



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, NOVEMBER 12, 2025

REGULAR SESSION AT 7:00PM

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

1. **CALL TO ORDER**

2. **ROLL CALL** President Steffen Bartschat

Directors: Vice President 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. Discuss/consider Cabin Masterplan from CMG Landscape Architecture (CMG)
- B. Receive PARC oral report including update on proposed improvements in the Rock Garden at Flamingo Road
- 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
- D. Adopt updated Park and Facility Maintenance Plan

6. **REGULAR BUSINESS: Information Items**

- A. General Manager's report for October 2025 including the Board of Supervisor's approval of the use permit for 305 Bell Lane.
- 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 and quarterly financial reports
- B. Receive 1st 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

8. FUTURE AGENDA ITEMS

- A. Review of meeting
- B. Board input for future Board Meetings- agreement with County for the Cabin property

9. ADJOURN TO CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code section 54957

Title: General Manager

Report out of Closed Session

ADJOURNMENT

NO BOARD WORK SESSIONS IN NOVEMBER AND DECEMBER

NEXT REGULAR BOARD MEETING

December 10, 2025

7:00pm

Tam Valley Community Center

Followed by the Board's annual holiday gathering



TAMALPAIS COMMUNITY SERVICES DISTRICT

**Staff Report
Regular Board Meeting
November 12, 2025**

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: DISCUSS/CONSIDER THE CABIN MASTERPLAN FROM CMG LANDSCAPE ARCHITECTURE (CMG)

RECOMMENDATION

Receive presentation, discuss/consider key policy issues, and provide direction to CMG for the final Cabin Masterplan.

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 9th, 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 13th, 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 10th 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 5th "Creekside Unplugged." CMG also indicated it would attend the September 20th 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 this evening's meeting, CMG will present 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.

To facilitate the discussion, below are key policy discussions that may assist the Board in its decision making process.

What is the preferred relationship between the Cabin and Community Center?

While the Board did express a preference for Concept B, it did not decide on the preferred uses for each facility. The relationship between the uses of the Community Center and Cabin would influence the type of improvements to be considered under both masterplans.

Below are a series of policy questions that may assist the Board in determining the primary uses of each facility and the preferred concept. The questions are numbered for ease of reference and do not reflect any order of priority or importance. It should be noted that answers to some questions may help answer others.

1. Should the Community Center be used for larger community events (e.g., Creekside Friday) that require more infrastructure and support such as food and beverage tents and the need for a kitchen?
2. Should the Cabin be used for smaller, more intimate events such as Creekside Unplugged, which has less infrastructure needs?
3. Should the Cabin be the location for events such as Creekside Fridays?
4. What is the purpose of the Cabin?
 - a. The Cabin provides an alternative meeting/event space for small gatherings which is more affordable and does not require TCSD staff to be on-site for private rentals or uses (i.e., community center).

If another community space or facility could be found similar to the Cabin would that address this concern?

- b. The Cabin reflects the rustic character of Tam Valley and its local historical significance that would be lost if replaced by another structure. (Please note the Cabin is not deemed a historical structure.)

What if another facility could replicate the design or elements of the Cabin at another location?

- c. Combination of a and b? Other?
5. Is there a significant portion of the community unaware of the Cabin masterplan process and would prefer to see the Cabin renovated instead of replaced by other features?

- a. If yes, what if we conducted a more scientific community survey to gauge community interest in the various concepts and design elements?
- b. If not, the Board may want to conduct such a survey even if it prefers Concept A-Cabin.

Cabin Masterplan Concepts

It would be helpful for the Board to confirm its preferences for the various design elements of the concepts. Many of the elements are contained in all three concepts (e.g., outdoor restrooms). This would assist in identifying those key elements that Board preferred in any future design and would eliminate a few variables from further discussion. This discussion would also include the Board's position on elements it does not prefer or would eliminate as a cost saving measure. CMG will summarize its understanding of the Board's preferences on the key design elements at the meeting.

Update on the Cabin Transfer Process

Staff will provide an update on discussions with the County.

PARC Recommendation

Attached are PARC's recommendations for the Cabin Masterplan for your consideration. PARC has designated one Commissioner to be the spokesperson for its recommendations.

Next Step

Based on the Board's direction, CMG would finalize the Cabin Masterplan and deliver to staff. We would bring the final Cabin Masterplan to the Board for adoption in December. Both the Cabin and Community Center Masterplans are intended to be a guide for future improvements. After adoption, the Board will need to hold a series of meetings and work sessions to try to determine the specific improvements it would like to see at both facilities over the next five years. As TCSD lacks the financial resources to fully implement either masterplan, the Board will need to prioritize improvements.

FISCAL IMPACT

n/a

ATTACHMENTS

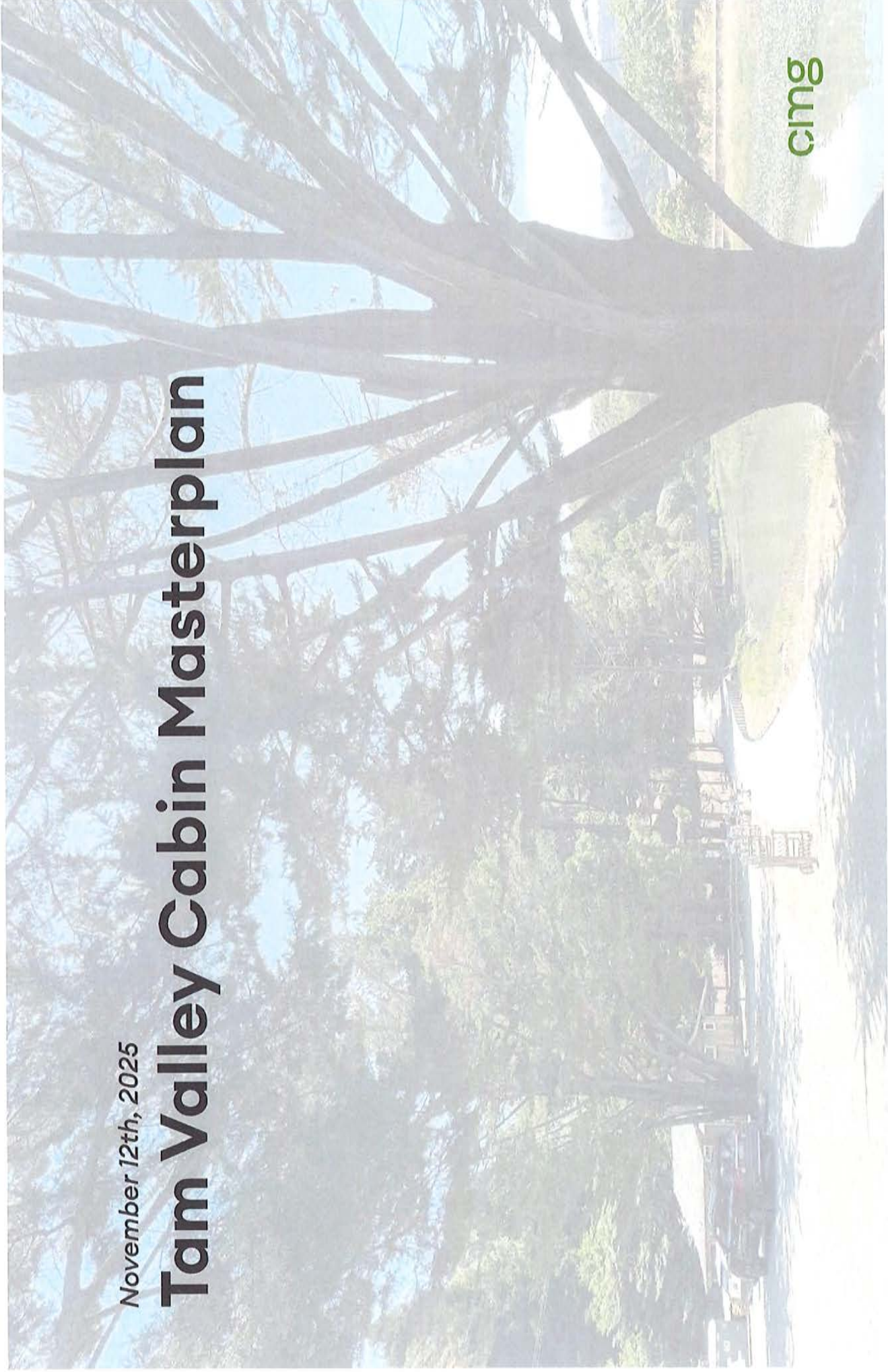
CMG presentation

PARC recommendations

November 12th, 2025

Tam Valley Cabin Masterplan

cmg



Agenda:

- Review: Site Observations & Opportunities
- Community Engagement Summary
- Preferred Concept
- ROM Cost Estimate

Site Observations



cmg

November 12th, 2025

The Cabin: Existing Site Plan



Fernwood Cemetery

cimg

November 12th, 2025

The Cabin: ADA Non-Compliant Items

Coyote Creek

Building entrance is not accessible

Seating is not accessible

No accessible path of travel from bike path to The Cabin

Seating is not accessible

Material, grade, width, and signage of path is inadequate

No restrooms on site are accessible

Width, grade, and labeling of parking space is inadequate

No accessible path of travel from bridge to The Cabin (relevant when activity is provided)

Numerous interior ADA issues

ADA parking signage needed

Tennessee Valley Road

Tennessee Valley Road



cmg
November 12th, 2025

Fernwood Cemetery

Site Opportunities

1. Optimize vehicle circulation layout for efficiency and pedestrian safety.
2. Reconsider how the cabin is used and its purpose to the site, while solving for ADA issues.
3. Highlight the natural character and ecology of site.
4. Improve site for private event and community event uses.
5. Improve site for everyday, passive uses along the Tennessee Valley bike and pedestrian path.

Community Engagement



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November 12th, 2025

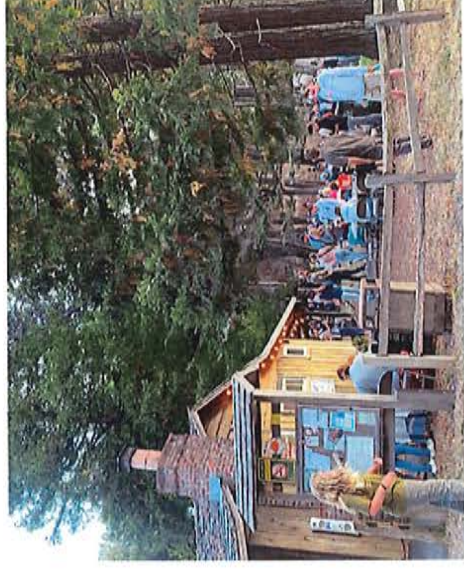
Community Engagement

- CMG shared 3 concept plans with the community at Creekside Friday Unplugged and Oktoberfest.
- Community members provided input on which concept plan they preferred, and what design elements they would like to see at the Cabin site through a sticker exercise.



cmg

November 12th, 2025



September 4th, 2025 - Creekside Friday



September 20th, 2025 - Oktoberfest

Concept Plans



Concept A: Cabin

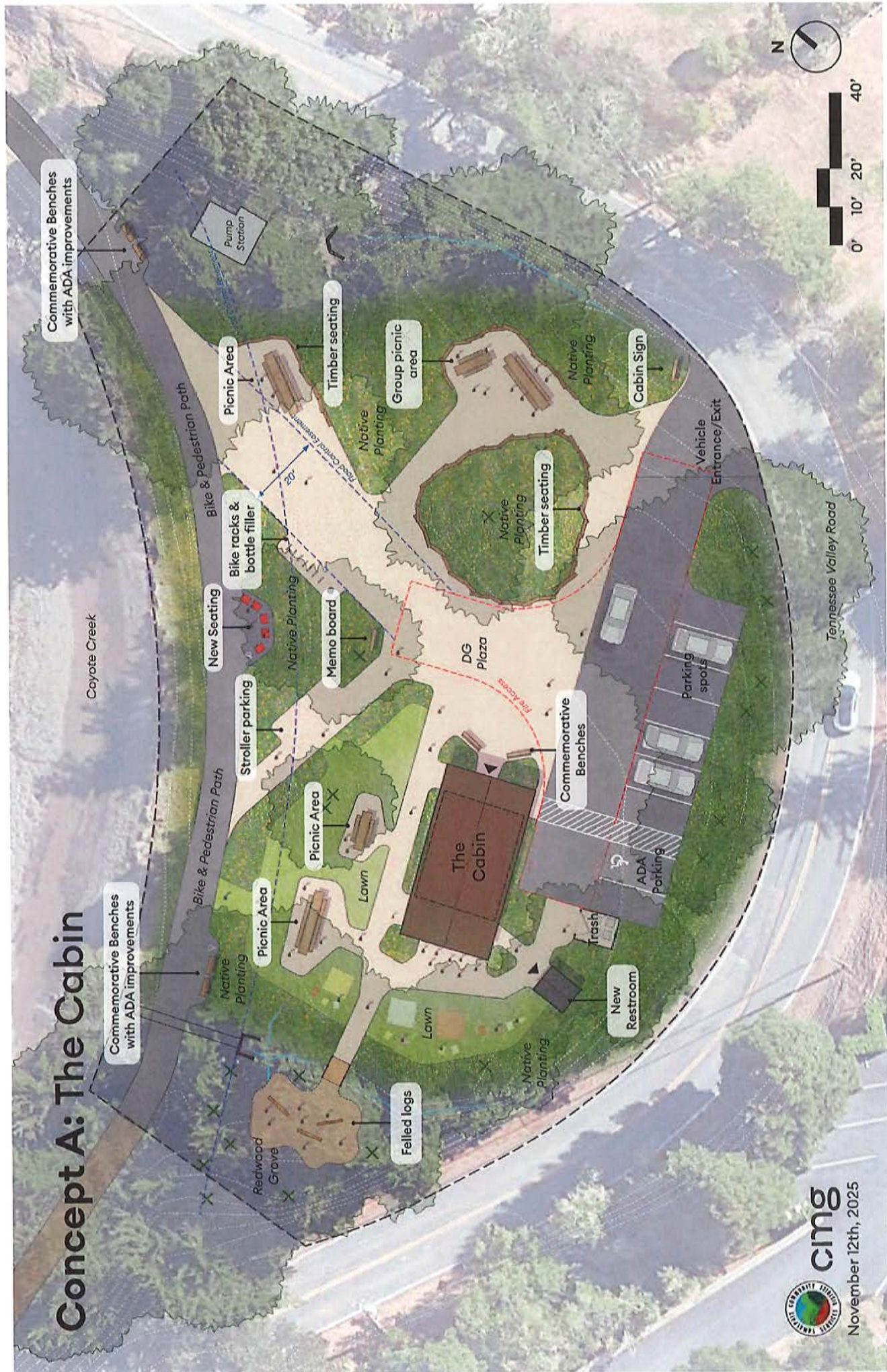


Concept B: Pavilion



Concept C: Park

Concept A: The Cabin



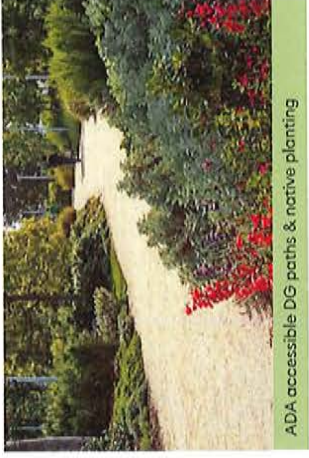
Concept A: The Cabin



The Cabin remains and is renovated for ADA access



Timber seating



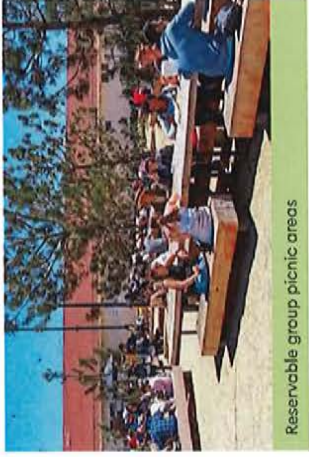
ADA accessible DG paths & native planting



Bike racks & water filling stations



Community events & parties continue at Cabin & patio



Reservable group picnic areas



Felled logs in redwood grove



New restroom

Concept B: Pavilion

Coyote Creek

Tennessee Valley Road

0' 10' 20' 40'

Commemorative Benches

Pump Station

Bike & Pedestrian Path

Commemorative Benches

Group picnic area

Native Planting

Native Planting

New Seating Element

Park Sign

Vehicle Entrance/Exit

Parking spots

ADA Parking

New Restroom

Trash

Pavilion

Platform for staging events

Community memo board

Native Planting

Stroller parking

New Seating

Commemorative Benches with ADA improvements

Bike & Pedestrian Path

Picnic Area

Lawn

Picnic Area

Lawn

Native Planting

Felled logs

Redwood Grove

Native Planting



November 12th, 2025



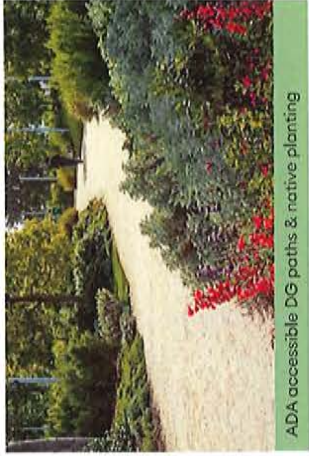
Concept B: Pavilion



Cabin replaced by open air pavilion



New seating elements



ADA accessible DG paths & native planting



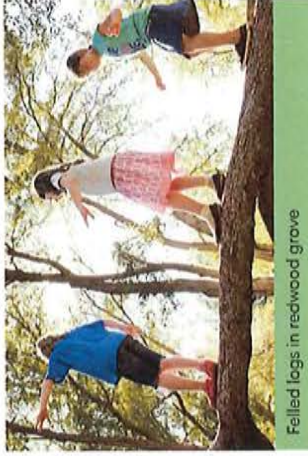
Bike racks & water filling stations



Meetings and parties inside the pavilion



Group and individual picnic areas

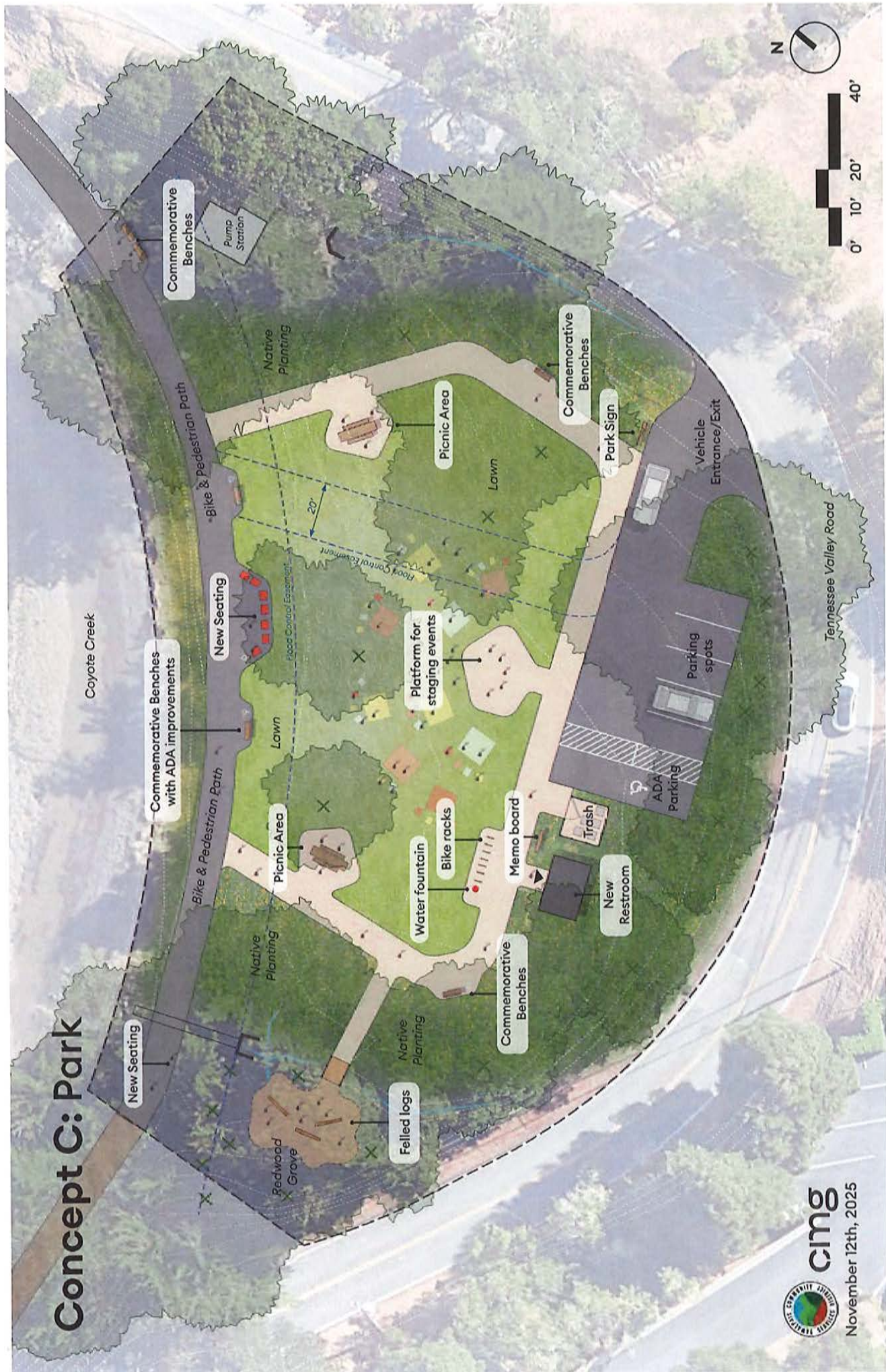


Felled logs in redwood grove



New restroom

Concept C: Park



cimg

November 12th, 2025

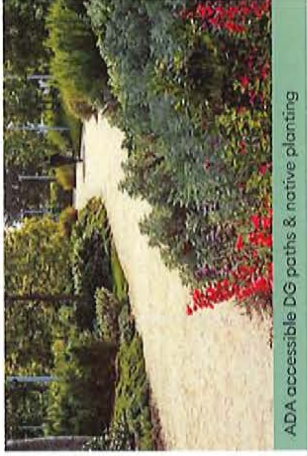
Concept C: Park



Cabin replaced by new central lawn space



New seating in redwood grove and along bike path



ADA accessible DG paths & native planting



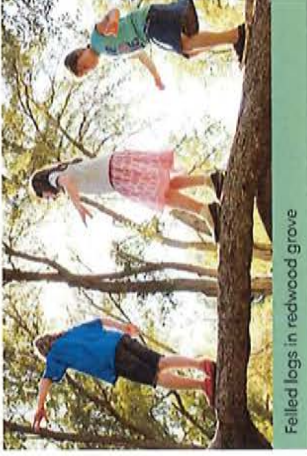
Bike racks & water filling stations



Events on paved platform



Small picnic areas for casual gathering



Felled logs in redwood grove



New restroom

Community Engagement: Results

Concept A: Cabin



Concept B: Pavilion



Concept C: Park



Community Engagement

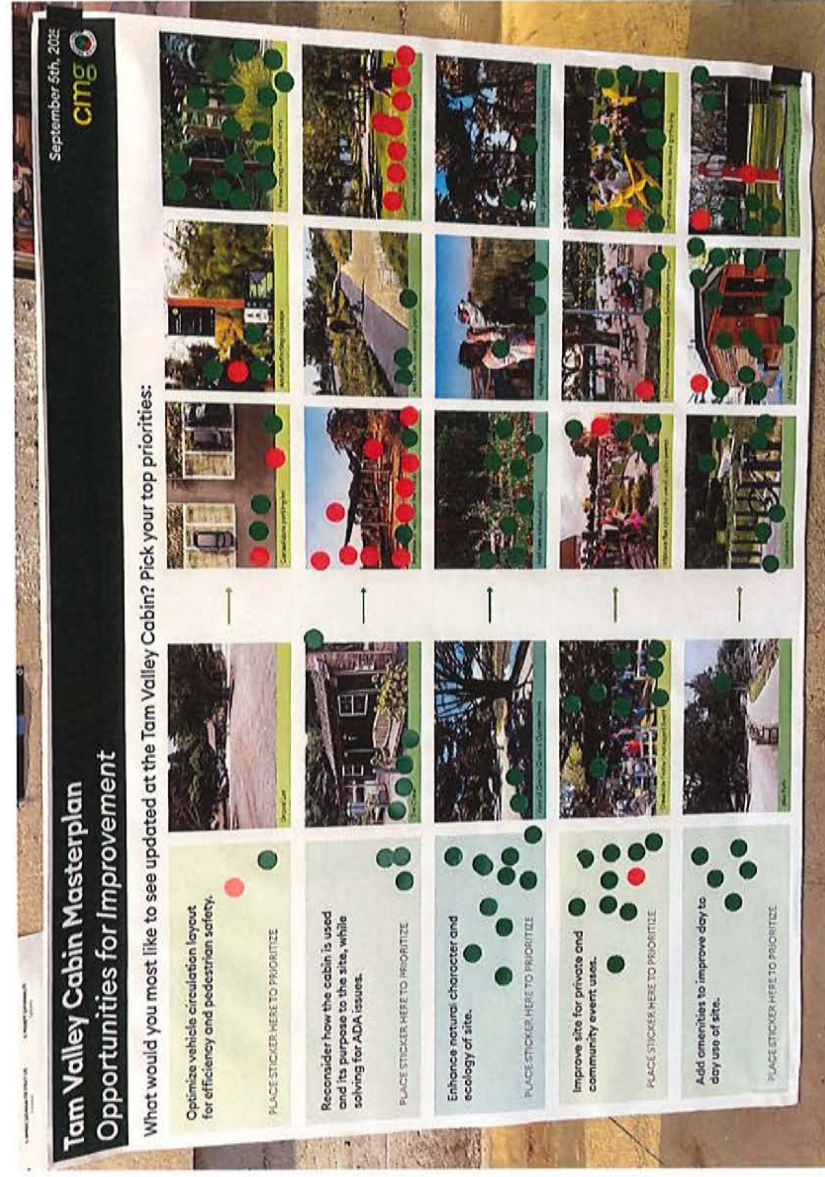
Concept A (Cabin) & B (Pavilion) were most preferred.
Concept C was least preferred.

Do you prefer Concept X?	YES/NO	Creekside Friday	Oktoberfest	TOTAL
Concept A: The Cabin	YES	28	4	32
	NO	0	0	0
Concept B: Pavilion	YES	21	11	32
	NO	9	0	9
Concept C: Park	YES	4	2	6
	NO	15	2	17

Community Engagement

The most popular design elements were:

- Fencing along the road
- Native planting
- New restroom
- Casual gathering spaces



What we heard: Creekside Unplugged & Oktoberfest

"Add in a fence along the road to protect kids!"

"I like the pavilion but it should be enclosed, it is too cold here otherwise."

"The cabin is historic. The rustic charm is what makes it great, leave it alone."

"The cabin is the only affordable rental space here."

"Make native plant gardens as an educational opportunity for kids."

"I walk by the Cabin everyday and would be so upset to see it go!"

"If it's too expensive to renovate the cabin, let's get rid of it and build something better."



cmg

November 12th, 2025

What we heard: TCSD Board Meeting September 10th

Key Concerns

- The Cabin is the only affordable rental space in the community.
- Community members don't want to see the Cabin go.
- The Cabin is too expensive to renovate.

Key Opportunities

- An enclosed pavilion could serve the same rental purposes as the Cabin and is more affordable.
- The kitchen and interior bathroom in the cabin are underutilized and could be omitted in a pavilion design to save cost.
- A rustic pavilion design could resemble the look and feel of the Cabin.



cen

November 12th, 2025

Preferred Concept



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November 12th, 2025

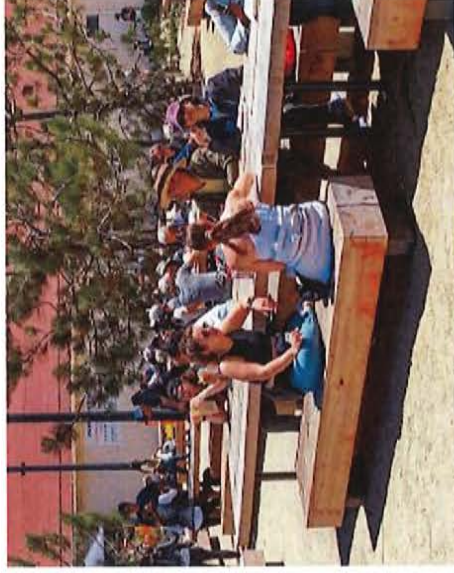
Gathering Spaces

- Group picnic area for larger parties. Smaller picnic areas for casual gathering.
- Adirondack seating along creek.
- Existing commemorative benches preserved along creek with ADA accessibility improvements.
- Flexible lawn space sheltered from wind. Suitable for bounce-houses, community events, etc.



cmg

November 12th, 2025



Group picnic area



Seating element around Cypress tree



Seating along creek



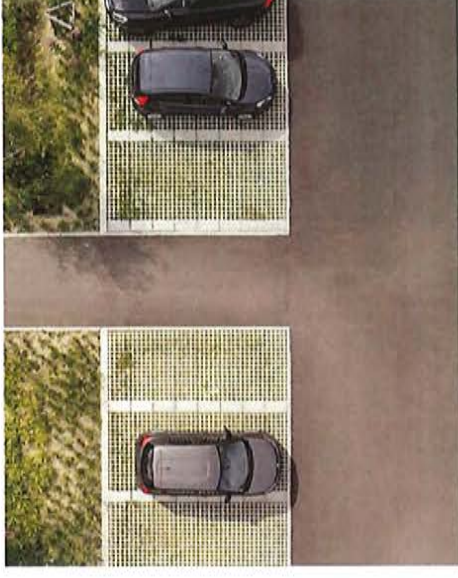
Flexible lawn space

Circulation

- ADA accessible stabilized crushed stone paths, site-wide.
- Parking consolidated into small, spatially efficient lot.
- Fencing installed along road for safety.
- Wayfinding signage installed.



Stabilized crushed stone paths



Consolidated parking



Fence



Wayfinding signage

Site Amenities

- Bike racks and water filling stations.
- New restroom.
- Stroller parking area.
- Community Memo Board.



Bike racks



Water filling station

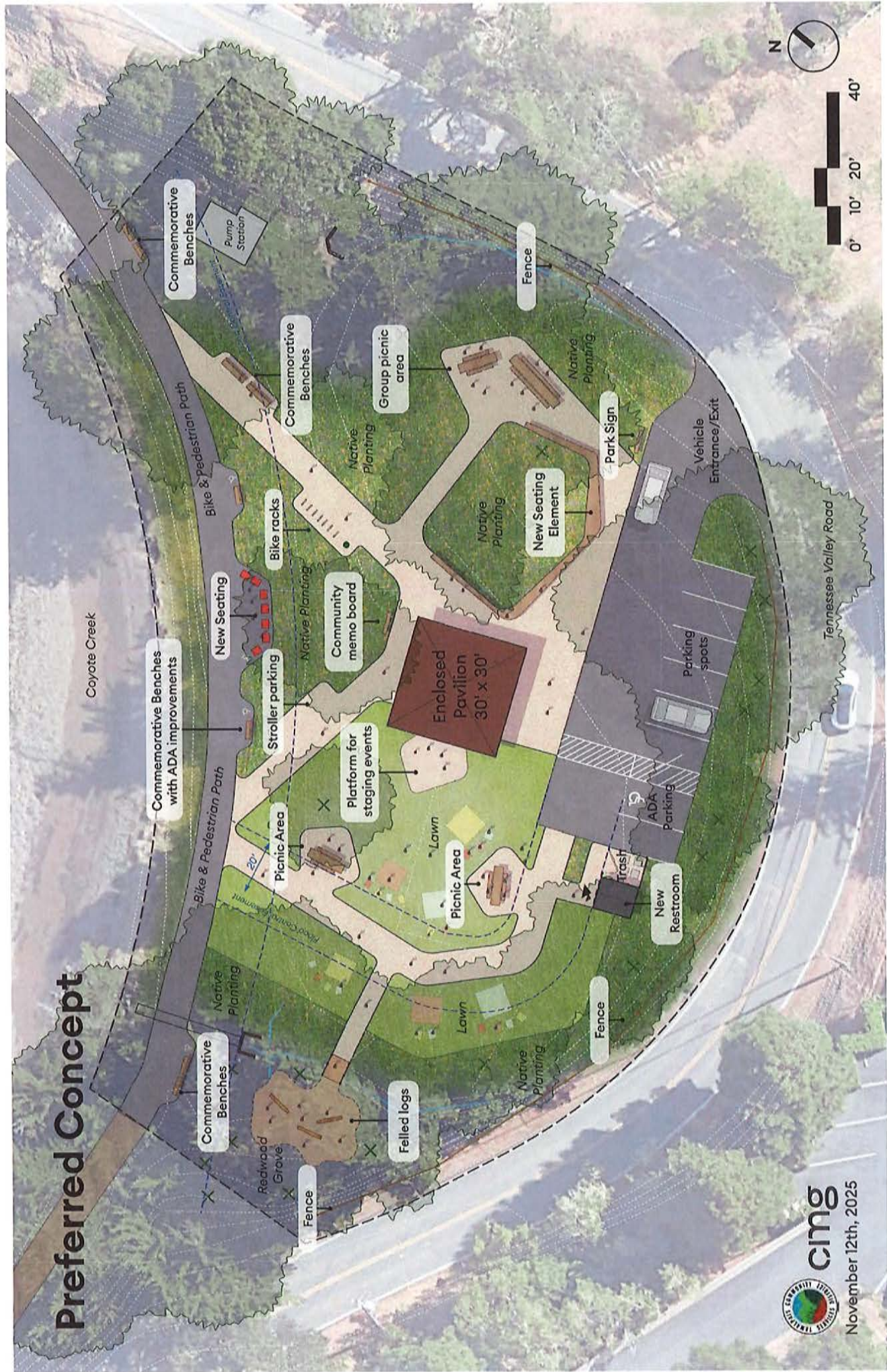


New restroom



Community memo board

Preferred Concept



cimg

November 12th, 2025

Proposed Pavilion

- Enclosed pavilion with rustic character.
- Simple structure with electricity. No interior bathroom or kitchen.
- Indoor & outdoor space can be rented for private meetings and parties.
- Community events can be staged in and around pavilion.



Enclosed pavilion



Reservable indoor meeting space



Community Events at pavilion



Private parties at pavilion

View of Proposed Pavilion



cimg

November 12th, 2025

Plant Palette

1. Native California Perennials and Grasses for Sun

- Drought Tolerant
- Low Maintenance
- California Native
- Mix of Flowering Perennials, Evergreen Grasses, and Sub-shrubs
- Attractive to pollinators and hummingbirds



Yarrow / *Achillea millefolium*



California Poppy / *Eriogonum fasciculatum*



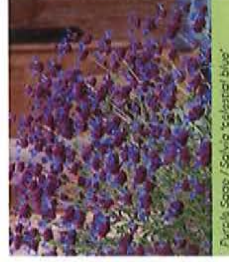
Hummingbird Sage / *Salvia leucantha*



Monkey Flower / *Diplazium austroriparium*



Pinnate Coast Lily



Purple Sage / *Salvia 'Celestial Blue'*



California Fuchsia / *Epilobium ciliatum*



Deer Grass / *Muhlenbergia rigens*



Creeping Sage / *Salvia 'Graciosa'*



Red Buckwheat / *Eriogonum grande*



Plant Palette

2. Native California Perennials for Shade and Redwood Understory

- Shade Tolerant
- Drought Tolerant
- Low Maintenance
- California Native
- Mix of Ferns, Perennials, and
groundcovers



Iris douglasiana



Aquilegia formosa



Asarum canadense



Sisymbrium bolum



Woodsia glabella



Polystichum munitum



Hesperis matronalis

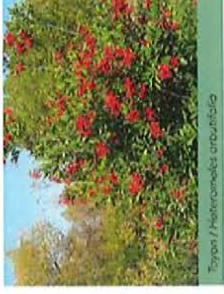


Orchis californica

Plant Palette

3. Native California Shrubs

- Drought Tolerant
- Low Maintenance
- California Native
- Mostly Evergreen with some Deciduous
- Seasonal flowering and fruit
- Attracts Birds and Pollinators



Plant Palette

4. Native California Creek Upland Planting

- Salt Tolerant
- Low Maintenance
- California Native



Western Ragweed/Ambrosia P. fasciata



Salt Marsh Baccharis / Baccharis glutinosa



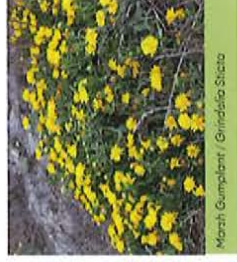
Creeping Wildrye / Elymus Tricardatus



Lizard Tail / Eriophyllum Stachyoides



Marsh Aster / Symphyotrichum subulatum



Marsh Gumplant / Grindelia Stricta

Proposed Tree Plan: Preferred Concept

- Existing trees appear to be in fair or good health and will remain.
- No new trees are proposed.



ROM Cost Estimate



ROM Cost Estimate: Preferred Concept

\$1,926,480 - \$2,889,725

Enclosed
Pavilion



0' 10' 20' 40'



cimg

November 12th, 2025

Funding

What we heard:

- The community is supportive of fundraising, donations, and/or municipal bonds to support the Cabin project.

	YES/NO /MAYBE	Creekside Friday	Oktoberfest	TOTAL
Would you be willing to support efforts or measures to generate additional funding?	YES	30	17	47
	NO	1	15	16
	MAYBE	1	3	4

Questions



PARC CABIN COMMENTS 10/15/25

At its October 15, 2025 meeting, PARC provided preliminary comments on the various design components of the Cabin Masterplan. The objective was to provide the Board with PARC's official position on key elements of the Cabin Masterplan. At the end of the discussion, staff indicated we would summarize the comments into preliminary recommendations to the Board for review by PARC at this meeting.

Below are the key issues that PARC discussed at the October 15th meeting. Under each item is the proposed recommendation/preferred option based on PARC's discussion. We recommend that PARC use this summary as a guide for finalizing its recommendations to the Board.

What is the preferred relationship between the Cabin and Community Center?

PARC recommends the Community Center be used for larger community events (e.g., Creekside Friday) that require more infrastructure and support such as food and beverage tents and the need for a kitchen.

The Cabin should be used for smaller, more intimate events such as Creekside Unplugged, which has less infrastructure needs. The Cabin also provides an alternative meeting/event space for small gatherings which is more affordable and does not require TCSD staff to be on-site for private rentals or uses (i.e., community center).

Vote: 5-0

CABIN MASTERPLAN CONCEPTS

Below are the rankings by PARC regarding the three masterplan concepts. The preferred choice is Concept A, which retains the Cabin. The second choice is Concept B- Pavilion. The lowest preferred option is Concept C- Park.

Concept A- The Cabin

First choice-	4 PARC members (PARC will share a few nuisances at the Board meeting)
Second choice-	none
Third choice-	1 PARC

Concept B- Pavilion

First choice-	1 PARC
Second choice-	3 PARC
Third choice-	1 PARC

Concept C- Park

First choice- none
Second choice- 2 PARC
Third choice- 3 PARC

Main Likes- What primary aspects do you like about the various concepts?

PARC recommends the desired concept include the key features below.

Outdoor restrooms	5-0
Felled logs	5-0
Landscaping	5-0
Picnic area	5-0
Seating areas/benches	5-0
Pathways	5-0
Signage	5-0
Limited parking areas	5-0
Perimeter fence	5-0

Suggestions for Consideration

Below are PARC's key suggestions for Board consideration.

- PARC does not like the enclosed Pavilion concept with doors.
- PARC does prefer a covered area for the bands, but the stage area does not need to be permanent (i.e., use temporary stage in the designated area).
- To reduce renovation costs, 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. A small refrigerator is fine.
- Consider reducing seating area around the tree in the center of the parking lot.

Vote: 5-0



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
November 12, 2025

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

**SUBJECT: DISCUSS/CONSIDER R3 REPORT ON LATER COLLECTION START TIMES AND
AUTHORIZE THE GENERAL MANAGER TO IMPLEMENT THE OPERATIONAL
CHANGES AS DIRECTED BY THE BOARD.**

RECOMMENDATION

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

BACKGROUND

In April 2025, TCSD retained R3 Consulting (R3) 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. In order 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.

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.

DISCUSSION

R3 has completed its analysis of an alternative collection time. The attached report 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 for all Tuesday through Friday residential routes.

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 (i.e., collecting their first cart) before

6:00 am in the towns/cities, although vehicles can be on route and ready to start the first collection at 6:00am. However, unincorporated Marin County does not have a start time restriction. Please note that the Monday commercial route is not included in the analysis because the route does not begin until after 6:00am.

Key findings

Below are the key R3 report findings supporting the recommendations.

- Safety impacts associated with a later start time are most concerning with respect to the Tuesday residential route, which collects accounts on Shoreline Highway (Route 1). Given the early morning traffic on Shoreline, R3 does not recommend TCSD change the current 5:00 am vehicle start time for the Tuesday residential route
- Drivers could clock in a 5:00 am and start their vehicles and begin their morning vehicle inspection no earlier than 5:30 am. This should provide the drivers with sufficient time to complete their pre-trip vehicle inspections and any early morning administrative or other required activities so that they are able to leave the corporation yard no later than 6:00 am.
- R3 found that a later start time would not have a material impact on the travel time to Richmond (Republic) or San Rafael (MSS) facilities during morning and afternoon commute hours. However, a later vehicle start time would be expected to result in increased interactions with commute traffic at the start of the day with potential safety implications.
- A key assumption is that a thirty (30) minute later vehicle start time (i.e., no earlier than 5:30 am) assumes that the early morning traffic and other conditions of the major residential streets within TCSD that are serviced at the start of each day, with the exception of Shoreline Highway, are generally similar to major residential streets in other Marin jurisdictions (e.g., Mill Valley). In other words, the on-route traffic and other impacts experienced by those routes would be similar to, and no less safe than Mill Valley Refuse and Marin Sanitary Service residential routes operating in the County.
- R3 does not recommend that vehicle start time be changed to 6:00 am unless vehicle count or other data can support that such a change would not result in TCSD drivers experiencing further increased early morning traffic on major residential collector streets.

Next Step

Depending on the Board's direction, staff would implement operational changes to start times, but would request flexibility to phase in the changes. Also, we would notice the operational start times in the newsletter so residents would be aware of the later collection times. This should reduce the anticipated increase in the number of calls regarding missed pick-ups due to the later start time as well as provide an opportunity for residents to comment on the effect of the later start times. The possibility exist that a significant portion of the community may not like the later collection start time. In that event, TCSD would need to reevaluate its operational changes.

FISCAL IMPACT

n/a

ATTACHMENTS

A. Report



November 7, 2025

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

SUBJECT: Analysis of the Impact of Changing the Current 5:00 am Vehicle Start Time to a 5:30 am or 6:00 am

Dear Mr. Toy,

R3 Consulting Group Inc., (R3) was engaged by the Tamalpais Community Services District (TCSD) to provide Solid Waste Vehicle GPS Software Procurement Assistance, Route Map Development, and related services. As part of that work, R3 conducted an analysis of the impact of changing the current daily vehicle start time from 5:00 am to 5:30 or 6:00 am. This letter report provides the results of that analysis.

Findings

1 Summary Findings

It is common for jurisdictions to restrict residential solid waste collection before 6:00 am. In such cases drivers could clock in a 5:00 am and start their vehicles and begin their morning vehicle inspection no earlier than 5:30 am. That provides drivers with time to complete their pre-trip vehicle inspections and any early morning administrative or other required activities so that they are able to leave the corporation yard no later than 6:00 am. Both Mill Valley Refuse and Marin Sanitary Service are prohibited from beginning residential collection (i.e., collecting their first cart) before 6:00 am in the incorporated jurisdictions they service,¹ although vehicles can be on route and ready to start the first collection at 6:00am

Our review found that changing the collection vehicle start time² from 5:00 am to no earlier than 5:30 am, which would be expected to enable drivers to begin collections by 6:00 am, would not have a material impact on the time required to transfer trash, recyclables and organic loads to and from their respective receiving facilities during morning and afternoon commute hours. Additionally, there is capacity within the current system to accommodate additional workload and/or additional time impacts that might result from a latter vehicle start time. With that said, a later vehicle start time would be expected result in increased interactions with commute traffic at the start of the day with potential safety implications.

Safety impacts associated with a later start time are most concerning with respect to the Tuesday residential route, which collects accounts on Shoreline Highway (Route 1). Given the early morning traffic on Shoreline we do not recommend TCSD change the current 5:00 am vehicle start time for the Tuesday residential route. It may not be unreasonable or unsafe however to have the drivers clock in at 5:30 am for the Wednesday through Friday residential routes. That would enable routes to leave the corporation yard by 6:00 am.

A thirty (30) minute later vehicle start time (i.e., no earlier than 5:30 am) assumes that the early morning traffic and other conditions of the major residential streets within TCSD that are serviced at the start of each day, with the exception of Shoreline Highway, are generally similar to major residential streets in incorporated Marin County where residential collection is prohibited before 6:00 am. In that case, a 5:30 start time for the Wednesday through Friday residential routes would not be expected to result in early morning conditions on route that are unlike those faced by other refuse collection operations in incorporated Marin County.

¹ Fairfax is an exception.

² The time drivers are able to start their vehicles as part of their daily pre-trip inspection, which is some amount of time later than the driver clock-in time..

2 Travel Time Analysis

Weight ticket data indicates TCSD's residential routing approach is to collect trash and organics in the morning for delivery to Marin Sanitary Service's (MSS) San Rafael facility, and recyclables in the afternoon, which are delivered to Republic's Materials Recovery Facility (MRF) in Richmond. Given rush hour traffic patterns this is a sound approach and provides for minimizing rush hour traffic impacts.

Attachment 1 provides an accounting of the one-way travel times to and from MSS, which is the facility for TCSD trash, organics and commercial cardboard loads. As shown, the trip from TCSD corporation yard to MSS's facility in San Rafael and back is relatively unaffected by the 6:00 am to 9:00 am southbound rush hour traffic. During the sample week there were very limited instances of southbound morning rush hour delays of more than 5 minutes when traveling back from MSS's facility to Mill Valley, and no such cases with the northbound trip from Mill Valley to MSS in the morning. As such, it appears that loads to and from MSS would be relatively unaffected by a 6:00 am versus 5:00 am start time, all other factors the same.³

Attachment 2 provides a similar analysis for single stream recyclables delivered to Republic Services MRF in Richmond, CA. As shown, there are both morning rush hour and evening rush hour delays that could potentially impact TCSD loads to the Richmond facility. Given that TCSD delivers recycling loads to Richmond at the end of the day, those loads are not impacted by the morning rush hour.

The evening northbound rush hour traffic begins at about 3:00 pm. **Attachment 3** provides Tuesday through Friday residential weight ticket data for the weeks of April 14 and April 21. As shown, for both weeks all loads reached the Richmond facility by 1:00 pm. A 6:00 am vehicle start time would increase the current 5:00 am vehicle start time by one hour. Even with that additional hour all of those load would have reached the Richmond facility by 2:00 pm, well in advance of the 3:00 pm start of the Highway 101 northbound rush hour. As such, it appears that loads to Richmond would be relatively unaffected by a 6:00 am versus 5:00 am start time, all other factors the same.

Note: *Upcoming changes in the Marin and Sonoma HOV lane hours are expected to result in increased traffic congestion in the non-HOV lanes and may impact the above findings.*

3 Worker Safety

Solid waste haulers rank third on the list of the riskiest jobs in the United States, averaging 90 deaths annually per 100,000 workers. More dangerous than police and fire fighters, with only fishing and timber cutting ranking higher.⁴ The high number of deaths can be attributed partly to impatient drivers, who try to pass stopped garbage collection vehicles and end up hitting collectors. One TCSD driver reported that they had been hit / grazed by cars and had "near misses" on multiple occasions.

"Safety First" is fundamental to safe, effective, and efficient solid waste management operations. It is a solid waste management best practice to establish collection routes that minimize interaction with vehicles in heavily trafficked areas. One of the primary ways of doing that is to have collection vehicles provide collection services on heavily traveled streets early in the morning when there is less traffic. TCSD drivers and management reported that the main reason to maintain the current 5:00 am daily vehicle start time is to allow drivers to do just that, complete their daily collections on heavily traveled streets before morning rush hour traffic. This early start time is most important on the Tuesday residential routes, which service accounts on Shoreline Highway which experiences significant early morning commuter traffic.

4 Current Driver Start Time

The current 4:00 am driver clock-in time (start time) for residential routes Tuesday through Friday results in significant lost productivity. TCSD's policy of not allowing drivers to start their trucks before 5:00 am means that drivers have one hour (1) on-the-clock before they can effectively begin their daily morning vehicle pre-trip at 5:00 am. While some limited amount of time before that 5:00 am truck start time is appropriate for daily route coordination, safety meetings, morning stretching program etc., we suggest that a start time of 4:30 am is more than reasonable to accomplish necessary tasks prior to the 5:00 am

³ Significant delays were reported during the afternoon commute north from Mill Valley to San Rafael after 3:00 pm, which is after the end of the current work day at 2:30 pm (10 hour day + 30 minute unpaid lunch).

⁴ Source: Florida Center for Solid and Hazardous Waste Management, Miami, and the University of Miami.

vehicle start time. That change would generate 30 minutes of additional productive driver time (capacity) for each route each day.

We can also support changing the vehicle start time to no earlier than 5:30 for the Wednesday through Friday residential routes, with noted limitations, which would generally align with the common standard of not beginning residential collection services before 6:00 am, as is the case in other incorporated County jurisdictions. We do not recommend that vehicle start time be changed to 6:00 am unless vehicle count or other data can support that such a change would not result in TCSD drivers experiencing further increased early morning traffic on major residential collector streets.

Recommendations

- 1 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..
- 2 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 5:30.⁵

Limitations

We were unable to obtain traffic count data for the major collector streets in the TCSD for purpose of assessing the impact of a later start time on traffic levels. Our recommendation to consider changing the driver clock-in time from 4:00 am to 5:30 am for the Wednesday through Friday residential routes, and an associated vehicle start time of no earlier than 5:30 am, assumes that the on-route traffic and other impacts experienced by those routes would be similar to, and no less safe than Mill Valley Refuse and Marin Sanitary Service residential routes operating in the County.

Our capacity analysis is based in part on the one week sample of travel times recorded for this project and two weeks of weight tickets. Any differences between that sample data and typical travel times and facility arrival times may impact the resulting findings.

* * * * *

Thank you for this opportunity to be of service to TCSD. If you have any questions regarding our review or need additional information, please contact us.

Sincerely,



William Schoen | *Project Director*
R3 Consulting Group, Inc.
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Jordan Muratsuchi | *Sr. Consultant*
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Attachments:

- 1 Travel Time Data - Mill Valley to/from MSS Facility
- 2 Travel Time Data - Mill Valley to/from Richmond MRF
- 3 Weight Ticket Data
 - 3a – Week of April 14
 - 3b – Week of April 21

<https://r3cgi.sharepoint.com/Shared Documents/Clients/TAMALPAIS CSD/125020 - GPS Procurement & Map Development/Start Time Analysis/Report/Draft Report - TCSD Start Time Analysis - 110725.docx>

⁵ 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 for all Tuesday through Friday residential routes.

Attachment 1

	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	
3	Monday April 28				Tuesday April 29				Wednesday April 30				Thursday May 1				Friday May 2			
4																				
5	MARIN SANITARY SERVICE to HILL VALLEY																			
6	Anderson to Bell Lane																			
7	Time	Minutes	Variance		Time	Minutes	Variance		Time	Minutes	Variance		Time	Minutes	Variance		Time	Minutes	Variance	
8																				
9	Base Case	10	NA		Base Case	10	NA		Base Case	10	NA		Base Case	10	NA		Base Case	10	NA	
10	6:00	10	0		6:00	10	0		6:00	10	0		6:00	10	0		6:00	10	0	
11	6:15	10	0		6:15	10	0		6:15	11	1		6:15	10	0		6:15	10	0	
12	6:30	10	0		6:30	11	1		6:30	11	1		6:30	11	1		6:30	11	1	
13	6:45	11	1		6:45	11	1		6:45	11	1		6:45	11	1		6:45	11	1	
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27	11:00	12	2		11:00	11	1		11:00	11	1		11:00	12	2		11:00	11	1	
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29																				
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38	4:30	11	1		4:30	12	2		4:30	11	1		4:30	12	2		4:30	12	2	
39																				
40	HILL VALLEY to MARIN SANITARY SERVICE (Northbound)																			
41	Bell Lane to Anderson																			
42																				
43	Base Case	11	NA		Base Case	11	NA		Base Case	11	NA		Base Case	11	NA		Base Case	11	NA	
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Attachment 2

	G	R	S	T	U	V	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AK	AL	AM	AP	AQ	
1	Monday April 28				Tuesday April 29				Wednesday April 30				Thursday May 1				Friday May 2							
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11			HRF				HRF				HRF				HRF				HRF				HRF	
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48	4:30		25		4:30		25		4:30		25		4:30		26		4:30		26		4:30		27	
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60	Time of Day		Travel Time		Time of Day		Travel Time		Time of Day		Travel Time		Time of Day		Travel Time		Time of Day		Travel Time		Time of Day		Travel Time	
61			HRF				HRF				HRF				HRF				HRF				HRF	
62	Base Case		Minutes		Base Case		Minutes		Base Case		Minutes		Base Case		Minutes		Base Case		Minutes		Base Case		Minutes	
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73	8:30		25		8:30		25		8:30		26		8:30		24		8:30		24		8:30		24	
74	8:45		25		8:45		25		8:45		25		8:45		24		8:45		24		8:45		25	
75	9:00		24		9:00		24		9:00		25		9:00		24		9:00		24		9:00		24	
76	9:15		25		9:15		24		9:15		24		9:15		24		9:15		24		9:15		25	
77	9:30		25		9:30		24		9:30		24		9:30		24		9:30		24		9:30		25	
78	9:45		25		9:45		24		9:45		24		9:45		24		9:45		24		9:45		26	
79	10:00		25		10:00		24		10:00		24		10:00		24		10:00		24		10:00		25	
80	11:00		25		11:00		24		11:00		24		11:00		25		11:00		25		11:00		24	
81	12:00		25		12:00		24		12:00		25		12:00		25		12:00		25		12:00		26	
82																								
83																								
84																								
85																								
86																								
87																								
88																								
89																								
90	1:00		25		1:00		26		1:00		26		1:00		26		1:00		26		1:00		27	
91	2:00		26		2:00		27		2:00		28		2:00		26		2:00		26		2:00		26	
92	3:00		27		3:00		32		3:00		31		3:00		33		3:00		33		3:00		36	
93	3:15		30		3:15		38		3:15		40		3:15		38		3:15		38		3:15		40	
94	3:30		34		3:30		41		3:30		41		3:30		38		3:30		38		3:30		43	
95	3:45		38		3:45		48		3:45		44		3:45		46		3:45		46		3:45		44	
96	4:00		41		4:00		45		4:00		47		4:00		50		4:00		50		4:00		44	
97	4:15		40		4:15		48		4:15		51		4:15		52		4:15		52		4:15		45	
98	4:30		39		4:30		48		4:30		53		4:30		50		4:30		50		4:30		44	

WEEK OF 4-14-25												
In	Out	TV 12	TV 20	TV 21	TV 24	TV 25	312	320	321	324	325	394
18-Apr												
MSS												
7:13 9:26 6:53 9:21 6:45 9:23 9:28 6:58	2.06 YW				1.9 YW	1.94 YW	1.54 TCSD			1.84 TCSD		1.86 TCSD
Richmond												
12:36 12:11	13:04 12:32				1.1	0.79						
17-Apr												
MSS												
7:40 9:48 7:41 9:46 7:37 9:54	1.86 TCSD		1.99 YW			1.25 YW	1.56 TCSD		1.91 TCSD	2.06 TCSD		
Richmond												
12:53 12:41 12:28 12:39	13:13 13:00 12:52 12:49	0.64	0.95		0.88	0.82						

16-Apr										
MSS										
9:34 7:22 9:27 9:39 7:09 6:55 9:41	1.62 YW		1.99 YW		2.45 YW	1.33 TCSD		1.01 TCSD	106 TCSD	1.8 TCSD
Richmond										
12:08 12:24 11:59 12:33 11:50 12:00 11:50 12:14	0.66		0.9	1.02	0.62					
15-Apr										
MSS										
7:34 8:49 8:20 9:44 10:03 9:55	2.23 YW		2.54 YW			0.98 TCSD			3.12 TCSD	4.86 TCSD
Richmond										
12:16 12:29 12:56 13:03 11:50 12:01	0.7		0.77		0.62					
Vehicle Number Missing										

WEEK OF 4-21-25												
In	Out	TV 12	TV 20	TV 21	TV 24	TV 25	312	320	321	324	325	394
25-Apr												
MSS												
9:18						1.33	TCSD					
7:05	2.08	YW										
7:00			2.41	YW								
9:26								1.54	TCSD			
7:05				1.84	YW							
9:10									1.14	TCSD		
Richmond												
11:51	12:02	0.66										
12:15	12:29		0.7									
12:31	12:43			0.82								
12:29	12:42					0.56						
24-Apr												
MSS												
9:28									0.84	TCSD		
9:37											1.24	TCSD
9:31								1.32	TCSD			
7:23				2.79	YW							
9:17								1.43	TCSD			
7:00		2.06	YW									
7:01								0.84	TCSD			
8:41						1.47	YW					
Richmond												
12:25	12:51			0.9								
12:15	12:31		0.82									
11:50	12:08	0.58										
12:22	12:34					0.96						
23-Apr												
MSS												

Attachment 3B

9:02			1.1	YW							
7:24								1.16	TCSD		
7:05										1.37	TCSD
9:01					1.44	YW					
7:16								1.28	TCSD		
9:19	1.66	YW									
9:14			1.21	YW							
7:01							0.97	TCSD			
Richmond											
11:06	11:15			0.56							
11:15	11:28				1.04						
11:49	12:02				0.71						
11:27	11:52		0.84								
11:59	12:07	0.77									
22-Apr											
MSS											
9:05			1.37	YW							
7:19			2.25	YW							
8:54							2.7	TCSD			
9:33		1.22	YW								
10:58							0.6	TCSD			
7:16		1.75	YW								
9:58											3.63 TCSD
Richmond											
12:10	12:18				0.68						
12:17	12:29			0.9	MP						
12:18	12:30										
9:27	9:42		0.77	MP							



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
November 12, 2025

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: ADOPT UPDATED PARK AND FACILITY MAINTENANCE PLAN

RECOMMENDATION

Adopt updated Park and Facility Maintenance Plan and authorize staff to update inventory lists as needed.

DISCUSSION

This Park and Facility Maintenance Plan (Plan) updates and replaces the "Park Asset Inventory and Maintenance Work Plan Project- Final Report" (Report) prepared by Hanson Associates in February 2006. The Hanson Report contained Park Maintenance Standards, Maintenance Task and Frequency, Annual Work Plan which estimated staff/contractor hours for landscape maintenance, and Inventory Asset Lists for Kay and Eastwood Parks and for the grounds surrounding the Cabin and Community Center.

This updated Plan also includes the maintenance of Kott Park, Rock Garden at Flamingo, outside areas around the main office and corporation yard fence, McGlashan Trail, and TCSD owned open space parcels. The 2006 Hanson Report did not include these locations.

The Park Maintenance Standards section updates the previous standards to reflect current practices and differentiates between maintenance standards for parks and facilities. The most significant revision is that we created a more user friendly "Park and Facility Maintenance Plan/Schedule" to replace the "Maintenance Task and Frequency" tables and "Annual Work Plan". We also did not see the benefit of updating the total staff and landscape contractor hours estimated by and included in the Hanson Report.

The Plan appendices contains updated inventory of assets in Kay, Eastwood, Cabin, and Community Center. The 2006 Hanson Report also included a map of each park and facility. We did not include a map because some of the asset locations may change over time and the level of work needed to create an accurate map. The Plan also includes an inventory list for the Rock Garden and Kott Park and a list of open space parcels. A primary difference from the 2006 Hanson Report inventory asset lists is that we did not include park trees. Trees are not included in the updated inventory list because park trees are evaluated in a separate tree assessment report prepared by an arborist.

For the Community Center and Cabin, the asset lists only include outdoor equipment and furniture such as picnic tables and benches. We did not include the assets located inside the Cabin or

Community Center. This Plan also does not include an inventory list for the Main Office/Corporation Yard.

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. 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 (e.g., tree with limited height to avoid power lines).

Similarly, 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 with more reflective of Tam Valley’s characteristics such as natural materials, rustic aesthetic, and/or native plantings. For example, an asphalt path could be replaced by a DG path, porous paver, or stamped asphalt (e.g., colored and stamped to look like pavers).

With these revisions, we are recommending approval of the updated Plan.

FISCAL IMPACT

n/a

ATTACHMENT

Final Plan



PARK AND FACILITY MAINTENANCE PLAN

November 2025

Adopted xxx

PARK AND FACILITY MAINTENANCE PLAN

Update 2025

This is the Maintenance Plan for Kay, Eastwood, and Kott parks, Rock Garden at Flamingo, McGlashan Trail, Cabin, Community Center, areas outside the main office/corporation yard, and open space properties. The Management Plan has two main components: 1) the maintenance standards for the Parks, Facilities, and open space properties, and 2) the maintenance plan/schedule to meet the maintenance standards.

BACKGROUND

This Management Plan (Plan) updates and replaces the “Park Asset Inventory and Maintenance Work Plan Project- Final Report” (Report) prepared by Hanson Associates in February 2006. The Hanson Report contained Park Maintenance Standards, Maintenance Task and Frequency, Annual Work Plan which estimated staff/contractor hours for landscape maintenance, and Inventory Asset Lists for Kay and Eastwood Parks and for the grounds surrounding the Cabin and Community Center.

The Park Maintenance Standards section updates the previous standards to reflect current practices and differentiates between maintenance standards for parks and facilities. We created a more user friendly “Park and Facility Maintenance Plan/Schedule” to replace the “Maintenance Task and Frequency” tables and “Annual Work Plan”. We did not see the benefit of updating the total staff and landscape contractor hours estimated by and included in the Hanson Report.

This Plan also includes the maintenance of Kott Park, Rock Garden at Flamingo, outside areas around the main office and corporation yard fence, and TCSD owned open space parcels. The 2006 Hanson Report did not include these locations. The Plan appendices contains updated inventory of assets in Kay, Eastwood, Cabin, and Community Center. The 2006 Hanson Report also included a map of each park and facility. We did not include a map because some of the asset locations may change over time. However, we added inventory lists for the Rock Garden and Kott Park and a list of open space parcels. A primary difference from the 2006 Hanson Report inventory asset lists is that we did not include park trees. Trees are not included in the updated inventory list because park trees are evaluated in a separate tree assessment report prepared by an arborist.

For the Community Center and Cabin, the asset lists only include outdoor equipment and furniture such as picnic tables and benches. We did not include the assets located inside the Cabin or Community Center. This Plan also does not include an inventory list for the Main Office/Corporation Yard.

SECTIONS

This Plan contains the following components:

- Park Maintenance Standards
- Facility Maintenance Standards
- Park and Facility Maintenance Plan/Schedule
- Appendices:
 - A. Eastwood Park inventory list
 - B. Kay Park inventory list
 - C. Community Center inventory list (outside area)
 - D. Cabin inventory list (outside area)
 - E. Kott Park & Rock Garden at Flamingo inventory list
 - F. List of open space parcels
 - G. Playground inspection checklists

PARK MAINTENANCE STANDARDS

Visitors to Tamalpais Community Services District Eastwood, Kay, and Kott parks as well as the Rock Garden will find the conditions described in the standards below. The parks are maintained with a combination of TCSD staff and a landscape contractor.

Turf

All turf areas will support their designed uses - informal play, sports, picnics and other park activities. Efforts will be made to ensure turf is healthy with a relatively level surface and green color. However, drought conditions/restrictions, dogs (digging), and/or gopher/moles will directly impact the ability of TCSD to maintain the turf. Turf will be mowed every 2-3 weeks and, as needed, in the winter. Pest control firms will be retained on a regular maintenance schedule or as needed to control the activity of gophers and moles. All litter, debris and pet waste will be removed.

Shrub Beds, Hedges and Ground Cover

Shrub beds, ground covers and hedges will contain healthy plants. Ideally, these areas will be litter, weed- and pest-free. Beds, ground covers and hedges will be maintained to provide secondary functions such as barriers, animal habitat or dust and erosion control. All shrubs, ground covers and hedges will be trimmed, pruned, or otherwise maintained. New wood chips are added in the parks at specific locations as needed (typically every 12-18 months).

Trees

Trees will provide shade, wind break, sound attenuation and otherwise enhance the park setting. Trees will conform to the general shape and height of the species. Generally, trees will be maintained to be free of debilitating pests or other health problems. Tree limbs will be at a safe height (e.g., 6ft - 8ft) for the uses anticipated in the vicinity. Maintenance will include limbing, pruning, and removing trees either deemed dead, a fire hazard, unhealthy and undersized due to location, and/or as recommended by an arborist or fire department. Trees may be pruned and cut back if the trees are unduly impacting a facility. For example, plum trees

that drop fruit on the pickleball courts. TCSD will conduct a tree inventory every 3-5 years to evaluate trees in the Parks in the accessible areas. We do not conduct tree inventories on open space parcels because the areas are in a natural state and are not maintained as a park. Many of the open space parcels are not accessible or have limited public access.

Restrooms

The Eastwood Park restroom will be available to park users from 8:00am to 8:00pm every day or as otherwise established by TCSD. The restroom has a programmable lock which automatically locks the restroom at 8:00pm and unlocks it at 8:00am. The restroom is regularly stocked and deep cleaned every Monday and Friday. Additionally, the bathroom is inspected daily during the weekdays to ensure proper function, to empty garbage, and to clean and restock as needed. These facilities will comply with Marin County Health Department standards.

Paved Surfaces

Paved surfaces include sports courts, pathways, parking lots and other areas topped with asphalt or concrete. These areas will have smooth surfaces and repaired for potholes or other damage. In some instances, pathways may be damaged by tree roots. Staff will mark those areas and schedule repair as time and budget allows. These surfaces will meet designed use specifications and have proper signs and striping. Pathways, parking lots and other paved areas will be free of debris, pet waste, litter, and graffiti. Paved surfaces in picnic areas will be power washed at least once per year. Other paved surfaces will be power washed periodically as needed.

Unpaved Surfaces

Unpaved surfaces may include pathways, parking areas or other areas covered with porous paving materials or dirt surfaces. These will be properly compacted and without significant holes or washouts. However, pathways or areas located in open space or natural settings are not maintained to these standards because they are considered trails and not pathways. All unpaved surfaces will be free of weeds, debris, litter, pet waste, and graffiti as appropriate for that location.

Playgrounds

Play equipment and structures will be clean, safe and functional. Play surfaces are power washed at least once a year. All installed equipment and surfaces will meet the Consumer Product Safety Council's guidelines. A certified playground safety inspector (i.e., Senior Parks Maintenance Worker is certified) will conduct weekly visual inspections and written form inspections every six months. All playground surfaces will be free of weeds, debris, litter, pet waste and graffiti. Water feature is turned off for conservation.

Open Spaces or Natural Areas

Areas intended for nature study or open space enjoyment will be retained in their natural states and managed for fire protection and erosion control as appropriate for the intended

use and natural surroundings. Open spaces with defined public access such as Hawk Hill and MidVale trail will be maintained for fire protection (i.e., vegetation management) and trail access (e.g., fill-in washed out areas).

McGlashan Trail

Under agreement with the Marin County Parks, TCSD maintains the McGlashan Trail (multi-use pathway). The trail is inspected weekly to ensure the area is free of debris, litter, pet waste, and graffiti. The weeds on the hillsides along the trail are cut as needed. Trees are trimmed as needed.

Picnic Areas

Areas will be free of weeds, debris, litter and graffiti. Floors (i.e., concrete pads, ground/bark) will be clean and free of food and other debris. Picnic tables, benches and barbecues will be clean, in good repair and ready for use. Picnic tables are inspected annually and repaired as need. Trashcans will be emptied weekly and more often as needed. The bushes and trees in the area will be trimmed back as needed. Periodically, wood chips are added to the Eastwood Park picnic area as needed.

Drinking fountains

Fountains will be clean and fully functional (e.g., bowls drain properly, valves work).

Fences

Fences will be installed where needed to protect park property, restrict access to hazardous areas, augment user safety, and/or protect adjoining properties. All fences will be free from litter and graffiti. Playground fences will be inspected for any operational hazards. Temporary fencing will be in good repair. Wooden fences will be plumb, sturdy, and missing boards will be replaced, where needed. Split rail fences that are failing will be removed. Split rail fences may be replaced in-kind with suitable materials (e.g., boulders, bollards). Temporary measures (e.g., chains) may be taken until the fence can be replaced. All gates will function as designed. The wood fence in Kay Park will be cleaned as needed. When a Kay Park fence is in of repair, we contact the adjacent neighbor to share in the cost.

Tennis/Pickleball and Basketball Courts

In addition to meeting standards for paved surfaces, court amenities will be in good repair and ready for use. Nets will be set at correct playing height and will be free of tears or holes. Backboards, rims and nets will be in good repair. Court surfaces will be free of leaves, grit, and other debris. Court surface markings will be well defined. Sports courts will be periodically cleaned as needed (e.g., power washed).

Signage

All signage will be maintained free of graffiti and replaced as needed. Signage will be added as appropriate for the various locations and usage

Other Amenities

Parks will contain a wide range of amenities including, but not limited to, bike racks, both standard and memorial benches, garbage receptacles, picnic tables, kiosks, and/or flagpoles. All park elements will be clean, structurally sound, and ready for the designed use and enjoyment of park users. Memorial benches are maintained based on the adopted TCSD memorial furniture policy.

Irrigation Systems

Irrigation systems will deliver optimum water to each plant type at the lowest cost with maximum resource conservation. Water will be delivered during non-use hours. Irrigation stations will be adjusted as needed to maintain the grass. All systems will comply with State and local laws regarding backflow prevention and protection of the public water system. Staff checks the irrigation system weekly and makes repairs as needed. TCSD will also follow any drought restrictions imposed by Marin Water.

Rock Garden at Flamingo and Kott Park

Flamingo Park consists of a rock garden (i.e., painted rocks placed on the ground and/or tree stumps), trash cart, doggie bag dispenser, bench, and picnic table. The rock garden is inspected weekly to empty the trash, cut the weeds as needed, and ensure the area is free of debris, litter, pet waste, and graffiti.

Kott Park is a small park in a natural setting with trees, benches, and a trashcan. The Park is inspected weekly to empty the trash, cut the weeds as needed, and ensure the area is free of debris, litter, pet waste, weeds cut, and graffiti. Tree trimming and vegetation is performed as needed.

Accessibility

Parks are intended for use by all TCSD residents. TCSD will meet the requirements of the Americans with Disabilities Act. However, it should be noted that the parks are in a natural setting and environment which may limit accessibility to specific locations in the park (e.g., grassy area, dirt trails).

Replacement Strategy

When trees or plants/shrubs are removed in parks, staff evaluates whether the removed tree/plantings should be replaced based on its location, aesthetics, and/or purpose (e.g., shade tree, need for ground cover). For example, a tree removed in Kay Park would most likely be replaced because of the limited number of trees and the trees provide shade in the park. A tree removed in Eastwood Park may not be replaced if it is located along the trail or creek and is one of many trees in a stand of trees. 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 (e.g., tree with limited height to avoid power lines)

Similarly, 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 with more reflective of Tam Valley's characteristics such as natural materials, rustic aesthetic, and/or native plantings. For example, an asphalt path could be replaced by a DG path, porous paver, or stamped asphalt (e.g., colored and stamped to look like pavers). A non-split fence perhaps could be replaced with split rail, boulders, and/or bushes.

FACILITY MAINTENANCE STANDARDS

Visitors to and users of Tamalpais Community Services District Cabin and Community Center facilities as well as the Main Office/Corporation Yard will find the conditions described in the standards below.

Community Center Building

The Community Center will be maintained to be fully functional and clean. Due to the high use of the facility, it is usually inspected every weekday. The Community Center is cleaned a minimum of once per week (e.g., Saturday or Sunday) by a janitorial service. For some TCSD sponsored events (e.g., Crab Feed), additional janitorial cleaning is done prior to and after events. The Community Center is professionally cleaned (private users pay a cleaning fee) after every large private event. Staff inspects the facility after private events to determine if the damage deposit can be returned. Garbage and recycling containers are emptied after large events and restrooms are inspected and restocked. Minor cleaning as warranted is performed by staff prior to the scheduled professional cleaning. The outdoor patio area will be free of weeds, debris, and litter.

Cabin Building

The Cabin will be maintained to be fully functional and clean. The Cabin is cleaned at least once per week (e.g., Saturday or Sunday) by a janitorial service. The Cabin requires users to clean up after themselves. TCSD may charge users for additional cleaning as warranted. The Cabin is inspected on Monday, Wednesday, and Friday by staff. Staff will perform minor cleaning and restock the restroom as needed. Garbage and recycling containers are emptied as needed by staff. The outdoor patio areas will be free of weeds, debris, litter, pet waste, and graffiti

Main Office/Corporation Yard

The landscape areas around the Corporation Yard fence will be free of weeds, debris, litter, pet waste, and graffiti. The front patio area of the Main Office will be free of weeds, debris, litter, pet waste, and graffiti. The landscaping in the front patio area of the office is pruned, cut, dead material removed and/or leaves blown out as needed, but typically once per

quarter. The Main office and Corporation Yard restroom and kitchenette are cleaned three days per week by janitorial service.

On-site Storage (sheds, pump stations)

Outbuildings, pump houses, trailers, and other support structures will be clean, graffiti- and litter-free. All on-site storage will be properly secured.

Other Amenities

Facilities contain a wide range of amenities, including but not limited to, bike racks, picnic tables, garbage cans, both standard and memorial benches, kiosks, and/or flagpoles. All amenities will be clean, structurally sound, and ready for the designed use and enjoyment by facility users. Memorial benches are maintained based on the TCSD's adopted memorial furniture policy.

Facility Signage

All signage will be maintained free of graffiti and replaced as needed. Signage is added as needed.

Landscaping

Landscaping adjacent to the Cabin and Community Center facilities shall be maintained to the same standards as Parks. If irrigation system is under repair or not available, staff will hand water plants and trees as needed

Paved Surfaces

Parking lots that are paved will have smooth surfaces repaired for potholes. These surfaces will meet designed use specifications and have proper signage and striping. Pathways and other paved areas will be free of debris, pet waste, litter, and graffiti. Pathways with uneven surfaces will be sprayed painted to mark the uneven areas (e.g., cracks, root damage) which exceed one (1) inch in height. These areas will be grinded down to permissible levels. In some cases, portions of pathways will be replaced as resources permit.

Unpaved Surfaces

Unpaved surfaces may include pathways, gravel parking areas, or other areas covered with porous paving materials, grass, or dirt surfaces. These will be properly compacted and without significant holes or washouts. These surfaces will meet designed use specifications and have appropriate signage. All unpaved surfaces will be free of weeds, debris, litter, pet waste, and graffiti.

Accessibility

Facilities are intended for use by all TCSD residents. TCSD will comply with the requirements of the Americans with Disabilities Act (ADA). Older facilities may not meet current ADA standards, but any improvements to the facilities will comply with ADA standards. However, it should be noted that some areas of TCSD facilities are in a natural state and unimproved and may have unique constraints that limit accessibility.

Replacement Strategy

When trees or plants/shrubs are removed around facilities, staff evaluates whether the removed trees/plantings should be replaced based on its location, aesthetics, and/or purpose (e.g., shade tree, need for ground cover). Replacement tree or planting would reflect the character of Tam Valley, grow well in the environment, be drought resistant, preferably low maintenance, and be appropriate for the location (e.g., tree with limited height to avoid power lines)

Similarly, 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 with more reflective of Tam Valley's characteristics such as natural materials, rustic aesthetic, and/or native plantings. For example, an asphalt path could be replaced by a DG path, porous paver, or stamped asphalt (e.g., colored and stamped to look like pavers). A non-split fence could be replaced with split rail, boulders, and/or bushes.

PARK AND FACILITY MAINTENANCE PLAN/SCHEDULE

Below is the plan/schedule of activities that staff follows to meet the Park and Facility Maintenance Standards. The Schedule is based on work performed during business hours on weekdays. From time to time, changes or deviations from the plan/schedule may occur due to vacations, holidays, and/or illnesses.

Kay and Eastwood Parks (General Schedule)

- The landscape contractor works in the parks and facility grounds 3 days per week, unless assigned to open space areas
- Gopher monitoring and treatment every month or as needed
- Grass mowed every 2-3 weeks except in winter
- Add bark every 12-24 months to playgrounds
- Irrigation every 2-3 days per station depending on location. Irrigation times are adjusted for each season (e.g., turned off during the winter) and locational needs
- Irrigation is checked at a minimum once a week
- Irrigation adjusted as needed depending on the condition of the grass
- Parks inspected daily
- Trash pick-up as needed, checked daily, but a minimum pick up of once per week
- Daily visual playground inspections
- Biannual and annual inspections of playgrounds using written forms

Eastwood Park (specific to Eastwood)

- Restrooms checked daily, cleaned as needed, but probably a minimum of twice a week.
- Eastwood restroom closed between 8pm to 8 am.
- Eastwood trees limbed up to 6-8 ft in public access areas

- Sports courts blown weekly unless players tell us to leave, but we do let the players know that we do this.
- Annually areas of Eastwood grass field may be fenced off for the grass to rest and be reseeded.

Kay Park

- Annually Kay Park grassy area may be fenced off for the grass to rest and be reseeded.
- Monitor the health of the newer planted trees

Flamingo and Kott Parks

- Inspect the Kott park weekly to remove trash and litter/debris as needed.
- Inspect Flamingo Park daily to remove trash as needed.
- Weed abatement and debris/litter clean up as needed.

Cabin

- We check the Cabin outside area daily and the interior before and after usage.
- A janitorial service cleans the Cabin once per week. However, staff will do minimal cleaning during the week such as emptying the garbage.
- From time to time, we contract for additional cleaning of the cabin, either paid for by the user or TCSD, depending on the circumstances.

McGlashan Trail

- Under agreement with the Marin County Parks, we maintain the McGlashan Trail.
- The master landscape contract includes a separate cost to maintain the Trail. The cost of maintenance is reimbursed by the County.
- Any additional weed management and tree trimming is performed by contractors, as requested by staff.

Community Center

- Landscape contractor performs work as directed.
- Gopher monitoring and treatment every month or as needed.
- Staff performs weed abatement along the creek by the parking lot.
- Community Center checked daily and cleaned as needed.
- Community Center is cleaned a minimum of once per week by a janitorial service; we do authorize additional cleaning before and after some TCSD sponsored events (e.g., Crab Feed, Murder Mystery) as warranted; the Center is cleaned after private events by janitorial service as the cleaning is part of the rental fee

Office/Corporation Yard

- Janitorial service provided Monday, Wednesday, and Friday.
- Landscape maintenance performed as needed by either staff and/or landscape contractor

- Staff cleans other days if needed.

Open Space Properties

- Coordinate with Southern Marin Fire and Marin County Fire regarding vegetation management of key TCSD properties such as Hawk Hill.
- Coordinate with Marinview homeowners' group regarding vegetation management activities of TCSD owned properties.
- Coordinate use of goats with other agencies to perform vegetation management on select TCSD properties.
- Staff performs visual inspection of properties and may direct master landscape contractor, as needed, to abate weeds on these properties. From time to time, staff retains additional contractor staff support for vegetation management activities.
- From time to time, staff performs weed abatement on TCSD properties (e.g., creek bank in front of community center, office front patio area).
- Visual inspection of trees to determine if arborist should be consulted regarding limbing, dead wooding, pruning, and/or removal of trees. Often

Replacement Funds

The Five Year Capital Improvement Program identifies funds for future capital improvements. The adopted annual operating and capital improvement program includes funding for the maintenance of all TCSD parks, facilities, and open space properties.

APPENDIX A
EASTWOOD PARK

Eastwood Park Inventory

DESCRIPTION
Playground: 5-12 composite structure, tire swing, belt swings, tot swings, climbing rock, H2O feature (disabled), playhouse, 2-5 structure, 4 wooden benches, sandpit, fence
Memorial Bench (teak)
Wood Bench w/metal arms
Memorial Bench
Memorial Bench
Memorial Bench
Memorial Bench
Wood Bench w/metal arms
Wood Bench w/metal arms
Plastic Bench
Plastic Bench
Plastic Bench
Plastic Bench
Plastic Bench
Picnic Table 1
Picnic Table 2
Picnic Table 3
Picnic Table 4
Picnic Table 5
Picnic Table 6

DESCRIPTION

Picnic Table 7

Wood Eastwood Sign

Wood Eastwood Sign

Wood Eastwood Sign

3 Barbeques

Irrigation Clock

Back Flow preventer

Back Flow preventer

Dog Bag Dispenser

2 Water Fountains

Kiosk - recycled material

Kiosk - wood

Kiosk - recycled material

Conservation Corps Cans with Enclosure

3 Trash can (uline)

3 Trash carts (TCSD)

Grassy field w/irrigation

Restroom: Stainless steal toilet and sink, mirror, soap disp, hand dryer, light, toilet seat covers, trash can, Disabled maglock system, Paved area 120 sq ft

Gravel Parking Lot

736 linear ft of split rail fence

Dirt Path To Bridge

2 paved tennis courts fenced with striping for 4 pickleball courts on one tennis court

DESCRIPTION

Wooden Pedestrian Bridge

Basketball Court- 1/2 asphalt paved

Paved parking lot with 6 spaces; 1 ADA space; 3,300 sq ft

4 mobile pickleball nets

Miscellaneous signage such as No parking, ADA, Restroom, Park rules, Pickleball, Playground

approx. 50 sq ft of wooden retaining walls

2 memorial plaques on boulders

1 wooden Tennis and 2 metal Pickleball paddle racks

2 metal bollards- 1 by water meter and 1 at corner of tennis courts

approx. 1,600 sq. ft. of asphalt or concrete paths

3 flat wooden benches (non-memorial)

Various drain grates and underground piping to keep park from flooding

2 u-shaped bike racks

APPENDIX B
KAY PARK

Kay Park Inventory

DESCRIPTION
Playground 1: Tot Swing; K Swing; Belt Swing; Composite Structure
Playground 2: House; Train; Dome; Seesaw; Spring Toy; Pods; Tunnel
Wood Bench
Memorial Bench
Wood Bench
Memorial Bench
Playground Bench
Playground Bench
Wood Bench
Wood/Metal Bench
Trash Can 1 - Decorative
Trash Can 2 - TCSD
Trash Can 3 - TCSD
Conservation Corps Cans with enclosure
sign Kiosk
Picnic Table 1
Picnic Table 2
Picnic Table 3
Barbeque
Irrigation Clock
Back Flow preventer
Misc signage
Bike Rack
Water Fountain

APPENDIX C
COMMUNITY CENTER INVENTORY (NOT INCLUDING COMMUNITY CENTER
PATIO AREA OR THE BUILDING)

4 Picnic Tables
5 Memorial Benches
1 Flag Pole
2 Metal Deer Sculptures
Linear Feet Of Split Rail
Concrete Sidewalks
Parking Lot With Wheel Stops
10 Bollard Lights
5 Parking Lot Light Poles
TVIC Archive Building With 3 Planters
12 X 16 ft Storage Shed
Asphalt Paths
1 Drinking Fountain
Gravel Parking Lot
1 Storage Container
1 Pedestrian Foot Bridge
Various Signage
6 Metal Bollard
Irrigation System
Demonstration Rainwater Irrigation System
Marquee Sign
2 Garbage Cans
5 Planter Boxes/Barrels
2 Bike Racks
1 Doggie Bag Dispenser

Appendix D

Cabin (Outside Area)

5 Picnic Tables
6 Memorial Benches
1 Bench
1 Footbridge
424 Linear Feet Of Split Rail
Asphalt Paths
Ada Parking Space
Gravel Parking Lot
1 Back Flow Preventer
Bob Bunce Pump Station (Not Part Of Park & Facility Maintenance Plan)
Various Signage
Bulletin Board Kiosk
Railroad Ties
4 Garbage Cans
1 Doggie Bag Dispenser
4 Wooden Planters
In-Ground Conduit For Power
Sewerage Ejection Pump System
1 Bike Rack
4 Metal Bollards

Appendix E

Kott Park & Rock Garden At Flamingo

Rock Garden At Flamingo

2 Picnic Table
1 Small Garbage Can
1 Bench
1 Doggie Bag Dispenser
Signage
Numerous Trees Stump And Painted Rocks On The Ground

Kott Park

3 Benches
1 Small Garbage Can
16 Linear Ft Of Split Rail Fence

Appendix F

List of Open Space Parcels

Hawk Hill

Entry gate
Trash can
1 memorial bench
1 wooden bench
Doggie bag dispenser

TCSD parcels-Group-APN

APN	Owner	Acquired	Nearby Address	MarinMap 10/15/17 Sq. Ft	MarinMap Sq Ft	Calc'd Acres	APN Acres	Max Acres	TCSD	Square Feet then acres	Acres
Total 'all agency' Acreage in District:						435.743	0.000	435.743	53.103	All \	435.743
Total 'all agency' Parcel Count:						159	106	159	54	)	159
Total 'all agency' # 'zero' acres:						40	106	40	0	Public /	40
052-032-09	TCSD	1970	(305 Bell)	3,844	3,250	0.075	0.000	0.075	0.075	94,454	2.17
052-032-11	TCSD	1975	(305 Bell)	3,295	2,700	0.062	0.000	0.062	0.062	2.168	
052-032-12	TCSD	1975	(305 Bell)	26,937	25,000	0.574	0.000	0.574	0.574		
200-200-02	TCSD		305 Bell	19,592	22,500	0.517	0.000	0.517	0.517		
200-200-21	TCSD		(305 Bell)	12,345	12,750	0.293	0.000	0.293	0.293		
200-200-22	TCSD		(305 Bell)	28,441	33,826	0.777	0.000	0.777	0.777		
050-052-45	TCSD	1985	(134 Peralta)	40,926	41,382	0.950	0.000	0.950	0.950	197,875	4.54
050-052-54	TCSD	1987	(134 Peralta)	3,497	2,660	0.061	0.000	0.061	0.061	4.543	
050-052-55	TCSD	1980	(134 Peralta)	27,471	20,000	0.459	0.000	0.459	0.459		
050-074-34	TCSD	1983	Hawk Hill	125,981	126,237	2.898	0.000	2.898	2.898		
049-063-11	TCSD	1977	(820 Chamberlain)	3,480	3,600	0.083	0.000	0.083	0.083	12,615	0.29
049-222-02	TCSD	1988	(871 Marin Dr.)	4,906	4,944	0.113	0.000	0.113	0.113	0.290	
052-023-25	TCSD	1970	(271 Flamingo)	1,072	945	0.022	0.000	0.022	0.022		
052-042-41	TCSD	1970	(259 Flamingo)	3,157	2,300	0.053	0.000	0.053	0.053		
200-161-01	TCSD	1973	(Midvale to Erica)	29,104	73,181	1.680	0.000	1.680	1.680	265,444	6.09
200-161-02	TCSD	1973	(Eastwood to Erica)	66,564	73,181	1.680	0.000	1.680	1.680	6.094	
200-173-01	TCSD	2006	(along Shoreline)	56,027	50,000	1.148	0.000	1.148	1.148		
200-173-12	TCSD	2006	(1013 Trillium)	1,629	1,650	0.038	0.000	0.038	0.038		
200-173-24	TCSD	2006	(1013 Trillium)	7,178	7,280	0.167	0.000	0.167	0.167		
200-173-38	TCSD	2006	(809 Ridgeview)	1,160	1,140	0.026	0.000	0.026	0.026		
200-173-48	TCSD	2006	(end Midvale)	22,465	22,600	0.519	0.000	0.519	0.519		
200-181-13	TCSD	1973	(end Friars)	4,332	5,505	0.126	0.000	0.126	0.126		
200-181-15	TCSD	1973	(north of Friars)	28,901	20,000	0.459	0.000	0.459	0.459		
200-181-16	TCSD	1973	(west of Friars)	48,084	50,000	1.148	0.000	1.148	1.148		
200-210-15	TCSD		Rhubarb Trail (north end)	268,066	261,360	6.000	0.000	6.000	6.000	1,214,547	27.88
200-210-52	TCSD		Rhubarb Trail	5,902	7,650	0.176	0.000	0.176	0.176	27.882	
200-210-60	TCSD		Rhubarb Trail (south end)	415,504	653,400	15.000	0.000	15.000	15.000		
200-234-01	TCSD		(Bell x Enterprise)	45,473	77,000	1.768	0.000	1.768	1.768		
200-251-24	TCSD		(west of TV Elem.)	156,527	164,700	3.781	0.000	3.781	3.781		
200-252-31	TCSD		(326 Carrera)	4,549	4,580	0.105	0.000	0.105	0.105		
200-262-21	TCSD		(532 Tenn. Vly. Rd.)	49,697	54,886	1.260	0.000	1.260	1.260		
200-262-22	TCSD		(370 Carrera)	1,107	1,091	0.025	0.000	0.025	0.025		
200-263-17	TCSD		(391 Carrera)	22,198	25,854	0.594	0.000	0.594	0.594		
200-271-07	TCSD		(419 Durant)	61,116	49,280	1.131	0.000	1.131	1.131		
200-271-08	TCSD		(Durant x Countyview)	10,295	6,500	0.149	0.000	0.149	0.149		
200-281-29	TCSD		(322 Deertrail)	2,537	2,550	0.059	0.000	0.059	0.059		
200-281-30	TCSD		(328/330 Deertrail)	1,355	1,440	0.033	0.000	0.033	0.033		
200-281-31	TCSD		(317 Deertrail)	1,989	2,000	0.046	0.000	0.046	0.046		
200-281-32	TCSD		(418+ Viewpark)	52,544	45,000	1.033	0.000	1.033	1.033		
200-281-33	TCSD		(410/412 Viewpark)	4,505	4,570	0.105	0.000	0.105	0.105		
200-281-34	TCSD		(Viewpark x Countyview)	4,302	4,160	0.096	0.000	0.096	0.096		
200-281-43	TCSD		(418 Viewpark)	541	550	0.013	0.000	0.013	0.013		
200-281-44	TCSD		(415 Deerpark)	558	460	0.011	0.000	0.011	0.011		
200-281-49	TCSD		(410 Viewpark)	697	700	0.016	0.000	0.016	0.016		
200-281-50	TCSD		(412 Viewpark)	651	810	0.019	0.000	0.019	0.019		
200-281-54	TCSD		(306 Deertrail)	966	1,040	0.024	0.000	0.024	0.024		
200-281-56	TCSD		(x 373 Countyview)	60,968	50,000	1.148	0.000	1.148	1.148		
200-282-10	TCSD		(371 Countyview)	18,194	14,123	0.324	0.000	0.324	0.324		
200-283-01	TCSD		(center of Viewpark)	5,762	5,680	0.130	0.000	0.130	0.130		
200-292-03	TCSD		(410 Countyview)	18,544	16,706	0.384	0.000	0.384	0.384		
049-074-25	TCSD	1971	Eastwood Park	218,313	222,592	5.110	0.000	5.110	5.110	247,207	5.68
050-093-20	TCSD	1971	(365 Pine Hill)	2,905	1,435	0.033	0.000	0.033	0.033	5.675	
050-093-22	TCSD	1971	(365 Pine Hill)	78	35	0.001	0.000	0.001	0.001		
052-012-25	TCSD	1976	Kay Park	25,911	26,195	0.601	0.000	0.601	0.601		
TOTAL SQUARE FEET:				2,032,142	2,312,978					2,032,142	
TOTAL ACREAGE:				46.652	53.099					46.652	

Appendix G
Playground Inspection Checklists

Low Frequency Playground Inspection (Quarterly/Semiannually)

Playground					Inspector					Date	
Page _____ of _____	(Hands On- Physical Check - Inspector)				Equipment List						
GENERAL SAFETY											
1. Warning labels and age signage present and legible											
2. Equipment free of crush and shear hazards											
3. Equipment free of entanglement hazards, protrusions											
4. Equipment free of sharp points, edges											
5. Bolts ends less than two threads, rounded, smooth											
6. No change in openings causing head entrapment											
7. No insect, bird or animal infestation											
FINISHES & MATERIAL CONDITIONS											
1. Metal surfaces are free of rust and loose paint chips											
2. Surfaces are clean, free of graffiti and vandalism											
3. Wood is free of rot, splinters, warping, checking											
4. Free of bent, broken, missing parts, excessive wear											
5. Plastics components are free of cracks											
6. Welds are intact and crack free											
7. PVC coatings are not peeling and in good condition											
FASTENERS											
1. Hardware is present, tight and fully engaged											
2. Pipe caps are present on ends of tubing											
3. Fikings/bearings are functional, greased, squeak free											
4. Turnbuckles are engaged and properly adjusted											
5. Cables/ropes are anchored and not unraveled											
STRUCTURAL MEMBERS											
1. Footings/anchoring devices are secure and stable											
2. Structural members are sound and securely fastened											
3. Springs/rocking components in good repair											
GRIPPING & STEPPING COMPONENTS											
1. Hand gripping components secure and do not rotate											
2. Stepping surfaces are level, stable and clean											
3. Foot holds/rungs are tight and free of excessive wear											
SLIDES											
1. Slide bedway and rails are smooth and clear of debris											
2. Bedway at platform is free of entanglement hazard											
SWINGS & MOVING COMPONENTS											
1. Chains are not twisted and are free of excessive wear											
2. S - hooks are not worn and closed to within 0.04 inch											
3. Swing hangers & bushings are free of excessive wear											
4. Swing seats are smooth & in good condition											
5. Tire seats are lightweight, smooth & in good condition											
6. Tire swing assemblies greased and in good condition											
7. All moving components are in good condition, secure, & lubricated											
OTHER											
PROTECTIVE SURFACING											
1. Loose-fill surfacing is level and at proper depth											
2. Use zones are clear of obstacles and debris											
3. Surface drainage is functional with no standing water											
4. Wear mats are properly secured in place, level											
5. Unitary surfaces are intact, free of depressions & ruts											
6. Surfaces intended to be accessible are essentially level (1:48 cross slope, 1:16 running slope)											
7. Accessible surfaces are free of abrupt changes of elevation greater than 1/4 inch and do not have cracks or gaps											
8. Transfer platforms have a height above the surfacing between 11 and 18 inches.											
Codes	V = Okay	M = Maintenance	R = Repair Required	O = Outstanding Issue	P = Parts Needed	X = Corrected					
Reviewed By: _____					Date: _____						
<i>Note: This is a quarterly/semi-annual report and designed as a sample inspection report. Manufacturer's maintenance instructions for inspection schedules and replacement parts are to be referred to prior to any repairs. "Maintenance schedules should be developed based upon actual or anticipated playground use" (CPSC). Retain all inspection reports to assist in developing comprehensive maintenance programs, inspection schedules, and for future budgeting and planning.</i>											

Codes

The following codes are used to indicate the present condition of the equipment.

Comments:

Code	Explanation
✓ (Okay)	A check mark indicates that the component has been checked and that the conditions are satisfactory.
M (Maintenance)	An "M" indicates that the condition was corrected during the inspection. Examples would be tightening hardware or removing debris.
R (Repair)	An "R" indicates that repairs cannot be readily completed while the inspector is on site and follow up repairs will be necessary by a skilled staff member or outside vendor. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance.
O (Outstanding)	An "O" indicates that a serious hazard may be present requiring additional action or that the inspector wants or needs a second opinion. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance. Examples: ○ The inspector may not have the authority to order the removal of a piece of equipment. ○ The inspector may be unsure of the existence of a protrusion or entanglement hazard and needs to consult with a CPSI. ○ The structural integrity of a piece of playground equipment is in question and a structural engineer must be consulted.
P (Parts)	A "P" indicates that replacement parts are required and need to be ordered and installed. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance.
X (Completed)	An "X" indicates that all necessary work and actions have been taken to repair, replace or remove an unacceptable condition. Make certain that the date of correction is written beside the "X."

[illegible]

*Note: This is a high frequency report and designed as a visual assessment of the play area, play equipment, and play surfacing. Frequently used playgrounds may require a more detailed report by a staff member experienced in repair and playground inspection. Always consult manufacturer's maintenance instructions for inspection schedules and replacement parts. *Maintenance schedules should be developed based upon actual or anticipated playground use" (CPSC). Retain all inspection reports to assist in developing comprehensive maintenance programs, inspection schedules, and for future budgeting and planning.*

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**TAMALPAIS COMMUNITY SERVICES DISTRICT**

Staff Report
Board Special Meeting
November 12, 2025

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: GENERAL MANAGER'S REPORT FOR OCTOBER 2025 INCLUDING THE BOARD OF SUPERVISOR'S APPROVAL OF THE USE PERMIT FOR 305 BELL LANE

RECOMMENDATION

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

DISCUSSION**Wastewater Statistics and Work**

- September flow through Bell Lane Pump Station: 7,094,100 gallons
- September flow through Bob Bunce Pump Station: 119,473 gallons
- Rain: 1.02 total inches
- Sewer Spill(s): 0
- Lateral Inspections YTD: 146 includes multi-inspections of properties and 49 inspections conducted as part of CIP Phase E.
- Staff met with an Alto Sanitary District Board subcommittee and the Alto District Manager to discuss the concept of shared services. The Alto Board has expressed interest in the concept, but will continue to consider other options such as hiring a new part-time District Manager.

Solid Waste Statistics and Work

- Envirolutions conducted a lid-flip audit in October. The report will be presented to the Board at its December meeting.

CALLS FOR SOLID WASTE SERVICE- 2025

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

YTD Total

Avg/mo.

720

72

Parks & Recreation

- Spaghetti Bingo October 17
 - 117 total attendees
 - Ticket sales: \$1,074
 - Expenses: \$ 725
 - Net Revenue: \$ 349
- Attended the October 1st and 15th PARC meetings.
- The West America After Care to get Tia's after school recreation program is up and running. The on-line pre-registration was available mid-October and started the first week of November. Approximately 30 families have registered so far.

Administration

- **Good News:** The Board of Supervisors denied the appeal of the use permit for 305 Bell Lane at the November 4th 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.*

This has been a time consuming process. We initially submitted the use permit applications to the County for 203 Marin Ave (i.e., allow for specific community center events) and 305 Bell Lane on January 16, 2025. The Deputy Zoning Administrator (DZA) approved both use permits in June. Mr. Gervais appealed the DZA decision for 305 Bell Lane to the Planning Commission (PC). On August 4th, the PC denied the appeal for the use permit for 305 Bell Lane. Mr. Gervais then appealed the PC decision to the Board of Supervisors (BOS), which the BOS denied on November 4th. The BOS decision is final and cannot be appealed.

We appreciate all the support and understanding from the community during this 9 month period.

- 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: October 16, 2025

To: Steffen and Garrett,

I attended the regular SASM Meeting for October 16, 2025, at the SASM wastewater plant conference room.

Attendance

Four SASM Commissioners were present, establishing a quorum:

- Lew Kiou – President, SASM Board (Almonte Sanitary District)
- Jim Jacobs – Commissioner (Tamalpais Community Services District)
- Peter McIntosh (Richardson Bay Sanitary District)
- Stephen Burke – Commissioner (City of Mill Valley)
- Todd Gates (Alto Sanitary District)

Absent Commissioners

- Al Leibof – Commissioner (Homestead Valley Sanitary District)

SASM Staff Present

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

Absent City of Mill Valley Representatives

- Todd Cusimano – City Manager
- Andrew Poster, P.E. – City Engineer and Director of Public Works

Special District Manager

- Bonner Buehler – General Manager, Almonte Sanitary District

Meeting Overview

The meeting began at 6:00 PM with General Manager Mark Neumann presenting the monthly report. Key highlights included:

- On October 1, 2025, SASM plant went 4,534 days without a loss time injury. To celebrate the safety record with SASM staff, a party was held after passing the 4,500 day safety milestone.
- Compliance – On September 29, 2025, the treated water going in the system was exceeded turbidity levels, which strangely got worse when the water was diluted with MMWD potable water. The turbidity meter was tested in the SASM laboratory and determined to be working correctly. SASM staff are still evaluating the issue.
- The Fire Alarm System will be updated with additional explosion proof equipment and hardware, and adding fire protection, as needed, by Bay Alarm for \$135,000.

- A small sewage spill of 7 gallons occurred due to a faulty Air Relief Valve (ARV). The spill was noted on the SmartCover real-time monitor, and staff were able to respond within 20 minutes. The spill was quickly cleaned up, and no release to waters of the state occurred. The spill showed the value of real-time sewer leak monitors. Due to the leak, SASM General Manager Neumann will hire Black and Veatch, a wastewater consulting firm to evaluate the ARV leak process. The board approved the expenditure for \$62,393 for Black and Veatch to test for the presence of pressure transients and evaluate proper operation.

Below is the likely scope of work:

- Pressure transients are short-lived spikes or drops in pressure inside a pressurized pipe (such as a force main). They often occur when pumps start or stop suddenly, air valves close or open abruptly, or flows are interrupted. These sudden pressure waves can stress the pipe walls, damage air relief valves (ARVs), and cause leaks or bursts like the one described. The consultant (Black & Veatch) will likely:
- Measure and record transient pressure waves in the force main using high-speed pressure sensors.
- Model hydraulic behavior under various pump and valve operations. Recommend mitigations, such as adjusting pump sequencing, installing surge tanks, or upgrading ARVs, to reduce these transient pressures.
- Test for *pressure transients* checks whether rapid internal pressure fluctuations in the sewer main may have caused or contributed to the ARV failure and spill.

Odor

No odor complaints were noted over the past month. Commissioners noted a slight wastewater odor outside the building.

NEXT SASM MEETING

The next SASM meeting is November 20, 2025, at 6:00 pm. I will attend the meeting.

Sincerely,

Jim Jacobs
TCSD Representative

I attended the SMCSD Board of Directors Meeting On November 4, 2025 at noon.

The Board:

1. Discussed upcoming Prop 218 requirements for SMCSD to adopt the City of Sausalito Sewer collection rates and to complete the legal transfer of their sewer collection system. Rates will not change from that adopted by the City. Materials, both printed and on line, to be delivered to customers was presented. A public 218 hearing will be scheduled for January.

GM Report:

Note that GM Kingston discussed his plans for retirement scheduled for early 2026.

No high flows, overflows of blending activities in October.

1. Completed testing of all diesel fuel storage tanks.
2. Completed all backflow preventer testing and repair.
3. Cleaned Main St. pump station rock catchers in support of beach Main project
4. Cleaned gravity interceptors from Harbor St to Locust St. Pump Stations.
5. Projects: Beach Force Main and plant electrical upgrade projects near at completion.

Note that no major CIP projects are planned for 2026.

GM Kingston and Kevin Rohnan are scheduled to attend our December 10 Board meeting.

Steve Levine
11/4/25



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
November 12, 2025

TO: BOARD OF DIRECTORS

FROM: SARAH MEHTAR, FINANCE AND PROGRAMS MANAGER

SUBJECT: RECEIVE MONTHLY AND QUARTERLY FINANCIAL REPORTS

RECOMMENDATION

Receive and file the October 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 st Quarter (July-Sept)	Report in November
2 nd Quarter (Oct-Dec)	Report in February
3 rd Quarter (Jan-Mar)	Report in May
4 th Quarter (Apr-June)	Report in August

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

DISCUSSION

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

As of October 31, 2025, TCSD had the following cash and investment balances:

Institution	Account	30-Sep-25	31-Oct-25
Wells Fargo	General Checking	\$ 147,781.53	\$ 105,089.31
Wells Fargo	General Merchant Services	\$ 30,843.10	\$ 34,443.96
Wells Fargo	General Savings	\$ 200,000.00	\$ 200,000.00
Wells Fargo	Stagecoach Sweep	\$ 10,243,700.94	\$ 9,933,564.78
State of CA - LAIF	General Account	\$ 3,135,269.61	\$ 3,169,518.74
Total Balances		\$ 13,757,595.18	\$ 13,442,616.79

The table below compares the bank balances of October 2024 with October 2025.

Institution	Account	10/31/2024	10/31/2025
Wells Fargo	General Checking	\$ 233,549.45	\$ 105,089.31
Wells Fargo	General Merchant Services	\$ 23,938.04	\$ 34,443.96
Wells Fargo	General Savings	\$ 200,000.00	\$ 200,000.00
Wells Fargo	Stagecoach Sweep	\$ 8,530,430.06	\$ 9,933,564.78
State of CA - LAIF	General Account	\$ 3,032,222.77	\$ 3,169,518.74
Total Balances		\$ 12,020,140.32	\$ 13,442,616.79

MONTHLY REPORTS

The disbursement reports for October 2025 are attached to this report (Attachment A). The largest disbursement for the period was to R3 Consulting Group, \$24,050 for payment for route review and SB1383 grant services for Aug-Sep.

The year-to-date annual budget report (Attachment B) is through the end of October 2025. The report gives the cumulative totals for the fiscal year with budget comparisons. YTD Parks and Recreation revenues are \$151,435, which is 11% of budget. YTD Wastewater revenues are \$198,451, which is 3% of budget. Finally, YTD Solid Waste revenues are YTD \$90,901 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.

QUARTERLY REPORTS

Attachment C reports that the District received Measure A disbursement of \$73,562.35 so far in the current fiscal year.

The Wastewater Services current Capital Improvement Projects (CIP) are being funded by the Certificates of Participation (COP) issued in October 2020. The current fiscal year CIP spending through September is \$55,827.45. Phase F will be sent out for bid and contract awarded in the next three months.

FISCAL IMPACT

N/A

ATTACHMENTS

- A. Monthly Disbursement Reports
- B. FY25-26 Year-to-Date Annual Budget Reports
- C. Measure A Year-to-Date Budget Report
- D. Certificates of Participation (COP) Fund Balance



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
10/03/2025		QuickBooks Payroll Service	Created by Payroll Service on 10/02/2025	\$ 64,643.99
10/31/2025		QuickBooks Payroll Service	Created by Payroll Service on 10/30/2025	\$ 62,811.82
10/17/2025		QuickBooks Payroll Service	Created by Payroll Service on 10/16/2025	\$ 62,706.17
10/03/2025	102008	R3 Consulting Group	Route Review and SB1383 Grant Services for Aug -Sep	\$ 24,050.00
10/03/2025	102001	Kaiser Foundation Health Plan Inc	Medical Premium	\$ 22,045.78
10/01/2025	101987	U. S. Bank Corporate	Credit Card Purchases - Statement	\$ 13,892.42
10/03/2025	102011	Marin County Employees Retirement Sys.	PP20 2025 Sept 20 - Oct 03, 2025	\$ 13,720.23
10/17/2025	102016	Marin County Employees Retirement Sys.	PP21 2025 Oct 4 -17, 2025	\$ 13,692.53
10/03/2025	102003	Marin Sanitary Service	Sep 2025 Solid Waste 116.41 tons @ \$116.63/T	\$ 13,576.92
10/17/2025	102023	CMG Landscape Architecture	Cabin Masterplan - Sep	\$ 12,866.00
10/17/2025	102038	J. W. Mobile	Maintenance of Trucks: 12, 21, 24 & 25	\$ 12,522.40
10/03/2025	101993	Marin County Hazardous & Solid Waste Mgmt	JPA First Installment 2025-26	\$ 12,093.00
10/17/2025	102036	Marin Resource Recovery Center	Green Waste, 103.68 Tons @ \$111.72/T, Sept 2025	\$ 11,583.33
10/17/2025	102037	CSDA - Calif. Spc. Districts Assoc.	2026 Membership Renewal	\$ 9,930.00
10/03/2025	101997	Calcon Systems, Inc.	Electrical Preventative Maint. - All Pump Stns.	\$ 6,500.00
10/03/2025	102000	Jorge's Tree Service	Monthly Parks & Open Space Mani.- 3 days/week - Sep	\$ 6,382.00
10/03/2025	101990	Marin County Employees Retirement Sys.	PEPRA PP20 2025 Sept 20 - Oct 03, 2025	\$ 6,348.60
10/17/2025	102014	Marin County Employees Retirement Sys.	PEPRA PP21 2025 Oct 4 -17, 2025	\$ 6,344.60
10/31/2025	102051	Marin County Employees Retirement Sys.	PEPRA PP22 2025 Oct 18-31, 2025	\$ 6,229.56
10/17/2025	102031	Miller Starr Regalia	Greene Vs. Kenyon Litigation, Sep	\$ 6,152.50



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
10/17/2025	102027	Diesel Direct	693 gal Diesel, for Above Ground Tank & 255.4 gal Gasoline Under Ground Tank	\$ 5,980.04
10/17/2025	102024	Croce, Sanguinetti, & Vander Veen	Adjusting J.E to tie to prior year financial stmts. & balance sheet work	\$ 4,775.00
10/17/2025	EFT	Teamsters Anthem PPO	Medical Insurance Premium	\$ 3,773.78
10/17/2025	102020	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Sep 2025, 9 Trips, 15.54 tons	\$ 3,724.40
10/03/2025	102002	Karste Consulting, Inc.	Consulting for Emergency Action Plan	\$ 3,700.00
10/31/2025	102045	AT&T	Office Data Lines, Bunce Pump Stn	\$ 3,342.30
10/03/2025	102006	Pacific Window Cleaning & Janitorial, Inc	Cleaning Services Sep 2025	\$ 2,950.00
10/03/2025	102007	Perfect Timing Personnel	Front Desk Sub Sep 2025	\$ 2,753.44
10/20/2025	102043	East Bay Muni Utility District	BACWA Membership Dues 2025-26 and Special Programs Fee	\$ 2,672.55
10/03/2025	101991	Employee Personal W/H	Employee Personal W/H	\$ 2,650.00
10/17/2025	102015	Employee Personal W/H	Employee Personal W/H	\$ 2,650.00
10/31/2025	102052	Employee Personal W/H	Employee Personal W/H	\$ 2,650.00
10/31/2025	102048	Energy Systems	Generator - P/M Service	\$ 2,550.00
10/03/2025	101995	AT&T	Office Data Lines, Wireless Services	\$ 1,895.39
10/17/2025	102035	Roy's Sewer Service, Inc.	Maint. Cleaning - Sept	\$ 1,725.00
10/17/2025	102022	Calcon Systems, Inc.	Service Call - Bell Ln Pump Stns.	\$ 1,680.00
10/17/2025	102029	FleetCrew Inc.	21, 25 & 95: Clean Truck Check	\$ 1,128.00
10/31/2025	102049	Mill Valley School District	2025-26 Joint Use Agreement	\$ 1,000.00
10/31/2025	102046	Central Marin Sanitation	F.O.G. Services for TCSD Food	\$ 956.91
10/03/2025	101999	Gardeners' Guild Inc.	Irrigation Repairs at Eastwood and	\$ 935.00
10/03/2025	101992	Cintas	Carpets, Towels, Soap	\$ 838.19
10/03/2025	102004	Matrix Technology	IT services	\$ 770.00
10/03/2025	102010	Veterans Covert Protection Group	Oktoberfest Event Security	\$ 750.00
10/31/2025	102050	Spec.Dist.Risk Mgmt.	FY24-25 Worker's Comp.	\$ 712.23
10/17/2025	102021	Best Best & Kreiger	Attorney fees - Oct 2025	\$ 684.00
10/06/2025	EFT	UBEO West LLC- RMC	Copier Lease 9/20-10/19/25	\$ 593.17



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
10/03/2025	101996	Burkell Plumbing Inc.	Backflow test at Kay Park, Bell Ln and hydrant meter	\$ 560.00
10/17/2025	102017	Goodman Building	General Supplies	\$ 543.85
10/17/2025	102039	Napa Auto Parts- DNG	Vehicle Repair Work - Parts & Tools	\$ 531.69
10/03/2025	102009	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 522.17
10/26/2025	Auto-pay	Everon, LLC	Comm. Ctr. Alarm System 10/31/25-1/30/26	\$ 510.92
10/17/2025	102026	Diego Truck Repair, Inc.	25: Towed to JW	\$ 473.00
10/03/2025	101998	e-Recycling of California	Misc e-waste picked up 9/25/25	\$ 409.36
10/03/2025	101994	Access Answering	Answering Service Oct-Dec 2025	\$ 380.07
10/15/2025	AutoPay	Pitney Bowes	Postage Meter Postage	\$ 354.00
10/17/2025	102033	Perfect Timing Personnel Services, Inc.	Front Desk Sub Oct 10	\$ 347.81
10/17/2025	102034	Public Agency Law	Attorney Fees - Aug 2025	\$ 343.00
10/17/2025	102028	Eco-Check Compliance, Inc.	30 day designated operator inspection per UST regulations svc.	\$ 300.00
10/17/2025	102032	North Bay Bottling	Drinking Water	\$ 277.50
10/17/2025	102030	Hagel Supply Company	Trash Can Liners and Paper Towels	\$ 271.38
10/17/2025	102025	Datco Services Corp.	Oct-Dec 2025 Contract Services (7 Drivers)	\$ 229.50
10/22/2025	102040	Stagg, Gretchen (v)	Reimbursement for Spaghetti Bingo	\$ 216.16
10/06/2025	EFT	VSP Vision Service Plan	Employee Vision Coverage Oct 2025	\$ 161.42
10/01/2025	102013	Government Finance Officers Association	GFOA Membership 4/1/25-3/1/26	\$ 160.00
10/31/2025	102047	Eco-Check Compliance, Inc.	30 day designated operator inspection per UST regulations svc. on 10/09	\$ 150.00
10/17/2025	102019	Atco Pest Control	Monthly Svc. at Eastwood Park	\$ 125.00
10/17/2025	102018	AT&T (Internet)	253280637	\$ 94.52
10/03/2025	102005	Napa Auto Parts- DNG	Generator Room Maint. Supplies	\$ 88.97
10/15/2025	AutoPay	Pitney Bowes	Postage Meter Rental Quarterly	\$ 71.10
10/10/2025	EFT	CalPERS	SSA Annual Reporting Fee (2 of 2)	\$ 50.00
10/16/2025	AutoPay	Optum Financial (COBRA)	Sep COBRA Administration for TCSD Staff	\$ 5.18



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

ATTACHMENT A

Date	Name	Memo	Amount
10/08/2025	Batteries Plus	Batteries for Forklift, Portable Generator, Sanitation Rodder Vehicle and #9 Pickup Truck	\$ 1,054.10
10/06/2025	Recycle Away	Simple Sort Recycling & Compost Containers	\$ 943.14
10/02/2025	United Site Services	ADA porta potty for Oktoberfest	\$ 728.76
10/09/2025	FasTrak	Bridge Toll Account Replenishment	\$ 575.00
10/08/2025	Green Paper Products	Restock for Events - Cups and Plates	\$ 537.52
10/06/2025	Microsoft	Software Licenses	\$ 420.16
10/10/2025	Verizon Wireless	Devices & Data Plan	\$ 347.80
10/17/2025	Costco	Spaghetti Bingo Food and Office & Board meeting	\$ 337.18
10/03/2025	Comcast	Internet Sep 18 - Oct 17, 2025 @ 305 Bell Ln.	\$ 312.92
10/02/2025	Vyncs Fleet	Renewal for devices	\$ 285.78
10/16/2025	Amazon.com	Office Supplies, Calendars, Covid tests	\$ 276.15
10/01/2025	Go To Communications, Inc.	(415) 388-6393 Voice & Data Lines and Wireless Services	\$ 252.38
10/17/2025	Amazon.com	Bin Buddys - Bin Straps Qty 25	\$ 227.07
10/30/2025	Grainger	Reflective Tape	\$ 221.61
10/10/2025	Comcast	Internet Sept 13 - Oct 12, 2025 @ 203 Marin Ave	\$ 180.95
10/10/2025	Verizon Wireless	Data Plan for Refuse Driver's iPads and 4 iPads for P&R events	\$ 180.80
10/20/2025	Mill Valley Auto Service	22: P/M Service	\$ 168.33
10/16/2025	Grainger	Generator Room Extractor Fan	\$ 162.68
10/08/2025	QuickBooks Time, Inc.	Online Time Card Service- Sep 2025	\$ 132.00
10/17/2025	Smart & Final	Spaghetti Bingo Food	\$ 125.29
10/23/2025	Terminix	Pest Control Servicing at Community Center & Main	\$ 121.63
10/03/2025	Amazon.com	Gloves	\$ 88.90
10/19/2025	AT&T	Staff Cell Phone	\$ 88.71
10/21/2025	Webstaurant Store	Supplies for Comm. Ctr. Kitchen	\$ 84.91
10/15/2025	Marin Independent Journal	Posting in Marin IJ	\$ 78.75
10/15/2025	Target	Prizes for Spaghetti Bingo	\$ 70.56
10/17/2025	Amazon.com	Office Supplies, Calendars and Binders	\$ 51.64
10/13/2025	Amazon.com	Supplies for Bell Ln Pump Stn.	\$ 51.02
10/02/2025	Amazon.com	Chair Mat for Hardwood Floor	\$ 32.42
10/24/2025	Weathermatic	SmartLink Monthly Subscription for Kay Park	\$ 30.00
10/13/2025	Shutter Stock	Stock Images for P&R	\$ 29.00
10/17/2025	Amazon.com	Office Supplies	\$ 24.92
10/21/2025	Canva	Marketing & Communication Support	\$ 15.00
10/17/2025	Petty Cash Admin TCSD	Testing of Clover Credit Card Processing Devices	\$ 2.00



TAMALPAIS COMMUNITY SERVICES DISTRICT

ATTACHMENT B

Year-to-date Budget Report

FY 2025-2026

	Oct '25 (33% of year)	Adopted FY2025-26	% of Budget
WASTEWATER FUND			
Ordinary Revenue/Expense			
Revenue			
4101 · Sanitation Service Charges	\$ (4,571.56)	\$ 6,234,800	0%
4103 · Permits/Lateral Connection Fees	\$ 7,212.00	\$ 25,700	28%
4104 · Muir Woods Sanitation Svc. Chrg.	\$ 86,942.38	\$ 101,440	86%
4420 · Interest Revenue	\$ 108,868.19	\$ 150,000	73%
Total Revenue	\$ 198,451.01	\$ 6,511,940	3%
Expense			
5010 · Salaries			
5011 · Wages and P.T.O	\$ 159,169.35	\$ 446,133	36%
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	\$ 160,830.94	\$ 466,723	34%
5020 · Employee Benefits			
5021 · Health Insurance	\$ 22,871.42	\$ 81,950	28%
5022 · Retirement Contributions	\$ 27,181.95	\$ 80,290	34%
5023 · Social Security and Medicare	\$ 11,791.72	\$ 33,080	36%
5024 · Allowances	\$ 449.29	\$ 4,007	11%
5025 · Retiree Medical Insurance	\$ 1,583.85	\$ 19,900	8%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 49,440	0%
Total 5020 · Employee Benefits	\$ 63,878.23	\$ 268,666	24%
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	\$ 25,368.97	\$ 200,000	13%
5330 · Tree and Landscaping	\$ -	\$ 10,000	0%
5400 · TCSD Board Fees	\$ 2,073.00	\$ 9,600	22%
5401 · Professional Services	\$ 17,051.53	\$ 80,000	21%
5420 · Training, Travel & Meetings	\$ 363.18	\$ 2,000	18%
5425 · Office and Technology	\$ 4,799.97	\$ 21,248	23%
5430 · Telephone and Alarms	\$ 8,991.97	\$ 21,922	41%
5431 · Public Communications	\$ -	\$ 7,000	0%
5432 · Insurance	\$ 68,738.23	\$ 77,500	89%
5437 · Miscellaneous	\$ -	\$ 1,000	0%
5438 · Fees and Permits	\$ 10,412.64	\$ 37,000	28%
5439 · Utilities	\$ 4,658.91	\$ 16,622	28%
5440 · Fuel Expense	\$ 2,022.37	\$ 18,000	11%
5450 · Maintenance and Supply	\$ 8,618.72	\$ 57,500	15%
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%
5483 · Debt Issuance Costs	\$ 267,200.00	\$ 1,339,400	20%
Total Expense	\$ 645,008.66	\$ 5,370,181	12%



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

ATTACHMENT B

SOLID WASTE FUND	Oct '25 (33% of year)	Adopted FY2025-26	% of Budget
Ordinary Revenue/Expense			
Revenue			
4201 · Solid Waste Service Charges	\$ 10,504.20	\$ 2,934,300	0%
4202 · Other Solid Waste Services	\$ 4,260.00	\$ 6,700	64%
4420 · Interest Revenue	\$ 76,137.74	\$ 105,000	73%
Total Revenue	\$ 90,901.94	\$ 3,046,000	3%
Expense			
5010 · Salaries			
5011 · Wages and P.T.O	\$ 276,356.86	\$ 797,580	35%
5012 · Overtime Pay	\$ 4,008.56	\$ 15,710	26%
5013 · Performance Recognition	\$ -	\$ 19,360	0%
5014 · Temporary Help	\$ 1,200.40	\$ 6,000	20%
Total 5010 · Salaries	\$ 281,565.82	\$ 838,649	34%
5020 · Employee Benefits			
5021 · Health Insurance	\$ 58,705.83	\$ 171,080	34%
5022 · Retirement Contributions	\$ 51,930.84	\$ 191,510	27%
5023 · Social Security and Medicare	\$ 21,191.70	\$ 62,970	34%
5024 · Allowances	\$ 1,001.29	\$ 8,200	12%
5025 · Retiree Medical Insurance	\$ 2,703.95	\$ 34,000	8%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 61,800	0%
Total 5020 · Employee Benefits	\$ 135,533.61	\$ 529,560	26%
5210 · Solid Waste Disposal Expense			
5211 · Waste Disposal Fees	\$ 53,118.38	\$ 216,845	24%
5212 · Recycling Fees	\$ 926.86	\$ 10,000	9%
5213 · Green Waste Disposal Fees	\$ 35,980.17	\$ 142,495	25%
5214 · Debris/HHW Day Expenses	\$ -	\$ 40,000	0%
5210 · Solid Waste Disposal Expense	\$ 90,025.41	\$ 409,339	22%
5400 · TCSD Board Fees	\$ 1,023.00	\$ 7,000	15%
5401 · Professional Services	\$ 32,779.99	\$ 120,000	27%
5420 · Training, Travel & Meetings	\$ 363.15	\$ 1,000	36%
5425 · Office and Technology	\$ 7,474.04	\$ 22,250	34%
5430 · Telephone and Alarms	\$ 3,826.96	\$ 10,102	38%
5431 · Public Communications	\$ 302.03	\$ 20,000	2%
5432 · Insurance	\$ 103,560.60	\$ 107,350	96%
5437 · Miscellaneous	\$ -	\$ 1,040	0%
5438 · Fees and Permits	\$ 17,876.82	\$ 46,643	38%
5439 · Utilities	\$ 692.54	\$ 4,251	16%
5440 · Fuel Expense	\$ 15,877.71	\$ 60,000	26%
5450 · Maintenance and Supply			
5451 · General Supplies	\$ 1,901.64	\$ 6,500	29%
5452 · Maint. & Supply Contract Svc	\$ 3,927.66	\$ 1,800	218%
5454 · Vehicle Repair & Maint.	\$ 111,009.69	\$ 225,000	49%
5456 · Bridge Tolls	\$ 2,300.00	\$ 5,985	38%
5457 · Solid Waste Carts & Bins	\$ 14,140.98	\$ 50,000	28%
Total 5450 · Maintenance and Supply	\$ 133,279.97	\$ 289,285	46%
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%
5471 · Minor Equipment	\$ -	\$ 5,000	0%
Vehicle Lease/ Purchase	\$ 44,804.48	\$ 44,900	100%
Total Expense	\$ 868,986.13	\$ 2,526,371	34%



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

ATTACHMENT B

PARKS AND RECREATION FUND	Oct '25 (33% of year)	Adopted FY2025-26	% of Budget
Ordinary Revenue/Expense			
Revenue			
4301 · Taxes	\$ 50,870.30	\$ 1,242,301	4%
4303 · Tia's After School Program Rev	\$ 24,610.00	\$ 37,812	65%
4310 · Facilities Rental & Fees	\$ 12,191.97	\$ 27,323	45%
4320 · Park Rentals	\$ 1,706.00	\$ 3,866	44%
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	\$ 32,630.43	\$ 45,000	73%
4430 · Miscellaneous Revenue	\$ 357.97	\$ 2,000	18%
Total Revenue	\$ 151,435.41	\$ 1,427,130	11%
Expense			
5011 · Wages and P.T.O	\$ 155,227.78	\$ 466,030	33%
5012 · Overtime Pay	\$ 3,355.62	\$ 8,910	38%
5013 · Performance Recognition	\$ -	\$ 11,659	0%
5014 · Temporary Help	\$ 5,357.59	\$ 57,000	9%
Total 5010 · Salaries	\$ 163,940.99	\$ 543,598	30%
5020 · Employee Benefits			
5021 · Health Insurance	\$ 26,153.41	\$ 74,320	35%
5022 · Retirement Contributions	\$ 26,051.43	\$ 87,580	30%
5023 · Social Security and Medicare	\$ 13,981.63	\$ 37,230	38%
5024 · Other Employee Benefits	\$ 460.21	\$ 3,000	15%
5025 · Retiree Medical Insurance	\$ 358.30	\$ 4,600	8%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 12,360	0%
Total 5020 · Employee Benefits	\$ 67,004.98	\$ 219,090	31%
5300 · Events Expense	\$ 30,221.56	\$ 76,485	40%
5330 · Tree & Landscaping Services	\$ 5,423.00	\$ 30,000	18%
5331 · Landscaping Contract Svc	\$ 21,365.00	\$ 76,000	28%
5332 · McGlashan Trail Maintenance	\$ 1,645.00	\$ 5,000	33%
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	\$ 1,504.00	\$ 7,000	21%
5401 · Professional Services	\$ 48,020.43	\$ 34,550	139%
5420 · Training, Travel & Meetings	\$ 460.62	\$ 1,326	35%
5425 · Office and Technology	\$ 4,959.00	\$ 21,838	23%
5430 · Telephone and Alarms	\$ 5,626.63	\$ 14,350	39%
5431 · Public Communications	\$ 16.00	\$ 5,202	0%
5432 · Insurance	\$ 50,625.00	\$ 58,650	86%
5437 · Miscellaneous	\$ -	\$ 1,000	0%
5438 · Fees and Permits	\$ 6,138.09	\$ 28,408	22%
5439 · Utilities	\$ 7,111.04	\$ 27,810	26%
5440 · Fuel Expense	\$ 1,422.37	\$ 5,356	27%
5450 · Maintenance and Supply			
5451 · General Supplies	\$ 815.06	\$ 8,610	9%
5452 · Maint. & Supply Contract Svc	\$ 6,636.58	\$ 24,470	27%
5454 · Vehicle Repair & Maint.	\$ 382.34	\$ 1,000	38%
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 6,313.38	\$ 9,309	68%
5459 · Park Maint.	\$ 1,302.41	\$ 30,000	4%
Total 5450 · Maintenance and Supply	\$ 15,449.77	\$ 73,390	21%
5470 · Yard & Bldg. Improvements	\$ -	\$ 5,000	0%
5471 · Minor Equipment	\$ -	\$ 5,000	0%
Total Expense	\$ 452,767.66	\$ 1,306,372	35%



Tamalpais Community Services District
MEASURE A FUNDS
Fiscal year 2025-2026

ATTACHMENT C

Oct '25 **Budget**
(33% of year) **FY 25/26**

Sources of Funds

Estimated Balance from Prior Years	\$ 101,136.60	\$ 101,136.00
FY25/26 Disbursements	\$ 73,562.35	\$ 143,338.07
Total Funds	\$ 174,698.95	\$ 244,474.07

Planned Work

Community Center Paint & Lighting	\$ -	\$ 95,000
Community Center Masterplan Improvements	\$ -	\$ 115,000
Park Improvements	\$ 990.00	\$ 37,000
Total Expenses	\$ 990.00	\$ 247,000.00

Measure A Balance	\$ 173,708.95	\$ (2,525.93)
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TAMALPAIS COMMUNITY SERVICES DISTRICT
WASTEWATER DEPARTMENT
Certificates Of Participation (C.O.P.) Funds

ATTACHMENT D

Certificates Of Participation (C.O.P) Funds Balance Sheet

TCSD Accelerated CIP - Comparing Budgeted Plan to Progress Completed

	FY 20/21 Complete	FY 21/22 Complete	FY 22/23 Complete	FY 23/24 Complete	FY 24/25 Complete	FY25/26 YTD	Total Spent
Phase A	\$ 48,577.63	\$ 327,135.50	-	\$ -	\$ -	complete	\$ 375,713.13
Phase B	\$ 491,589.93	\$ 978,666.01	-	\$ -	\$ -	complete	\$ 1,470,255.94
Phase C	-	\$ 839,264.39	\$ 1,801,025.32	\$ -	\$ -	complete	\$ 2,640,289.71
Phase D	-	-	\$ 6,910.50	\$ 1,162,898.33	\$ -	complete	\$ 1,169,808.83
Phase E	-	-	-	\$ 22,418.50	\$ 998,957.98	\$ 54,722.45	\$ 1,076,098.93
Phase F	\$ -	\$ -	\$ -	\$ -	\$ 287.00	\$ 1,105.00	\$ 1,392.00
Sewer Emergency Repairs	-	-	\$ 2,622.00	\$ 18,175.50	\$ 7,201.08	\$ -	\$ 27,998.58
Bell Ln PS	-	\$ 91,474.65	\$ 148,149.00	\$ 19,682.00	\$ 967.50	\$ -	\$ 260,273.15
Bell Ln. Force Main Rehab	-	\$ 10,617.50	\$ 43,905.20	\$ 68,476.50	\$ 546.00	\$ -	\$ 123,545.20
Hydro-Vector Truck	-	-	-	\$ 398,715.06	\$ -	complete	\$ 398,715.06
Total	\$ 540,167.56	\$ 2,247,158.05	\$ 2,002,612.02	\$ 1,690,365.89	\$ 1,007,959.56	\$ 55,827.45	\$ 7,544,090.53
						Forecast Available	\$ 5,184,216.54
						Total C.O.P Funds	\$ 12,728,307.07

* Engineers estimates and total budget have differences, that will be resolved as project details are fleshed out.



TAMALPAIS COMMUNITY SERVICES DISTRICT
Staff Report
November 12, 2025

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, TREASURER
SARAH MEHTAR, FINANCE AND PROGRAMS MANAGER

SUBJECT: RECEIVE 1st QUARTER OF FISCAL YEAR TREASURER'S REPORT

RECOMMENDATION

Receive the Treasurer's report for the quarter ending September 30, 2025.

BACKGROUND

The California Government Code requires the Treasurer from all local agencies to file regular written reports to its legislative body on the status of their fund balances. Typically, agencies satisfy this requirement with a quarterly report on their investment portfolio. Ideally, the report should be submitted within 30 days following the end of the quarter covered by the report.

The TCSD report includes all investments managed by the District, under Resolution 2023-18. Primarily cash is invested with our primary banking institution, Wells Fargo, in an interest-bearing Stagecoach Sweep account. Additional cash is invested in the State Treasurer Local Agency Investment Fund (LAIF) to meet the liquidity needs of the District.

DISCUSSION

As of October 31, 2025, TCSD had the following cash and investment balances:

Institution	Account	30-Sep-25	31-Oct-25
Wells Fargo	General Checking	\$ 147,781.53	\$ 105,089.31
Wells Fargo	General Merchant Services	\$ 30,843.10	\$ 34,443.96
Wells Fargo	General Savings	\$ 200,000.00	\$ 200,000.00
Wells Fargo	Stagecoach Sweep	\$ 10,243,700.94	\$ 9,933,564.78
State of CA - LAIF	General Account	\$ 3,135,269.61	\$ 3,169,518.74
Total Balances		\$ 13,757,595.18	\$ 13,442,616.79

The State of California Local Agency Investment Fund (LAIF) earned 4.34% as the quarterly apportionment rate for the quarter ending September 30, 2025. The District received \$34,249.13 in interest earnings from LAIF for the quarter ending 09/30/25 (Jul-Sep). The LAIF interest rate for September 2025 was 4.212%, which is 0.039 percentage points lower from the prior month.

In the month of September, the 7-day simple yield was 4.013% from the Wells Fargo Stagecoach Sweep Account. The district received \$35,064.22 in interest earnings for September. The total interest return received from Wells Fargo Stagecoach Sweep account in the quarter ending 09/30/25 (Jul-Sep) is \$114,245.13.

Quarter Ending	Quarter Period	Total interest earned
Quarter ending 09/30/25	Jul- Sept	\$ 148,223.01

FISCAL IMPACT

The adopted FY25-26 budget conservatively estimates total interest at \$300,000. Thus far, the district has met 49% of the expected interest revenue and expects to surpass this budget by the end of the fiscal year.

ATTACHMENTS

- A. LAIF Monthly Statement September 30, 2025
- B. LAIF Performance Report
- C. Wells Fargo Stagecoach Sweep Account Statement September 30, 2025

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

November 07, 2025

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

TAMALPAIS COMMUNITY SERVICES DISTRICT

GENERAL MANAGER
 305 BELL LANE
 MILL VALLEY, CA 94941

[Tran Type Definitions](#)

Account Number: [REDACTED]

October 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/15/2025	10/14/2025	QRD	1783791	N/A	SYSTEM	34,249.13

Account Summary

Total Deposit:	34,249.13	Beginning Balance:	3,135,269.61
Total Withdrawal:	0.00	Ending Balance:	3,169,518.74



PMIA/LAIF Performance Report as of 11/05/25



Quarterly Performance Quarter Ended 9/30/25

LAIF Apportionment Rate ⁽²⁾ :	4.34
LAIF Earnings Ratio ⁽²⁾ :	0.00011893333163814
LAIF Administrative Cost ^{(1)*} :	0.26
LAIF Fair Value Factor ⁽¹⁾ :	1.001929581
PMIA Daily ⁽¹⁾ :	4.19
PMIA Quarter to Date ⁽¹⁾ :	4.24
PMIA Average Life ⁽¹⁾ :	254

PMIA Average Monthly Effective Yields⁽¹⁾

October	4.150
September	4.212
August	4.251
July	4.258
June	4.269
May	4.272

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 9/30/25 \$161.7 billion

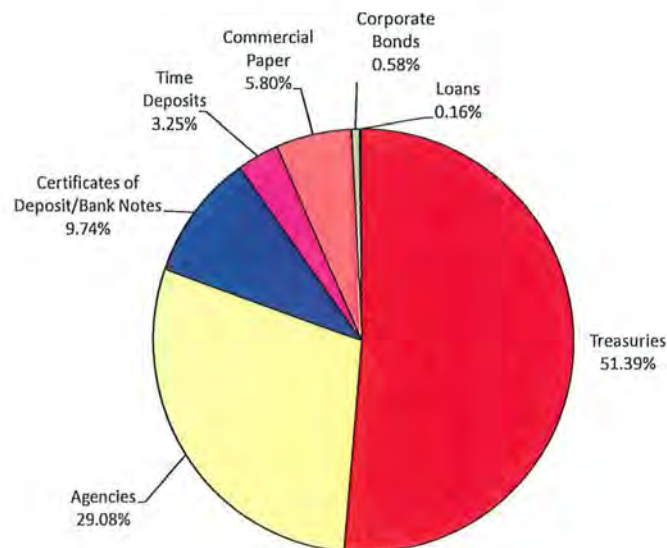


Chart does not include \$987,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller


STAGECOACH SWEEP

WELLS FARGO BANK, N.A.

Page 1 of 2

TAMALPAIS COMMUNITY SERVICES
DISTRICT
DEPOSITORY ACCOUNT
305 BELL LN
MILL VALLEY CA 94941-4037

Account Number - DDA
[REDACTED]

THIS STATEMENT COVERS 09/01/2025 THROUGH 09/30/2025

FUNDS HELD ON COMPANY'S BEHALF IN THE OMNIBUS DEPOSIT ACCOUNT AT BANK ARE DEPOSITS AND ARE ELIGIBLE FOR FDIC INSURANCE IN ACCORDANCE WITH FDIC RULES AND LIMITS. COMPANY'S MMF SHARES HELD IN THE OMNIBUS INVESTMENT ACCOUNT IN BANK'S NAME AT THE CUSTODIAN OF THE MMF ARE NOT DEPOSITS AND ARE NOT ELIGIBLE FOR FDIC INSURANCE. COMPANY IS THE OWNER OF ITS MMF SHARES.

ALLSPRING GOVERNMENT FUND INST CLS

FUND SUMMARY

Dividends Earned YTD	330,671.01
Federal Withholding YTD	.00
7 Day Simple Yield	4.01391 %
Federal Withholding	.00

Beginning Balance	10,534,990.22
Shares Purchased	108,294.72 +
Shares Redeemed	399,584.00 -
Ending Balance	10,243,700.94

Prior Month Dividends Paid to Checking	37,632.73
Dividends Earned in Current Month	35,064.22

Transaction Detail

Date	Description	Amount
9-01-2025	Beginning Balance	10,534,990.22
9-02-2025	Next Day Sweep Purchase	338.13
9-03-2025	Sweep Funds Return To DDA	108,714.27
9-04-2025	Next Day Sweep Purchase	1,099.00
9-11-2025	Next Day Sweep Purchase	86,942.38
9-12-2025	Sweep Funds Return To DDA	481.96
9-15-2025	Sweep Funds Return To DDA	145,163.00
9-16-2025	Next Day Sweep Purchase	12,099.00
9-17-2025	Next Day Sweep Purchase	7,674.00
9-25-2025	Sweep Funds Return To DDA	145,224.77
9-29-2025	Next Day Sweep Purchase	142.21
9-30-2025	Ending Balance	10,243,700.94

Daily Balance Information

Date	Investment Balance	Annualized Fund Yield	Daily Dividend Factor	Daily Accrual
09-01*	10,534,990.22	4.165 %	.000114121	1,202.26
09-02	10,535,328.35	4.159 %	.000113954	1,200.54
09-03	10,426,614.08	4.167 %	.000114174	1,190.45
09-04	10,427,713.08	4.172 %	.000114319	1,192.09
09-05	10,427,713.08	4.186 %	.000114704	1,196.10
09-06*	10,427,713.08	4.186 %	.000114704	1,196.10
09-07*	10,427,713.08	4.186 %	.000114704	1,196.10
09-08	10,427,713.08	4.181 %	.000114573	1,194.73
09-09	10,427,713.08	4.172 %	.000114305	1,191.94
09-10	10,427,713.08	4.169 %	.000114221	1,191.06
09-11	10,514,655.46	4.173 %	.000114352	1,202.37
09-12	10,514,173.50	4.185 %	.000114665	1,205.61
09-13*	10,369,010.50	4.185 %	.000114665	1,188.96
09-14*	10,369,010.50	4.185 %	.000114665	1,188.96

Date	Investment Balance	Annualized Fund Yield	Daily Dividend Factor	Daily Accrual
09-15	10,369,010.50	4.216 %	.000115533	1,197.96
09-16	10,391,109.50	4.184 %	.000114630	1,189.99
09-17	10,398,783.50	4.158 %	.000113945	1,183.75
09-18	10,399,783.50	4.054 %	.000111090	1,154.09
09-19	10,399,783.50	4.008 %	.000109816	1,140.85
09-20*	10,399,783.50	4.008 %	.000109816	1,140.85
09-21*	10,399,783.50	4.008 %	.000109816	1,140.85
09-22	10,399,783.50	4.006 %	.000109755	1,140.22
09-23	10,399,783.50	3.994 %	.000109442	1,136.97
09-24	10,399,783.50	4.003 %	.000109691	1,139.56
09-25	10,243,558.73	4.015 %	.000110004	1,126.83
09-26	10,243,558.73	4.015 %	.000110007	1,126.86
09-27*	10,243,558.73	4.015 %	.000110007	1,126.86
09-28*	10,243,558.73	4.015 %	.000110007	1,126.86
09-29	10,243,700.94	4.003 %	.000109693	1,123.66
09-30	10,243,700.94	4.029 %	.000110385	1,130.75
TOTAL MTD				35,064.18

* Indicates non-business day

THANK YOU FOR BANKING WITH WELLS FARGO.

MONEY MARKET MUTUAL FUNDS (EACH, A "MMMF") ARE NOT FDIC INSURED, HAVE NO BANK GUARANTY AND MAY LOSE VALUE.

An Investment in a MMMF is not insured by the Federal Deposit Insurance Corporation or any other government agency. Although the MMMF's seek to preserve the value of customer's investment at \$1.00 per share, it is possible to lose money by investing in a MMMF.

Allspring Funds Management, LLC, a wholly owned subsidiary of Allspring Global Investments Holdings, LLC ("Allspring Global"), provides investment advisory and administrative services for the Allspring Funds. Other subsidiaries of Allspring Global provide sub-advisory and other services for the funds. The funds are distributed by Allspring Funds Distributor, LLC, Member FINRA/SIPC, a subsidiary of Allspring Global.

This material must be accompanied or preceded by a current prospectus for name of the Fund(s) selected. Please read the prospectus carefully before investing.



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, OCTOBER 8, 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 7:00pm on Wednesday, October 8, 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: PARC Commissioners: David Hafferty, Pam Keon and Valerie Jordan

3. APPROVE AGENDA

President Bartschat shared that SMCSD's presenter is unable to make it tonight due to illness and will be rescheduled at a later date. Agenda Item 5B was removed from the agenda.

MOTION TO APPROVE THE AMENDED AGENDA

M/S: J. BROWN/ S. LEVINE 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:

Public comment: Tam Valley resident shared his concern about trash carts being left out on the street after pickup. He would like to see the Ordinance that requires residents to put away their carts enforced. He said it's becoming a real eyesore on Laurel Way.

5. REGULAR BUSINESS: Board Actions

A. Receive oral report from the Parks & Recreation Commission (PARC).

Commissioner Hafferty gave the Board an update on the Rock Garden/Flamingo Park project. Mr.

Hafferty shared with the Board the proposed plans:

- Add 2x4 planters with succulent plants
- Plant 2 trees
- Add 2 benches and (2) additional chairs
- Add colorful artistic beautification along the fence (considering 2 artists) and felled logs for children to play on.

Mr. Hafferty shared with the Board they are within the budget of \$15,000 based on the estimates they received.

The Board asked questions and shared their feedback regarding the proposed concepts and improvements.

C. Discuss status update on adopted TCSO goals and priorities for 2025.

GM Toy gave the Board a status update since June 2025 on the eight adopted TCSO goals for 2025 (see below):

1. Develop plan for Cabin Improvements and integrate into the Community Center Masterplan.

GM Toy shared on July 9, the Board approved an agreement with CMG to prepare the Cabin Masterplan. On August 13, CMG presented its preliminary site observations and opportunities at the Board meeting. CMG also attended the September 5th Creekside Unplugged to solicit community input on general concepts and components of a masterplan. At the September 10th Board meeting, CMG presented the three preliminary conceptual site plans. The Board provided direction to CMG to further refine the rustic, enclosed outdoor pavilion concept. CMG will return to the Board at its November 12th meeting with a more refined concept of the rustic, enclosed outdoor pavilion concept.

2. Focus on website improvements to make it more user friendly and easier to navigate.

GM Toy shared with the Board the following updates to the website since June 2025:

- Reviewed the website to ensure compliance with California requirements for government agencies.
- Added meeting minutes column to the Meeting archive page.
- Improved Meetings page by listing all upcoming meetings and expanding the archive to include a separate section for each year.
- We will also continue to expand and update the Wastewater and Solid Waste sections.

3. Develop implementation plan for the Community Center Masterplan including phasing options with Phase I to be completed in FY25-26.

GM Toy shared that this goal was placed on hold pending the completion of the Cabin Masterplan process.

4. Activate community support for and participation in TCSO projects/programs/events including volunteer efforts and fund raising.

GM Toy shared with the Board the following updates since June 2025:

- Had interest from Tam High Freshmen for working and volunteering for Oktoberfest based on our advertising efforts in the newsletter, contact with Tam High School, and word of mouth.
- We will be working on a “Welcome to Tam Valley” packet to send to new residents.

5. Adopt update to the 10 Year Wastewater Financial Plan including an analysis of cost allocations and expansion of sewer lateral inspection program.

GM Toy shared with the Board that staff recommends that the Board discuss the topic of expanding the sewer lateral inspection programs at a future Board work session.

6. Adopt Emergency Operations Plan (Disaster Preparedness and Response Plan).

Assistant GM Shear shared with the Board that staff recently began working with Karste Consulting to create the TCSD Emergency Organization/Disaster Plan which will assign tasks, specify policies and establish general procedures. It will also provide the coordination of emergency response efforts.

Mr. Shear also shared that the Disaster Plan will be organized into three documents:

1. Emergency Action Plan
2. District Operating Center (DOC) Activation/Position Checklists
3. Continuity of Operations Plan

Mr. Shear shared the purpose of the DOC is to coordinate actions during an emergency or disaster. Staff is working on obtaining the necessary supplies, such as a dedicated internet connection and cable connection, office supplies, activity logs, and tracking sheets, to support a response to an emergency and the allocation of resources.

Mr. Shear also shared that staff is working with the County Office of Emergency Management to obtain multiple login accounts and training on their WebEOC software. This will allow TCSD staff to receive updated information during an emergency and County EOC activation.

Mr. Shear stated we hope to have a draft plan for the Board by the end of 2025.

The Board discussed the matter and asked staff questions. The Board shared with staff that they would like to be included in the overall plan.

7. Explore grant opportunities to address climate change/sea level rise with focus on developing pilot/demonstration projects.

GM Toy shared this goal is still in progress, but nothing has changed since June 2025.

8. Create more opportunities to collaborate with the Tam Valley Business Community.

GM Toy shared with the Board that Camille Esposito, TCSD Events & Communications Specialist, attended Mill Valley Chamber of Commerce “Summer Mixers” to network and build connections with local businesses. Ms. Esposito will follow up with these businesses throughout the year.

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

D. Discuss draft Park and Facility Maintenance Plan.

GM Toy share with the Board this Park and Facility Maintenance Plan (Plan) updates and replaces the “Park Asset Inventory and Maintenance Work Plan Project – Final Report” prepared by Hanson Associates in February 2006. The Hanson Report contained Park Maintenance Standards, Maintenance Task and Frequency, Annual Work Plan which estimated staff/contractor hours for landscape maintenance, and Inventory Asset Lists for Kay and Eastwood Parks and for the grounds surrounding the Cabin and Community Center.

GM Toy shared with the Board this updated Plan also includes the maintenance of Kott Park, Rock Garden at Flamingo, outside areas around the main office and corporation yard fence, McGlashan Trail, and TCSD owned open space parcels. The 2006 Hanson Report did not include these locations.

GM Toy also shared with the Board the following changes to the Plan:

- GM Toy shared the most significant revision is that we created a more user friendly “Park and Facility Maintenance Plan/Schedule” to replace the “Maintenance Task and Frequency” tables and “Annual Work Plan”.
- We did not see the benefit of updating the total staff and landscape contractor hours estimated by and included in the Hanson Report.
- We added an appendices to the Plan which contains updated inventory of assets in Kay, Eastwood, Cabin and Community Center.
- We did not include a map because some of the asset locations may change over time and the level of work needed to create an accurate map.
- The Plan also includes an inventory list for the Rock Garden and Kott Park and a list of open space parcels.
- Trees are not included in the updated inventory list because park trees are evaluated in a separate tree assessment report prepared by an arborist.
- This Plan also does not include an inventory list for the Main Office/Corporation Yard.

GM Toy shared with the Board that it’s a draft Plan and is looking for input from the Board to confirm this update will meet the Board’s expectations.

The Board asked questions of staff and made suggestions.

There was no public comment.

E. Authorize the renewal of the master landscape maintenance contract with Jorge’s Tree Service in an amount not to exceed \$66,780 for TCSD parks and facilities.

GM Toy gave a brief background on the history of the agreement with Jorge Tree Service. Staff are proposing to renew the contract with Jorge Tree Service. The contract is for the same amount as the previous year of \$66,780 for a 12-month period (Nov.2025 to Oct. 2026).

GM Toy shared with the Board that the contract does include a new clause which will allow TCSD to offer performance pay to the contractor in recognition of outstanding work effort. Performance pay would be at the sole discretion of TCSD and would be passed thru by the contractor to the designated staff (Elder). The total amount of performance pay is not more than \$2,000 and would be payable on schedule (e.g., quarterly) to be determined by TCSD. Performance pay is in addition to \$66,780. The FY25-26 Parks and Recreation budget allocated \$76,000 for landscape contract services.

The Board discussed the matter and asked staff questions.

The Board commented that the parks look great and that Elder does a terrific job.

There was no public comment.

MOTION TO AUTHORIZE THE RENEWAL OF THE MASTER LANDSCAPE MAINTENANCE CONTRACT WITH JORGE'S TREE SERVICE IN AN AMOUNT NOT TO EXCEED \$66,780 FOR TCSD PARKS AND FACILITIES.

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:

- GM Toy attended the Alto Sanitary District Board meeting to discuss the concept of shared services. GM Toy shared with the Board that the Alto General Manager is leaving for another position. The Alto Board expressed interest in the concept but will consider other options such as hiring a new part-time General Manager. Based on the GM's job description, GM Toy put together a proposal for them to look at to see if they wanted to try it out for a year. GM Toy is waiting to hear back from them.
- Finished delivery of compost pails.
- GM Toy shared with the Board that the drivers have been replacing carts at a much higher rate than anticipated due to damaged/broken carts. As a result, we need to order additional carts of all three types: garbage, recycling and organics. The FY25-26 Solid Waste budget for cart replacement is \$50,000. The additional carts will exceed the replacement budget by approximately \$10,000, but the overall budget can absorb the added costs.
- R3 Consulting continues to work on the route review study including an analysis of the impact of a later start time.
- GM Toy gave a summary of Oktoberfest which was held on September 20th. GM Toy shared that over 700 adults and children attended Oktoberfest. This was by far the best attended Oktoberfest in quite some time. We collected over \$23,000 in revenue.
- GM Toy shared that Creekside Unplugged was also well attended.
- The Board of Supervisors hearing is on November 4 regarding the review of the use permit for 305 Bell Lane.

- GM Toy gave a brief update on PG&E replacement transmission tower. PG&E and the County of Marin are continuing to evaluate local options for the replacement transmission tower.

Director Brown shared that the Spooky Cruise will not be a contest this year. A map of the decorated homes will be available for residents. Dir. Brown also shared there will be no Rhubarb Review this year. Rhubarb Review will happen every other year.

The Board suggested adding a note in the newsletter for residents to put away their carts after pick up.

Director Jacobs presented to the Board the idea of donating his AWARE Flood Sensor (valued at about \$7,000 plus installation costs) which is installed at the entry to the Caltrans Park and Ride at 40 Shoreline Highway in Mill Valley. Dir. Jacobs was hoping that a government agency like TCSB would take ownership of the installation and post the real-time sensor data on their website for flood situational awareness. The unit has been permitted, installed, and is working. It will cost about \$500 for the fees for the license transfer (To AWARE Systems), and cell charge for about 1 year and about \$3,500 (to Jacob Aman, web technician) for placing the data and charts on the TCSB website for residents. Dir. Jacobs shared that the City of Sausalito, County of Marin Flood Control and Caltrans did not want to provide any funds to host the sensor. Dir. Jacobs estimates that costs to the AWARE System and Jacob Aman, would be less than \$4,900.

The Board discussed and asked questions.

The Board agreed that it would be a good idea to move ahead with accepting Dir. Jacobs' donation of his AWARE Flood Sensor. The Board congratulated Director Jacobs on completing his PhD at the University of California, Santa Cruz and thanked him for his donation.

B. Receive Sewer treatment plant update reports: SASM and SMCSB

Director Levine attended the SMCSB Board of Directors meeting on October 7, 2025.

Director Levine reported on his written report.

Director Jacobs attended the SASM Board of Commissioners meeting on September 18, 2025.

Director Jacobs reported on his written report

There was no public comment.

C. Board member Committee/Subcommittee reports.

No Board member Committee/Subcommittee 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 financial reports.

B. Approve minutes of September 10, 2025, regular meeting.

MOTION TO APPROVE THE CONSENT CALENDAR

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

8. FUTURE AGENDA ITEMS

A. Review of meeting.

Director McMahon shared he likes the PARC's monthly updates at the Board meetings.

Director Jacobs shared he was pleased that Linda Johnson's son came to the meeting.

There was no public comment.

B. Board input for future Board Meeting Agendas

- Reschedule SMCSB for a later date.
- October 22, Work Session topics: Wastewater performance metrics and possibly R3 report.
- Director Bartschat will not be able to make 10/22 work session.
- November 12, BOD meeting topics: CMG, possibly PG&E update and R3 report.

There was no public comment.

9. ADJOURNMENT

MOTION TO ADJOURN

THE MEETING WAS ADJOURNED AT 8:42 PM

Approved by Board on: _____



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS WORK SESSION MEETING

MINUTES

WEDNESDAY, OCTOBER 22, 2025, 8:30 AM

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by Vice President Jacobs at 8:30 am on Wednesday, October 22, 2025.

2. ROLL CALL

President Steffen Bartschat (absent)

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; Wastewater & Facilities Superintendent, Mike Quecke

Others present: Pippin Cavagnaro, Nute Engineering

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

4. PUBLIC EXPRESSION

Vice President Jacobs 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 metrics to evaluate the effectiveness of wastewater system maintenance and capital Improvements.

Pippin Cavagnaro, Nute Engineering, discussed with the Board his analysis of a variety of data to illustrate the benefits of TCSD's enhanced maintenance efforts and capital improvements on reducing inflow and infiltration (I&I) into the sewer collection system, reducing system sewer spills, and flows to wastewater treatment plants. The trend line of the data shows that efforts are resulting in significant reductions in I&I into the collection system.

Mr. Cavagnaro, staff, and the Board discussed other ideas that can be done to reduce I&I in

addition to the work that's already being done on the pipes. One idea was to add more replacement of older manhole covers to the Phase F CIP project.

The Board suggested using TCSD's newsletter to share what homeowners can do to prepare for the rain storms, such as cleaning their street's storm drains.

The Board discussed and asked Mr. Cavagnaro questions.

The Board indicated it would like to continue to receive these wastewater metrics on an annual basis.

There was no public comment.

B. General Manager oral report on wastewater and solid waste operations and capital projects.

GM Toy gave the following update on the R3 report:

- Drivers starting early doesn't affect travel time to Richmond or MSS.
- Drivers do not need to start at 4 am.

GM Toy shared that R3 initially had safety concerns regarding later start times, but have since modified their concerns, based on the fact that all cities in Marin, except Fairfax, require collections to begin no earlier than 6:00 am. MSS drivers start at 5:30 am and are out on the routes collecting at 6 am. The recommended start time for TCSD's drivers could be 5:15 am, warm up the trucks at 5:30 am then get out on the route. The only exception would be Shoreline Hwy on Tuesdays which would start collecting at 5 am for safety reasons. Mondays they do commercial collections and already start at 6am.

The Board discussed and asked questions of staff.

There was no public comment.

C. Subcommittee report.

Director McMahon gave an update on his subcommittee meeting with the neighbors regarding later start times.

6. FUTURE AGENDA ITEMS

There were no future agenda items discussed.

7. ADJOURNMENT

MOTION TO ADJOURN

BOTH MEETINGS WERE ADJOURNED AT 9:59 AM

Approved by Board on: _____