn.

Director McMahon expressed concerns about assuming ownership of the cabin, citing potential liabilities – such as ADA compliance issues – and the lack of sufficient funding to implement the Cabin Masterplan.

GM Toy informed the Board that, from the staff's perspective, accepting the cabin property is a sensible decision. The County would provide \$300,000 for the District to use at its discretion toward the property and gaining control of the pump station would also be beneficial.

GM Toy also recommended conducting a scientific survey to gauge whether there is sufficient community support to fund the project. Approval would require a two-thirds majority of voters in favor of funding the Cabin and Community Center Master Plan.

President Bartschat recommended hiring an architect to determine what improvements are feasible for the Cabin along with the associated costs. Kevin Conger, with CMG, agreed with President Bartschat that hiring an architect would be a good idea.

President Bartschat noted that a clear vision is essential to present to the community in order to secure funding. He suggested Concept A (Cabin) as that vision.

Director McMahon stated he prefers the layout of Concept B (Pavilion). However, he said he could support Concept A under two general thoughts:

1. There needs to be a clearer separation between the parking lot and park space beyond just a curb.
2. The design should incorporate significantly more planting and less decomposed granite, creating a more natural and native landscape feel.

Director Levine stated he prefers Concept B (Pavilion). Director Jacobs and Director Brown are in

favor of Concept A (Cabin).

**MOTION TO PROVIDE THE FOLLOWING FEEDBACK TO CMG LANDSCAPE ARCHITECTS -  
CONCEPT A (CABIN) IS OUR PREFERRED OPTION SUBJECT TO THE FOLLOWING CHANGES:  
MORE DISTINCTION BETWEEN THE PARKING LOT AND THE PARK SPACE AND MORE PLANTING  
AND LESS DG SPACE.**

**M/S: S. BARTSCHAT / J. JACOBS    AYES: 3 (S. BARTSCHAT, J. BROWN, J. JACOBS)**

**NAYS: 2 (S. LEVINE, M. MCMAHON)    ABSENT: 0**

8:54 pm the Board took a 4-minute break and resumed meeting at 8:58 pm.

- B. Receive PARC oral report including update on proposed improvements in the Rock Garden on Flamingo Road.

Commissioner Keon shared with the Board the following:

- Spaghetti Bingo in October was a success.
- PARC Commissioners are continuing to define the vision for the Rock Garden on Flamingo Road. PARC received more samples from the two artists for the mural. Commissioner Keon shared the art samples with the Board
- Gave an update on the interviews for the part-time Event Coordinator position. She shared there are some excellent candidates.

The Board discussed and asked Commissioner Keon questions.  
There was no public comment.

- C. Discuss/consider R3 report on later collection start times and authorize the General Manager to Implement the operational changes as directed by the Board.

GM Toy gave the Board a brief background on April 2025, TCSD retained R3 Consulting to evaluate the current daily and weekly workload distribution among residential collection routes in support of establishing and maintaining balanced and efficient routes including driver route maps. The scope of work includes the evaluation of available GPS software/hardware products and procurement of a GPS system designed to meet TCSD's needs. For R3 to perform the analysis, TCSD needed to upgrade its current GPS capabilities on our collection vehicles to determine the daily travel paths of residential and commercial routes.

GM Toy shared with the Board that R3 was also requested to analyze the impact of an alternate collection start time from 5:00am to 6:00am. The objective of the alternate collection start time analysis was to evaluate what, if any, increase(s) in post-collection travel times and overall driver hours that may result from a later start time as well as any other operational issues.

GM Toy shared with the Board that R3 has completed its analysis of an alternative collection time. The analysis did not include Mondays since the start time is already at 6:00 am for commercial



pickup.

R3 recommends the following:

- Change driver “clock-in” time from 4:00 am to 4:30 am for the Tuesday residential routes, maintaining a vehicle start time of no earlier than 5:00 am.
- Consider changing the driver clock-in time for the Wednesday through Friday routes from 4:00 am to 5:00 am with a vehicle start time of no earlier than 5:30 am. If the current vehicle start time of 5:00 am is maintained for all residential routes, change the driver clock-in time to 4:30 am for all Tuesday through Friday residential routes.

GM Toy shared with the Board that R3 found it is common for Marin jurisdictions, with the exception of the Town of Fairfax, to restrict residential solid waste collection before 6:00 am. Both Mill Valley Refuse and Marin Sanitary Service are prohibited from beginning residential collection before 6:00 am in the towns, although vehicles can be on route and ready to start the first collection at 6:00 am. Unincorporated Marin County does not have a start time restriction.

GM Toy went over R3’s key findings with the Board.

Public comments: President Bartchat shared a letter with the Board from a resident expressing his concerns with the current truck start time. He wanted a start time of 6 am. Another resident on Laurel Way also expressed his concerns with the start time as it pertains to collections on Laurel Way.

The Board discussed and asked questions of staff.

**MOTION TO AUTHORIZE THE GENERAL MANAGER TO IMPLEMENT THE OPERATIONAL CHANGES AS RECOMMENDED BY R3.**

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

**D. Adopt updated Park and Facility Maintenance Plan.**

GM Toy gave the Board a quick background that at its October 8, 2025, meeting, the Board discussed the draft Plan and requested staff to add a strategy for replacing landscaping, hardscape, and other outdoor features in the parks and around facilities. GM Toy shared with the Board This updated Plan adds a “Replacement Strategy” section under both the Park and Facility Maintenance sections. In essence, replacement trees or plantings would reflect the character of Tam Valley, grow well in the environment, be drought resistant, preferably low maintenance, and be appropriate for the location.

GM Toy also shared with the Board that repair and replacement of hardscapes, paths, parking lots, fencing, or other features would be evaluated to determine if an opportunity exists to replace with materials that reflect Tam Valley’s characteristics such as natural materials, rustic aesthetic, and/or native plantings. With these changes staff is recommending approval of the updated Plan.

Public comment: Director Jacobs commented that there are a few typos in the Plan that need

to be corrected.

**MOTION TO ADOPT UPDATED PARK AND FACILITY MAINTENANCE PLAN.**

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

**6. REGULAR BUSINESS: Information Items**

**A. General Manager report**

GM Toy reported on the following:

- Under SB1383 we bought 3 new carts (trash, recycle and green carts) for the Community Center.
- Proposed office hours for the holidays: close the office to the public on 12/24, 12/26 and 12/31. Staff would need to take vacation time for those dates. It would not affect collection or wastewater activities.
- The Board of Supervisors approved the use permit for 305 Bell Lane at the November 4<sup>th</sup> hearing. TCSD can now schedule a Debris/Shred Day in May 2026. We will also begin the process to work with Clean Earth to get the permit from County CUPA for a Household Hazardous Waste Day in May 2026.
- PG&E and the County of Marin are continuing to evaluate locational options for the replacement tower.

The Board requested that the TCSD's emergency phone numbers be easier for the public to find on the website using the mobile app.

There was no public comment.

**B. Receive Sewer treatment plant update reports: SASM and SMCSO**

Director Jacobs attended the SASM Board of Commissioners meeting on October 16, 2025.  
Director Jacobs reported on his written report.

Director Levine attended the SMCSO Board of Commissioners meeting on November 4, 2025.  
Director Levine reported on his written report.

There was no public comment.

**C. Board member Committee/Subcommittee reports**

There were no other Board reports.

**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. Received monthly and quarterly financial reports
- B. Received 1<sup>st</sup> quarter of fiscal year Treasurer's report
- C. Approve minutes of October 8, 2025, regular meeting

D. Approve minutes of October 22, 2025, regular work session

**MOTION TO APPROVE THE CONSENT CALENDAR.**

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

**8. FUTURE AGENDA ITEMS**

A. Review of meeting.

Board would like to have water and sodas at future meetings.

B. Board input for future Board Meeting Agendas

December meeting:

- Meeting schedule for 2026
- Cabin Masterplan
- Annual holiday gathering after meeting

January meeting:

- PG&E update.

There was no public comment.

**9. ADJOURNMENT TO CLOSED SESSION**

**MOTION TO ADJOURN**

**THE MEETING WAS ADJOURNED TO CLOSED SESSION AT 9:46 PM**

**10:51 PM REPORTED OUT OF CLOSED SESSION. NO REPORTABLE ACTION.**

**THE MEETING WAS ADJOURNED AT 10:52 PM.**

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