



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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

## TCSD BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, JANUARY 15, 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 Matt McMahon, Jeff Brown, Jim Jacobs, Steve Levine

3) **APPROVE AGENDA**

4) **ANNOUNCEMENT FROM CLOSED SESSION ACTION** (Special Meeting January 8, 2025 at 5:30pm)

5) **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.*

6) **REGULAR BUSINESS: Board Actions**

- A. Selection of Board President and Vice-President and discussion/consideration of Board committee /agency assignments
- B. Receive update on TCSD Board's 2024 goals and priorities and discuss topics for the Annual Board Retreat on January 25<sup>th</sup>
- C. Approve revised job description and salary schedule for the Communication and Events Specialist classification
- D. Authorize purchase of a new Ford F-150 pick-up truck to replace a 1993 Chevy pick-up truck in an amount not to exceed \$40,000 including tax and other fees
- E. Discuss/consider board member interest in being nominated for the special district regular seat on the Marin LAFCo (Local Agency Formation Commission)

7) **REGULAR BUSINESS: Information Items**

- A. General Manager's report for December including the solid waste lid-flip audit report for 2024
- B. Receive TCSD 2025 event schedule

- C. Receive monthly financial reports
- D. Receive Sewer treatment plant update reports: SASM and SMCSO
- E. Board member and/or Subcommittee report

**8) CONSENT CALENDAR** (no items)

*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.*

**9) FUTURE AGENDA ITEMS**

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

**ADJOURNMENT**

***NEXT BOARD WORK SESSION***

***Annual Board Retreat***

***Saturday, January 25, 2025***

***9:00AM to 1:00PM (time approx.)***

**FERNWOOD CEMETERY OFFICES, 301 TENNESSEE VALLEY RD. MILL VALLEY**

***NEXT BOARD MEETINGS***

***February 12, 2025***

***5:30pm***

***Special Meeting for Community Center Masterplan Workshop***

***7:00pm***

***Regular Board meeting***

***Tam Valley Community Center***



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
January 15, 2025

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: SELECTION OF BOARD PRESIDENT AND VICE-PRESIDENT AND  
DISCUSSION/CONSIDERATION OF BOARD COMMITTEE/AGENCY ASSIGNMENTS**

---

### RECOMMENDATION

Board select and/or make assignments to the committees and/or agencies shown below.

### DISCUSSION

In January of each year, the Board typically selects a new President and Vice-President and discusses/considers assignments to committees and other agencies. Below are the current assignments.

- President (current: Director Bartschat)
- Vice President (Director Brown)
- SASM Representative and Alternative (primary: Director Jacobs, Alternate: Director Brown)
- SMCSD Liaison and Alternative (Primary: Director Levine, Alternate: Director Brown)
- Community Center Ad Hoc Subcommittee (Directors Brown and Levine)
- Marin County Special Districts Association, president (General Manager)
- Marin Zero Waste Local Task Force member (General Manager appointed by ZWM Board)

While many public agencies will annually rotate the President and Vice-President assignments, they may not rotate the assignments to the various committees and agencies unless board members indicate they are no longer interested in being the designated Board representative. The Board may choose to maintain the status quo and keep all assignments the same for 2025.

We also included the committees/organizations that the General Manager is officially a member of.

### FISCAL IMPACT

n/a





## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
January 15, 2025

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: RECEIVE UPDATE ON TCSD BOARD'S 2024 GOALS AND PRIORITIES AND DISCUSS TOPICS FOR THE ANNUAL BOARD RETREAT ON JANUARY 25TH**

---

### RECOMMENDATION

Receive update and discuss topics for the annual board retreat.

### DISCUSSION

The Board conducts an annual retreat. This year the retreat is scheduled for Saturday, January 25<sup>th</sup> from 9:00am to 1:00pm at the Fernwood Cemetery office/remembrance room.

Similar to the previous retreats, staff plans to facilitate the retreat which will allow all the board members to be full participants at the retreat. Typically, management staff will prepare the agenda and materials for the retreat but will ask Board members to do some "homework" prior to the meeting. Homework consist of Board members submitting their thoughts prior to the retreat regarding such issues as key accomplishments and topics for discussion. Staff compiles and categorizes the items received from the Board in advance of the retreat in an effort to use the limited time more efficiently at the retreat.

The retreat will have time dedicated to the following key topics:

- 2024 Accomplishments  
This is a list of key accomplishments in 2024.
- FY2024 Goals and Priorities  
Attached is a status update of the goals and priorities. The Board may determine that one or more of the FY2024 Goals and Priorities should be carried over to FY2025.
- SWOT analysis  
This is a general SWOT (Strengths, Weaknesses, Opportunities, and Threats) exercise. Board members will be asked to comment on "things that went well" and issues/items to address in the future. The discussion may include future strategic initiatives/studies/plans and capital projects that TCSD may want to undertake to address possible upcoming challenges and opportunities.

- 2025 Goals/Priorities/Opportunities  
Discussion of new goals for 2025. The list would be brought to a future Board meeting for approval.
- General discussion on operations and compensation structure/policies  
This will be an opportunity to discuss current and future operational issues for solid waste, wastewater, and parks & recreation. For example, solid waste operations may benefit from a comprehensive route efficiency analysis. We would also like an opportunity to discuss compensation policies such as annual COLAs and performance pay as well as the current salary schedule.
- General discussion on events  
This is an opportunity for the Board to discuss TCSD events and other activities.
- Administrative policies/procedures  
Staff will check in with the Board regarding specific administrative policies/practices/procedures such as changes to agenda format or staff reports. The question is usually phrased as: "What's working and what's not?"
- Future work session or meeting topics  
Discuss possible work session topics or meeting agenda items. Future work session topics that have been suggested are review of board compensation and sewer lateral programs.

**FISCAL IMPACT**

n/a

**ATTACHMENTS**

2024 goals and priorities update

## ATTACHMENT A

### **STATUS UPDATE ON 2024 GOALS & PRIORITIES**

(as of January 15, 2025 - not in order of priority)

1) Conduct community survey (completed)

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

2) Develop masterplan for the Tam Valley Community Center (in progress)

Status: In September 2024, TCSD approved an agreement with CMG Landscape Architecture (CMG) to prepare the Community Center Masterplan. The scope of work included the following key components:

- Site analysis
- Preliminary concepts
- Refined Masterplan
- Final Masterplan including phasing strategy and cost estimates

At the November 13<sup>th</sup> Board meeting, CMG presented its preliminary site observations and site opportunities regarding the masterplan. CMG received Board input on project goals, priorities, and general comments as well as PARC, TVIC, and public feedback at that meeting. CMG will present its preliminary concept designs, based on the input received, to the Board at its February 12<sup>th</sup> meeting at 5:30pm (before the regular meeting at 7:00pm)

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

Status: Staff is in discussions with Marin County Parks. The County has determined the process by which to transfer the property to TCSD. The key component of our discussions are the cost of rehabilitation. Towards this end, we retained an architect to prepare preliminary cost estimates for improvements needed to make the Cabin ADA compliant. The County has expressed a willingness to share in the rehab costs but needs an estimate that will not change during the discussion process. The preliminary cost report from the architect is to serve that purpose. The architect should have the report completed this month.

4) Adopt Emergency Operations Plan- Disaster Preparedness and Response Plan (in progress)

Status: Staff is working on an Emergency Operations Plan for the continuity of operations. We have been in discussions with R3 Consulting on this topic. Unfortunately, they have had a turnover in staff and the project stalled. However, the discussions are now back on track. They have located a sample plan from a nearby city. We will be working with R3 to evaluate which aspects of the plan are relevant to TCSD and therefore likely to be included in our Emergency Operations Plan.

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

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

Status: The Board reviewed and approved PARC's 2024 Goals and Priorities (i.e., workplan) in February 2024. A special joint meeting with PARC was held on July 10, 2024 to discuss PARC's goals. In October 2024, the Board approved minor revisions to PARC's goals and priorities.

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

Status: In December, staff retained Mead & Hunt to evaluate the feasibility of solar panels on TCSD facilities. We are in the process of providing the firm with the data needed for them to analyze TCSD's energy usage. Mead & Hunt will prepare a solar assessment memo regarding sites considered and recommended, annual energy production, capacity, first cost estimate, incentives/rebates, simple payback, and solar mounting options including carports, rooftops, and ground mount arrays.

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

Status: At its September 25th work session, the Board discussed preliminary metrics, prepared by Nute Engineering, to evaluate the effect of wastewater maintenance activities 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 Board requested that the engineer provide an annual update (in May) to the wastewater metrics report discussed at the September 25<sup>th</sup> work session.

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

Status: CalRecycle recently approved the \$535,781 SB 1383 local assistance regional grant. The regional grant is a good example of a shared services model. TCSD, as the lead agency, applied for and received the grant on behalf of seven special districts including TCSD. The grant is for compliance and enforcement activities required under SB 1383 that applies to the participating special districts. With regard to other shared services, staff discussed the concept with Alto Sanitary District Board. Alto SD was not interested at this time.

- 9) Enhance communication efforts with the goal of expanding the database of contacts and potential use of creative incentives for people to sign-up for the e-newsletter. (in progress)

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

We currently have 1,435 email addresses on the TCSD mailing/newsletter list. We started with approximately 700 emails in June 2022. The open rate for the newsletter is 77%, which is well above the industry average of 40%. TCSD has over 600 followers on Facebook and over 1,000 views on Instagram. The e-newsletter has become an effective method of communicating with Tam Valley residents.

- 10) Develop creative/innovative outreach programs to educate the community regarding TCSD refuse programs (e.g., e-waste) and other sustainability efforts (e.g., rainwater catchment system) including displays and/or booths at Creekside Fridays. (in progress)

Status: We have invited other agencies to have booths at Creekside. To date, County Parks and Open Space, One Tam Marin, SMFD, and Firesafe Marin have participated. With limited staffing it is very difficult to try to staff a TCSD booth beyond the Board and PARC tables. That being said, we are in the process of exploring options. It should be noted that the SB1383 Regional Grant does include outreach/education materials as well as program development to encourage diversion from landfills. Under the regional grant, we have hired a Climate Fellow who will be involved in creating the programs/booths for Creekside Friday events.





**TAMALPAIS COMMUNITY SERVICES DISTRICT**

**Staff Report  
Board Meeting  
January 15, 2025**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: APPROVE REVISED JOB TITLE AND SALARY SCHEDULE FOR COMMUNICATION AND EVENTS SPECIALIST CLASSIFICATION**

---

**Recommendation**

Adopt a resolution approving revised job title and salary schedule for Communication and Events Specialist classification.

**Discussion**

Periodic review of job descriptions and classifications is a recommended best practice of local government. It provides an opportunity to ensure that current job descriptions match the work being done by employees and that those duties meet the current needs of the organization. The process also provides clarity to employees regarding expectations from their supervisor. In FY2022/23, a classification study was conducted for several TCSD positions which resulted in the updated job classifications/descriptions and salary ranges for the Operations Superintendent and Senior Park Maintenance Worker.

In 2024, staff retained Municipal Resources Group (MRG) to conduct a similar classification study for the Events and Communications Coordinator position. The job description/classification for the position was newly created in 2022. The position has been filled for over two years. As stated above, this is an appropriate time to evaluate whether the current job description matches the actual work and responsibilities being performed by the incumbent.

As part of a classification study, MRG reviews several factors that are commonly used to evaluate the level and relative value of classifications to an organization, including scope and complexity of duties and responsibilities; experience, education, knowledge, skills, and abilities required; consequence of error; independence and decision-making discretion; contact with others; and supervision exercised and received.

The evaluation of the above factors determined that the Events and Communications Coordinator classification has responsibility for planning, organizing, executing, and evaluating all of TCSD's recreation events and much of the written communications to the community through a newsletter, website content, and other promotional materials. The incumbent reports to the General Manager, communicates with PARC and board members regarding district events, tracks expenses and provides input for the budget, and coordinates volunteers and manages part-time staff. The minimum qualifications include a bachelor's degree; experience with work-related computer applications and social media platforms; and organizational, time management, interpersonal, communication, and customer service skills.

The most complex or difficult part of the position involves planning and executing multiple events and assignments, while balancing tradition and innovation with consideration for the current budget, community climate, and requests made by district leadership.

MRG also collaborated with the General Manager to select 12 comparator agencies to include in the salary survey for the position. The results of the salary survey showed that the Events and Communications Coordinator (ECC) position is most similar to the Recreation Coordinator classifications at the comparator agencies. Recreation Coordinators are typically responsible for recreation programming, coordinating events, communications and outreach related to the assigned programs and events, and overseeing volunteers and part-time and/or seasonal recreation staff. While the salary survey indicates the ECC position's salary is comparable to the median salary for similar positions, we also believe parks and recreation positions are historically undervalued by governmental agencies.

Labor market equity is one consideration when determining salary placement. However, internal equity is often equally or more important because it affects the perception of fairness and employee morale. Therefore, MRG also conducted an internal equity analysis to determine the correct salary placement. The internal equity analysis involved both reviewing TCSD's organizational structure, job descriptions, salaries, the incumbent's written position description questionnaire, General Manager's assessment of the position's responsibilities, and the factors described above.

Based on the information gathered and analyzed, MRG and staff recommends the following actions:

1. Retitle the classification from Events and Communications Coordinator to Events and Communications Specialist. The new classification title better describes and encompasses the full scope of the position
2. Align the Events and Communications Specialist salary range with the Senior Parks Maintenance Worker salary range. Based on the above analysis, MRG determined that the position under review would be most appropriately aligned internally with the Senior "PMW" classification for the purpose of establishing a fair and equitable salary as well as recognize comparable responsibilities.

The resolution authorizes staff to revise the job description title and make the recommended salary range adjustments to the TCSD salary schedule.

#### **FISCAL IMPACT**

The overall impact of the salary revision is approximately \$5,000 for the remainder of FY24-25. The Senior PMW annual 5 step salary range is \$80,849.21 to \$99,261.62. In comparison, the ECC range is \$73,003.11 to \$89,628.67. The proposed internal equity adjustment for the Events and Communications Specialist salary range is 10.75% above the current ECC salary range. Per administrative policy, the incumbent Events and Communications Specialist would be appointed at the new salary range step, which provides a minimum salary increase of 5% (i.e., Step D), effective with the first full pay period in January (1/11/25).

#### **ATTACHMENT**

- A. Resolution
- B. List of Comparator Agencies





## TAMALPAIS COMMUNITY SERVICES DISTRICT

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

### ATTACHMENT A

#### RESOLUTION NO. 2025-01

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING REVISED JOB TITLE FOR EVENTS AND COMMUNICATION SPECIALIST CLASSIFICATION AND REVISION TO TCSD FY24-25 SALARY SCHEDULE

**WHEREAS**, periodic review of job descriptions and classifications is a recommended best practice of local government; and

**WHEREAS**, the process of review provides an opportunity to ensure that current job descriptions and classifications match the work being done by employees and that those duties meet the current needs of the organization; and

**WHEREAS**, District management staff contracted with Municipal Resources Group (MRG) to review the Events and Communications Coordinator classification; and

**WHEREAS**, based on its analysis MRG recommends that TCSD retitle the classification from Events and Communications Coordinator to Events and Communications Specialist (ECS) because the new classification title better describes and encompasses the full scope of the position; and

**WHEREAS**, MRG conducted a salary survey of comparable agencies as well as an internal equity analysis to determine the correct salary range/placement for the ECS position; and

**WHEREAS**, based on its internal equity analysis, MRG determined that the ECS salary range would be most appropriately aligned internally with the Senior Parks Maintenance Worker classification for the purpose of establishing a fair and equitable salary within TCSD as well as recognize comparable responsibilities of the classifications; and

**WHEREAS**, the equity adjustment requires revisions to the District's adopted salary schedule for the ECS position.

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District authorizes the General Manager to takes the following actions:

- 1) Retitle the classification/job description from Events and Communications Coordinator to Events and Communications Specialist.
- 2) Revise the adopted FY24-25 TCSD salary schedule to align the Events and Communications Specialist salary range with the Senior Parks Maintenance Worker salary range.
- 3) These revisions are effective January 11, 2025 (i.e., first full pay period in January)

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 15th day of January 2025 by the following vote:

AYES:

NAYS:

ABSENT:

---

Steffen Bartschat, President

ATTEST:

---

Secretary, Tamalpais Community Services District

**Attachment B: List of Comparator Agency**

Corte Madera, Town of  
Larkspur, City of  
Las Gallinas Valley Sanitary District  
Marin, County of  
Marinwood Community Services District  
Mill Valley, City of  
Novato Sanitary District  
Ross Valley Sanitary District  
San Anselmo, Town of  
Sausalito-Marín City Sanitary District  
Sausalito, City of  
Strawberry Recreation District  
Tamalpais Community Services District





## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
January 15, 2025

**TO: BOARD OF DIRECTORS**

**FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER**

**SUBJECT: AUTHORIZE PURCHASE OF A NEW FORD F-150 PICK-UP TRUCK TO REPLACE A 1993 CHEVY PICK-UP TRUCK IN AN AMOUNT NOT TO EXCEED \$40,000 INCLUDING TAX AND OTHER FEES**

---

### **RECOMMENDATION**

Adopt a resolution which: a) authorizes the General Manager to purchase a replacement pickup truck for Parks and Recreation in an amount not to exceed \$40,000 which includes tax, license, and fees, b) declares the 1993 Chevrolet 2500 pickup truck a surplus vehicle.

### **BACKGROUND**

In 2022, TCSD approved the Vehicle Replacement Policy in order to establish general criteria, procedures, and guidelines for vehicle replacement within the District to provide efficient, cost-effective service delivery. The size and nature of the District's fleet is governed primarily by need and function, i.e. the number of vehicles should be no greater than what is necessary to provide public services in an efficient manner. Each vehicle within the fleet shall be minimally specified to fulfill its intended function, providing operators with a comfortable and modestly appointed vehicle with which to deliver services in a cost-effective manner.

TCSD created a Vehicle Replacement Fund to show the funding for and purchase of vehicles per the 10-Year Vehicle Replacement Schedule. The Fund is approved annually by the Board as part of the budget approval process.

### **DISCUSSION**

The primary considerations in determining vehicle replacement are the unit's age, mileage or service hours, and mechanical condition. The vehicle identified for replacement is the 1993 Chevrolet 2500 pickup truck. It was originally utilized by wastewater staff and is currently being used by the Facilities Attendant. The vehicle was purchased over thirty years ago and its current mileage is 170,600. The truck is showing wear and tear consistent with a work truck over thirty years old with high mileage. As with any vehicle of that age and high mileage, it requires constant maintenance and upkeep. The vehicle regularly emits smoke and an odor indicating the engine is burning oil and gas. General maintenance for the truck, for the most part, is done internally by TCSD staff. However, replacement parts are getting more difficult to find and the truck is going to require some major repairs such as brake replacement. Overall, the costs of

maintaining the truck is exceeding the value of the vehicle which will only intensify as the condition of the truck continues to worsen.

Per the Vehicle Replacement Policy, a fleet vehicle must meet a minimum of three (3) elements of the replacement criteria for light or medium duty vehicles (up to 8,500lbs., gross vehicle weight). The criteria are as follows:

- mileage over 80,000 or a combination of mileage and idling time (one hour = 35 miles) that equates to 80,000 miles
- more than 10 years old
- annual maintenance and/or general repair costs exceed \$10,000
- overall condition of the vehicle is poor; peeling paint, torn seats, systems inoperable (e.g. A/C, seat hardware, electronic control module, etc.)
- vehicle has sustained major body damage; cost exceeds \$7,500 to repair
- high polluting vehicle as determined by California Air Resources Board regulations
- recommendation from staff

The 2500 Chevrolet meets the qualifying criteria for replacement with the mileage, age, overall condition of the vehicle, and it being a high polluting vehicle.

The proposed replacement pickup truck is a "like-for-like" transaction. The replacement truck (see attached specifications) is a regular cab with an eight-foot truck bed and includes a V-6 engine and two-wheel drive. The only difference with the current truck is the make and model of the replacement truck, which is a Ford F-150.

#### Electric Vehicle and California Air Resources Board (CARB) Advanced Clean Fleet regulations

The proposed replacement truck is gas-powered. While staff did consider purchasing an electric vehicle, the cost and market availability of electric light to medium duty pickups do not make it a viable option for the needs of TCSD and the work of the Facilities Attendant.

The current market for electric light to medium duty trucks offers very few choices. The only potentially possible electric vehicle currently on the market is a Ford F150 Lightning pickup. The cost of the vehicle is significantly higher (MSRP starts at \$57,000) than the proposed replacement truck (\$39,050; see attached price quote) and it does not meet the needs of TCSD. The pickup truck is a key resource for the Facility Attendant to perform his job successfully; of particular importance is the ability to transport large objects to support TCSD community events. Therefore, the capacity of the truck bed is a significant element to allow the Facilities Attendant to transport large and numerous items to perform his job efficiently. The truck bed of the Lightning is substantially shorter than the F150 gas-powered truck bed. This is due to the Lightning's standard configuration of a crew cab consuming more bed space than a regular cab. Ford does not offer an extended eight-foot bed for the Lightning.

TCSD is not required to replace the truck with a Zero Emissions Vehicle (ZEV) to satisfy the California Air Resources Board (CARB) Advanced Clean Fleet regulations. CARB requires public

agencies to purchase a ZEV only if the vehicle has a gross vehicle weight rating greater than 8,500 pounds. Since the replacement truck does not exceed 8,500 pounds, it is exempt from the CARB regulations.

Retiring/Surplusing a Vehicle

Per the Vehicle Replacement Policy, replacement of vehicles will not be used as a strategy to expand the fleet. When a vehicle is replaced, consistent with the Surplus Property Policy, it must be declared surplus by the Board and would then be disposed of by the General Manager, or designee. All replaced vehicles will be disposed of at auction, unless otherwise approved by the Board and General Manager. The attached resolution declares the 1993 Chevrolet 2500 pickup truck a surplus vehicle.

**FISCAL IMPACT**

The adopted FY24-25 Parks and Recreation Vehicle Replacement Fund budgeted \$60,000 for the purchase of light-duty pickup truck. The estimated total cost for the 2024 Ford F150 pickup is \$39,050, which does include the vehicle delivery cost of \$400. Staff is requesting spending authority not to exceed \$40,000. The vendor, Downtown Ford in Sacramento, is an authorized dealer with the State of California and is selling the vehicle at state fleet pricing. Staff contacted Novato Ford for a quote, and they were unable to match the state fleet pricing.

**ATTACHMENT**

- A. Resolution
- B. Vehicle specifications and quote





**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
info@tamcsd.org ♦ www.tamcsd.org

**RESOLUTION NO. 2025-02**

**A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO PURCHASE A REPLACEMENT PICKUP TRUCK FOR PARKS AND RECREATION IN AN AMOUNT NOT TO EXCEED \$40,000, WHICH INCLUDES TAX, LICENSE, AND FEES; AND DECLARING THE 1993 CHEVROLET 2500 PICKUP TRUCK AS A SURPLUS VEHICLE**

**WHEREAS**, in 2022; TCSD approved the Vehicle Replacement Policy in order to establish general criteria, procedures, and guidelines for vehicle replacement within the District to provide efficient, cost-effective service delivery; and

**WHEREAS**, per the Vehicle Replacement Policy, a fleet vehicle must meet a minimum of three (3) elements of the replacement criteria for light or medium duty vehicles (up to 8,500lbs., gross vehicle weight); and

**WHEREAS**, the fleet vehicle 1993 Chevrolet 2500 pickup truck was originally utilized by wastewater staff and is currently used by the Facilities Attendant; and

**WHEREAS**, the vehicle was purchased over thirty years ago, its current mileage is 170,600, and the truck is showing wear and tear consistent with a work truck over thirty years old with high mileage; and

**WHEREAS**, the costs of maintaining the truck is exceeding the value of the vehicle which will only intensify as the condition of the truck continues to worsen; and

**WHEREAS**, the 2500 Chevrolet meets the qualifying criteria for replacement with the mileage, age, overall condition of the vehicle, and it being a high polluting vehicle; and

**WHEREAS**, the proposed replacement pickup truck is a "like-for-like" transaction as it includes a regular cab with an eight-foot truck bed, a V-6 engine, and two-wheel drive; and

**WHEREAS**, the estimated total cost for the 2024 Ford F150 pickup is \$39,050, which includes the vehicle delivery cost of \$400. Staff is requesting spending authority not to exceed \$40,000; and

**WHEREAS**, the vendor, Downtown Ford in Sacramento, is an authorized dealer with the State of California and is selling the vehicle at state fleet pricing. Staff contacted Novato Ford for a quote, and they were unable to match the state fleet pricing; and

**WHEREAS**, the Adopted FY24-25 Parks and Recreation Vehicle Replacement Fund budgeted \$60,000 for the purchase of a light-duty pickup truck; and

**WHEREAS**, when a vehicle is replaced, consistent with the Surplus Property Policy, it must be declared surplus by the Board and then disposed of by the General Manager, or

designee; therefore, this resolution declares the 1993 Chevrolet 2500 pickup truck a surplus vehicle.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Tamalpais Community Services District does hereby authorize the General Manager to do everything necessary and appropriate to: a) purchase a replacement pickup truck for Parks and Recreation in an amount not to exceed \$40,000 which includes tax, license, and fees, b) declare the 1993 Chevrolet 2500 vehicle surplus after the new vehicle is placed in service.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 15th day of January 2025 by the following vote:

AYES:

NAYS:

ABSENT:

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

ATTEST:

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





# PURCHASE ORDER

11066

### CUSTOMER INFO

Name: Alan Shear Phone: \_\_\_\_\_  
 Address: 305 Bell Ln Email: ashear@tamcsd.org  
Mill Valley CA 94941

### VEHICLE INFO

Year: 2024 VIN: 1FTMF1KPXRKF43373  
 Make: Ford Model: F-150  
 Stock: R1927

### ORDER INFO

Description			Total
2024	Ford	F-150	39,070
Dealer Discount:			-1,548
Ford Rebate:			-2,000
Delivery fee:			400
Subtotal:			35,922
Fees:			0
Tax:			3,128.57
Total Due:			39,050.57

CASH

FINANCE

Quote Date 1/7/2024

NOTES:

CUSTOMER ACKNOWLEDGES RECEIPT OF A COPY OF THIS FORM

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_ Authorized Dealership Employee \_\_\_\_\_ Date \_\_\_\_\_

KAN-004181 CA

9-NORMAL, NB, 204181, RK212

3724

220241028 3383

ULC | U | W | CA | C | CERT | TRD | RAMP | BUMP | CAMP | BOOK | EXFL | ROTA

026429 1974/3856

1FTMF1KPKX

RKF43373 NB

GU13



ford.com

VEHICLE DESCRIPTION

**F-150**

2024 F-150 4X2 REGULAR CAB  
141" WHEEL BASE  
2.7L V6 ECOBOOST  
ELEC TEN-SPEED AUTO TRANS

**RK F43373**

EXTERIOR OXFORD WHITE  
INTERIOR DARK SLATE VINYL 40/20/40

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- DAYTIME RUNNING LAMPS
- EASY FUEL CAPLESS FILLER
- FULLY BOXED STEEL FRAME
- HEADLAMPS - AUTO HIGH BEAM
- HEADLAMPS - AUTOLAMP (ON/OFF)
- LED REFLECTOR HEADLAMPS
- LOCKING REMOVABLE TAILGATE
- MANUAL FOLD POWER MIRRORS
- PICKUP BOX TIE DOWN HOOKS
- POWER TAILGATE LOCK
- TRAILER SWAY CONTROL
- WIPERS- INTERMITTENT

INTERIOR

- 12" PRODUCTIVITY SCREEN
- CRUISE CONTROL
- DOOR LOCKS - POWER
- DUAL SUNVISORS
- ILLUMINATED ENTRY
- MESSAGE CTR: OUTSIDE TEMP, COMPASS, TRIP COMPUTER
- POWERPOINTS - 12V
- TILT/TELESCOPE STR COLUMN

FUNCTIONAL

- AM/FM STEREO
- BLIS W/CROSS-TRAFFIC ALERT
- CLASS IV TRAILER HITCH W/ SMART TRLR TOW CONNECTOR
- CURVE CONTROL
- FORDPASS™ CONNECT 5GWI-FI HOTSPOT TELEMATICS MODEM
- HILL START ASSIST
- LANE-KEEPING SYSTEM
- POST-COLLISION BRAKING
- PPE-COLLISION ASSIST W/AEB
- REVERSE SENSING AND REAR VIEW CAMERA
- SELECTSHIFT®
- SYNC®4 W/EVR & 12" SCREEN

SAFETY/SECURITY

- ADVANCETRAC™ WITH RSC®
- AIRBAGS - FRONT SEAT MOUNTED SIDE IMPACT
- AIRBAGS - SAFETY CANOPY®
- CTR HIGH MOUNT STOP LAMP
- PERIMETER ALARM
- SOS POST-CRASH ALERT SYS™
- STOLEN VEH SVCS. 1 YR PLAN
- TIRE PRESSURE MONIT SYS

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST
- 8YR/100,000 HYBRID BATTERY

INCLUDED ON THIS VEHICLE

(MSRP)

EQUIPMENT GROUP 101A

\*XL SERIES

OPTIONAL EQUIPMENT/OTHER

- 17" SILVER STEEL WHEELS
- 245/70R 17 BSW ALL-SEASON
- 3.55 RATIO REGULAR AXLE
- 6220H GVWR PACKAGE
- FRONT LICENSE PLATE BRACKET
- 50 STATE EMISSIONS
- EXTENDED RANGE 36GAL FUEL TANK
- VINYL 40/20/40 FRONT SEAT

NO CHARGE  
NO CHARGE  
NO CHARGE

PRICE INFORMATION

BASE PRICE

(MSRP)

\$37,075.00

TOTAL OPTIONS/OTHER

DESTINATION & DELIVERY

37,075.00

1,995.00

**TOTAL MSRP \$39,070.00**



Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit [www.ford.com/finance](http://www.ford.com/finance).

RK212 N RB 2X 470 004181 10 21 24

This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.

**EPA DOT Fuel Economy and Environment**



Gasoline Vehicle

**21** MPG  
combined city/hwy  
19 city  
25 highway  
4.8 gallons per 100 miles

Standard Pickup Trucks range from 12 to 73 MPG. The best vehicle rates 140 MPG.

**You spend \$3,000**

more in fuel costs over 5 years compared to the average new vehicle.

**Annual fuel cost \$2,550**

Fuel Economy & Greenhouse Gas Rating (tailpipe only)



Smog Rating (tailpipe only)



This vehicle emits 425 grams CO<sub>2</sub> per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also creates emissions; learn more at [fuelconomy.gov](http://fuelconomy.gov).

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 28 MPG and costs \$9,750 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$3.60 per gallon, 110.50 miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

**fuelconomy.gov**

Calculate personalized estimates and compare vehicles



Smartphone QR Code



**GOVERNMENT 5-STAR SAFETY RATINGS**

Overall Vehicle Score ★★★★★

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash Driver Passenger ★★★★★  
★ ★ ★ ★ ★

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Side Crash Front seat Rear seat ★★★★★  
★ ★ ★ ★ ★ Not Rated

Based on the risk of injury in a side impact.

Rollover ★★★★★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest.

Source: National Highway Traffic Safety Administration (NHTSA).

[www.safercar.gov](http://www.safercar.gov) or 1-888-327-4236

**47 BUILT YEARS TOUGH**  
**F-SERIES™**  
AMERICA'S BEST SELLING TRUCKS

The FordPass™ Connect modem is active and sending vehicle data (e.g., diagnostics) to Ford™. See in-vehicle settings for connectivity options.

\*Based on 1977-2023 CY total sales. \*\*FordPass Connect (optional on select vehicles), the FordPass App and complimentary Connected Service are required for remote features (see FordPass Terms for details). Connected service and features depend on compatible AT&T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Connected service excludes Wi-Fi hotspot.

**Ford | FORD PROTECT™**

Insist on Ford Protect! The only extended service plan fully backed by Ford and honored at every Ford dealership in the U.S., Canada and Mexico. See your Ford dealer or visit [www.FordOwner.com](http://www.FordOwner.com).

**WARNING:** Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to [www.P65Warnings.ca.gov/passenger-vehicle](http://www.P65Warnings.ca.gov/passenger-vehicle).

SCAN OR TEXT 3FRKF43373 TO 48028

Mag & Data rates may apply. Text HELP for help



[www.ford.com/hotline/vehicle-14.html](http://www.ford.com/hotline/vehicle-14.html)

12/13/2024

2202410283383



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
Staff Report  
January 15, 2025

**TO:** BOARD OF DIRECTORS  
**FROM:** GARRETT TOY, GENERAL MANAGER  
**SUBJECT:** DISCUSS/CONSIDER BOARD MEMBER INTEREST IN BEING NOMINATED FOR THE SPECIAL DISTRICT REGULAR SEAT ON THE MARIN LAFCO (LOCAL AGENCY FORMATION COMMISSION)

---

**RECOMMENDATION**

Discuss/consider interest and take action as appropriate.

**BACKGROUND**

Local Agency Formation Commissions (LAFCOs) are a sub-agency of the State of California and are responsible for evaluating and recommending potential consolidations of local government jurisdictions within the County. State law requires all LAFCOs to generally include seven regular members divided between two (2) county supervisors, two (2) city council members, two (2) special district members and one (1) public member representation. Each represented category has one alternate.

There are two special district representatives (regular seats) plus an alternate on the Marin LAFCo Board. They serve alternating four-year terms. There are no term limits for these seats. The remainder of the LAFCo Board is made up of Marin County and City representatives. For more information on Marin LAFCo, go to [www.marinlafco.org](http://www.marinlafco.org).

Regular vs alternate seats: Regular special district members serve on the Commission and are able to vote on all items in front of the Marin LAFCo Commission. The alternate special district member serves on the Commission and is able to participate in Commission meetings but only is allowed to vote on matters when one of the regular special district members is not able to vote on the matter due to absence or conflict of interest.

**DISCUSSION**

There is one *Regular Special District Seat* up for nomination. A vote by mail ballot election is held to select a member for the regular seat position, to serve a four-year term ending in May 2029. This seat is currently held by Craig Murray, Las Gallinas Sanitary District Board member. His term expires in May 2025.

Should a TCSD Board member be interested in possibly serving as the Special District LAFCo representative, the Board would need to make a motion to nominate the Board member, and the nominee would need to fill out the attached forms. Nomination forms are due February 11,

2025. Ballots will be distributed by February 18, 2025. The candidate qualifications forms and any supportive materials will be distributed with the ballots.

Staff will take the LAFCo ballot to a future Board meeting for consideration prior to the ballot due date of Monday, April 21, 2025. The newly selected or re-appointed candidate will be seated in time for the June 12, 2025 regular commission meeting.

**FISCAL IMPACT**

n/a

**ATTACHMENTS**

LAFCO nomination packet

ATTACHMENT A



**Marin County Special Districts Association**

*An organization to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Marin, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of Marin County that will result in benefit to the public.*

**MEMORANDUM**

DATE: December 13, 2024  
TO: Independent Special Districts, Presiding Officers  
FROM: Garrett Toy, President MCSDA  
RE: **CALL FOR LAFCO NOMINATIONS**

---

**LAFCo Marin County Election Facts**

There are two special district representatives (regular seats) plus an alternate on the LAFCo Board. They serve alternating four-year terms. There are no term limits for these seats. The remainder of the LAFCo Board is made up of Marin County and City representatives. LAFCo is a sub-agency of the State of California and is responsible for evaluating and recommending potential consolidations of local government jurisdictions within the County.

Regular vs alternate seats: Regular special district members serve on the Commission and are able to vote on all items in front of the Marin LAFCo Commission. The alternate special district member serves on the Commission and is able to participate in Commission meetings but only is allowed to vote on matters when one of the regular special district members is not able to vote on the matter due to absence or conflict of interest.

**Special District Election- One Regular Seat up for Nomination**

A vote by mail ballot election must be held to select a member for the regular seat position, to serve a four-year term ending in May 2029. There are no term limits for this seat. This seat is currently held by Craig Murray. His term expires in May 2025.

**Nominations**

Attached is a copy of the approved policy and guidelines for the Special District and qualifications form to participate in the following election. ***Please be aware that if your district wishes to nominate a person for either position, the attached forms for nominations and for statements of candidate qualifications must be completed.*** Supportive materials will also be accepted **Nomination forms are due February 11, 2025, by 5 PM via email or mail at the same email and mailing address listed under the "Selection Schedule."**



**Selection Schedule**

MCSDA will receive nominations through **February 11, 2025, by 5 PM.**

Ballots will be distributed by **February 18, 2025.** The candidate qualifications forms and any supportive materials will be distributed with the ballots.

The final date MCSDA will receive ballots is Monday, **April 21, 2025, by 3:00 PM.**

Send ballots by e-mail to:

[gtoy@tamcsd.org](mailto:gtoy@tamcsd.org) Subject: LAFCo Ballot

or mail to:

MCSDA- LAFCo Ballot  
c/o Tamalpais Community Services District (TCSD)  
305 Bell Lane  
Mill Valley, CA 94941

Ballot Counting shall occur on Monday, **April 21, 2025 at 3:00pm.** Any candidate or general member of the public is welcome to witness the process at the TCSD office at 305 Bell Lane.

The newly selected or re-appointed candidate will be seated in time for the **June 12, 2025** regular commission meeting.

**Attachments:**

1. Nomination Form
2. Member Statement of Qualifications
3. Policy and Guidelines for Special District Member Elections



# Marin County Special Districts Association

*An organization to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Marin, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of Marin County that will result in benefit to the public.*

## NOMINATION FORM FOR LAFCo SPECIAL DISTRICT SEATS

Due Tuesday, February 11, 2024, 5:00PM by email to [gtoy@tamcsd.org](mailto:gtoy@tamcsd.org) or mail to: General Manager, LAFCo Nomination, TCSD, 305 Bell Lane, Mill Valley, CA 94941

District Name: \_\_\_\_\_

*Our board voted to nominate the following current member of its own or another independent special district:*

Name of Nominee: \_\_\_\_\_

District of Nominee: \_\_\_\_\_

*Applying for (check one):*

\_\_\_\_\_ Regular Member

\_\_\_\_\_ Alternate Member

\_\_\_\_\_ Both Seats (Regular and Alternate)

*(NOTE: if your Board approved the nomination by resolution you may attach that in-lieu of filling out the bottom portion of this form.)*

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

Attest:

\_\_\_\_\_  
\_\_\_\_\_

General Manager or Secretary

\_\_\_\_\_  
\_\_\_\_\_

Board President



# Marin County Special Districts Association

*An organization to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Marin, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of Marin County that will result in benefit to the public.*

## LAFCo SPECIAL DISTRICT REPRESENTATIVE NOMINEE STATEMENT OF QUALIFICATIONS

Due Tuesday, February 11, 2024, 5:00PM by email to [gtoy@tamcsd.org](mailto:gtoy@tamcsd.org) or mail to: General Manager, LAFCo Nomination, TCSD, 305 Bell Lane, Mill Valley, CA 94941

Name: \_\_\_\_\_

District: \_\_\_\_\_

*Applying for (check one):*

\_\_\_\_\_ Regular Member

\_\_\_\_\_ Alternate Member

\_\_\_\_\_ Both Seats (Regular and Alternate)

Telephone Number (Home/Cell): \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Present Occupation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Note: 3 page application)*



---

---

---

---

---

---

---

---

Please list organizations in which you are an officer or employee:

---

---

---

---

---

---

---

---

---

---

Additional information may be attached.



## **Proposed Election Process for Marin LAFCo Special District Representatives**

### **Background:**

California Government Code §56332 (attached) establishes a process to facilitate the participation of all the independent special districts with regards to the selection of two regular and one alternate special district representatives to Marin LAFCo. This process calls for the County LAFCo to preside over elections where a quorum of the Marin County Independent Special District Selection Committee (CISDSC) cannot be reached. In Marin County the CISDSC has historically had issues getting quorum so has had to rely on Marin LAFCo to run the process. With the formation of Marin County Special Districts Association (MCSDA) an opportunity has presented itself for the CISDSC to work with the MCSDA to help achieve a quorum of the CISDSC and create rules for the election of LAFCo seats that best fit the needs of the current members of the CISDSC. Should at least 16 of the 30 CISDSC Boards/Commissions approve the below changes to the process then this process will become the process the CISDSC follows.

### **Proposed Election Process:**

Marin's CISDSC shall consist of the presiding officer of the legislative body for each agency who is a paying member of Marin LAFCo or an alternate board member as appointed by each body. Upon notification by the Marin LAFCo Executive Officer of a term expiration or vacancy, the CISDSC will convene per the timetable minimally required by §56332 to fill the vacancy/vacancies as described below:

1. When notified, the MCSDA shall initiate the ballot process for special district members prior to the pending expiration of the term of a special district member or immediately upon notification that the eligibility of a special district member will be ending prior to the expiration of his or her term.
2. The MCSDA shall initiate the ballot process by emailing each member agency of the CISDSC a Call for Nominations including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing via email by special district governing boards within 60 days of the date of the Call for Nominations. The submittal of a nomination must include a statement of the candidate's qualifications.
3. Should the number of candidates nominated be equal to the number of seats available the nominated candidate(s) shall be deemed the winner(s); no ballots created and the membership of CISDSC informed of the winning candidate appointment to LAFCo.
4. Within five working days after the close of the nomination period, the MCSDA shall email a ballot to each independent special district. The distribution of ballots shall include a statement of qualifications for each candidate as provided by the candidate(s).
5. The MCSDA Local Government Committee shall appoint a person to be the election officer for any election where more candidates are running than there are seats available. The person appointed must either be a board member/staff of a CISDSC jurisdiction or staff for Marin LAFCo. The person appointed cannot be a candidate for a seat which is up for election or come from a jurisdiction that has a candidate on the ballot. The election officer sole responsibility is to conduct the counting of ballots and determining the winner of the election.
6. The MCSDA shall call for a meeting of the CISDSC to be held not less than 60 days after the distribution of ballots. Selection Committee meetings can be held concurrent with MCSDA meetings (i.e. at the same location and either immediately before or after the MCSDA meeting.) Per §56332(a), members representing a majority of the eligible districts shall constitute a quorum. For districts not able

to send a representative to the meeting the paper ballot shall count as that jurisdiction's attendance and count towards quorum.

7. At the CISDSC meeting, in-person ballots will be collected and tallied with all ballots sent in prior to the counting of ballots. A majority of independent special districts must cast ballots to select a special district member.

8. Ballots cast by each special district must bear the signature of the district's presiding officer or by another board/commission member as approved by that groups governing body. Ballots submitted by a vote of the district's board/commission shall have precedent over a ballot submitted by a presiding officer.

9. All ballots and other records of each selection process shall be retained in the Marin LAFCo office for at least four years and shall be immediately available for public inspection.

10. When more than two candidates are nominated, the ballot form shall provide for selection by majority of votes cast through an "instant runoff" as follows:

a) Each district casting a vote shall rank the candidates in order of their preference. Completed ballots should indicate a "1" next to their first choice, a "2" next to their second choice, a "3" next to their third choice, etc.

b) In counting the votes by the Selection Committee, all first choice votes are counted. If any candidate receives over 50 percent of the first choice votes, that candidate is selected as special district member.

c) If no candidate receives a majority, then the candidate with the fewest "1" votes is eliminated. The ballots of the supporters of the eliminated candidate are then transferred to whichever of the remaining candidates they marked for their second choice. This process shall be continued until one candidate receives a majority of eligible ballots and is selected as special district member.

d) In case of a tie between two people a coin toss shall be performed to break the tie. Should the tie be between 3 or more people the election office shall pick a method that gives all an equal chance.

11. Should a vacancy occur during a special district member's term of office, a new election shall be held for the unexpired term of the special district member or alternate member according to the process above.



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
January 15, 2025

TO: BOARD OF DIRECTORS  
FROM: CAMILLE ESPOSITO, EVENT COORDINATOR  
SUBJECT: RECEIVE TCSD 2025 EVENT SCHEDULE

---

### RECOMMENDATION

Receive and discuss schedule

### DISCUSSION

The attached event schedule reflects the current schedule of events. The Parks and Recreation Commission (PARC) added the Tam Tuesdays Speaker Series and Garden Talk Series in 2024 as well as Movie Night. All three were well attended and received positive community feedback. We will continue with them in 2025. Spaghetti Bingo continues to be a fan favorite, but the May 2024 event was not as well attended. Most likely due to the huge number of activities leading up to the end of the school year. As a result, there is no May Spaghetti Bingo. However, we are planning to add a Movie Night in April in addition to the other family friendly activities planned for Earth Day including the Woolly Egg Ranch Tour. We brought back the tour in 2024 and it was a hit!

Our outdoor Community Center events that include live music are listed as TBD based on the fact that we are in the process of updating our use permit with the County of Marin.

### FISCAL IMPACT

n/a

### ATTACHMENT

Tentative schedule of events

# ATTACHMENT A

## TENTATIVE SCHEDULE OF EVENTS

2025

(Last Revised 1/9/25)

DATE	EVENT
Every Wednesday 11am – 1pm	Senior Bingo (CC)
Second Tuesday of the month (Jan-June)	Tam Tuesdays Speaker Series (PARC will evaluate at the end of fiscal year 2025)
January 18 6pm-10pm	Crab Feed (CC)
Jan 31 & February 1 6:30pm dinner; 7:30 show	Murder Mystery (CC)
February 7&8 6:30pm dinner; 7:30 show	Murder Mystery (CC)
March 21 6pm	Spaghetti Bingo (CC)
Quarterly (March, June, Sept, Dec) 10am – 11:30am	Garden Talk at the Cabin
April 26 all day	Earth Day Event (CC)
April 26 9:30am	Wooly Egg Ranch Tour (Wooly Egg Ranch)
April -TBD 6pm	Movie Night (CC)
May 2,3 & 9,10	Rhubarb Review (CC)
May - TBD* 8am -1pm	Debris day, shred day, e-waste (Corp Yard-CC)
May - TBD* 9am – 1pm	Hazardous Waste Day (Corp Yard-CC)
May – TBD* 6pm	Spaghetti Bingo
June, July, Aug TBD	Creekside Fridays (CC)
August 22 5pm – 7pm Sept 5	Creekside Unplugged at the Cabin
September – TBD* 3pm- 8pm	Oktoberfest
October - TBD 8am-1pm	Debris day, shred day (Corp Yard-CC)

October 17	6pm	Spaghetti Bingo (CC)
October TBD	4pm – 6pm	Volunteer Appreciation (Cabin)
October 24-31	entries due 10/20	Spooky Cruise (Tam Valley)
November 7	6pm	Movie Night
December - TBD	7pm-9pm	Jolly Jingles (CC)
December 13	9am and 10:30am	Breakfast with Santa (CC)

\* Our outdoor Community Center events that include live music are listed as TBD based on the fact that we are in the process of updating our use permit with the County of Marin. Debris and HHW are also including in an amendment to our use permit with the County of Marin.





## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
January 15, 2025

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: GENERAL MANAGER'S REPORT FOR DECEMBER INCLUDING THE SOLID WASTE LID-FLIP AUDIT REPORT FOR 2024

---

### RECOMMENDATION

Receive and discuss the December 2024 General Manager's report.

### DISCUSSION

#### Wastewater Statistics and Work

- December flow through Bell Lane Pump Station: 15,930,200 gallons
- December flow through Bob Bunce Pump Station: 207,700 gallons
- Rain: 10.76 total inches
- Sewer Spill(s): 0
- Lateral Inspections 2024: 109 (incl. 19 CIP CCTVs in Phase D)
- Lateral Inspections 2023: 73

#### Solid Waste Statistics and Work

---

- New Satellite Refuse Trucks

The two new satellite refuse trucks have been retrofitted for TCSD operations and are now in service. In August 2023, the adopted Board resolution authorized the purchase of the two vehicles as well as declared the 2006 and 2007 collection trucks to be surplus subject to the new vehicles being placed in service. The 2006 and 2007 vehicles are the oldest collection vehicles in the fleet. Staff is currently exploring options for the disposal of the vehicles including public auction and interest from out-of-state agencies. The main constraint is that the vehicles do not meet current emission standards and could only be used out of state.

- Lid-Flip Audit

TCSD contracted with Envirolutions to perform the annual route review (lid flip audit) necessary under SB 1383. The overall results showed residents sorted material well and kept contamination out of the recycling and organics. There were 130 sites, and 381 containers audited, including residential and commercial accounts, during the one-week period of the route reviews from October 14-18, 2024, with 110 containers (approx. 29%) containing prohibited contaminants. In 2023, approximately 22% of the containers were contaminated.

Envirolutions noted prohibited contaminates if any material was identified and left an oops tag if it was more than 10% of the container. The highest contamination levels were found in the recycling carts. Envirolutions recommends a continued emphasis on educating the public about what is truly recyclable. There seems to be a misunderstanding of which plastics are recyclable. Contamination in the recycling cart can be for any number of reasons, from “wish-cycling,” to confusing labels and changing rules. Of the 130 sites audited, organic carts were not put-out in 29, which was the highest of all three streams. Continued education on the benefits of organic recycling would likely reduce that number.

CALLS FOR SOLID WASTE SERVICE- 2024

TYPE OF SERVICE	Month												Total	
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
Missed pick-up	42	27	22	21	26	30	27	25	27	26	20	28	321	
New Service request	8	2	4	7	4	11	10	8	3	8	7	6	78	
Replacement carts	7	8	8	10	10	18	8	13	12	10	1	9	114	
Dumpsters	1	2	4	11	7	4	3	11	5	2	2	-	52	
Extra trash pick-up	10	9	6	4	14	11	5	16	11	12	10	13	121	
Late put out	3	2	1	-	1	3	4	3	9	6	3	9	44	
Other	<u>1</u>	<u>1</u>	<u>4</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>4</u>	<u>-</u>	<u>1</u>	<u>-</u>	<u>2</u>	<u>17</u>	
Total	72	51	49	54	63	78	58	80	67	65	43	67	747	
													Avg/mo	62
													Total 2023	799
													2023 avg/mo	67

Parks & Recreation

- Breakfast With Santa on December 14th

We had approximately 200 people attend. Tickets sold out in a matter of days. Seatings was expanded by 15 people from 85 to 100 per seating.

Net Ticket Revenue    \$2,721  
 Total Expenses        \$1,315.59 (food costs approx. \$1,100)  
 Net Revenues            \$1,405.41

- Upcoming Tam Valley Speaker series: TAMALPAIS VALLEY: The Era of Constant Change – with Lissa McKee on January 21<sup>st</sup>

Administration

- PG&E indicates that they are continuing to evaluate locational options for the replacement transmission tower and do not have an update at this time. We anticipate PG&E may be able to provide an update at the Board’s February 2025 meeting. Supervisor Moulten-Peters is working closely with TCSD, Marin County and PG&E staffs to facilitate the discussions,

- Staff is in the process of filing applications with the County Community Development Agency (CDA) to amend the use permits for 203 Marin Ave. (Community Center) and 305 Bell Lane (main office/corporation yard facilities) for specific activities (e.g., Creekside Fridays and Debris Days).
- Staff prepared the agenda packets for the December 5<sup>th</sup> PARC meeting.
- Report Schedule
  - Specific Event revenue and expense reports approximately one month after the conclusion of the event(s).
  - In May, we will provide an annual update to the wastewater metrics report discussed at the September 25<sup>th</sup> work session.

**ATTACHMENT**

Lid-Flip audit



# Tamalpais Community Services District 2024 Route Review Report

Prepared by:



*[This page intentionally left blank]*



## INTRODUCTION

Envirolutions Consulting was contracted by the Tamalpais Community Services District (TCSD) to conduct their annual route reviews for compliance with Senate Bill (SB) 1383. TCSD is a community district that provides refuse, recycling and organics collection services to customers in the Mill Valley area of West Marin, California. The route reviews surveyed four days of collection service (Tuesday through Friday) which includes four trash, four recycling, and four organics routes with roughly 2,200 accounts serviced in total, with a range of 484 to 600 accounts per trash route. A total of 383 containers were surveyed from Oct 14-18, 2024. The route reviews conducted by Envirolutions comply with the requirements in the California Code of Regulations (CCR), Title 14, Division 7, Chapter 3, Article 6.2, and Section 18984.5. Each site sampled as part of the route reviews had all three streams (e.g., trash, recycling, and organics), which were sampled whenever possible. Envirolutions followed the same route review methodology as previous years for continuity. The methodology, findings and recommendations are included in the report below.

## METHODOLOGY

### ***Route Selection***

Envirolutions used the route sample numbers outlined in the SB 1383 regulations for performance-based audits (Section 18984.5c), which suggests 25 lid flips for each route with less than 1,500 stops. Due to the number of sites collected on the routes in the TCSD service area, Envirolutions staff audited 25 residential (RES) sites per route, or 75 containers total each day (3 streams per stop). Additionally, we included 2 commercial (COM) accounts per day or 8 accounts total for the week as the commercial sector is very small in the TCSD service area.

### ***Measuring Contamination & Reporting***

Upon arriving at the site, Envirolutions staff opened each container lid to survey the contents of the container for prohibited materials and documented the contamination level without physical handling of the container. Contamination levels are preset by the database used for the project, Recyclist, and they are: Low contamination (10% or less), Medium (11-50%), and High (above 50%). We had hoped to utilize Recyclist for data collection in the field but due to low connectivity and slow upload of RES targets, we largely had to use paper forms to capture the information to subsequently input into Recyclist.

### ***Education***

Envirolutions utilized the "Oops" tags developed by TCSD to educate customers, which are included in this report as Attachment C. "Oops" tags were left when contamination levels were above 10% of the total container

contents by volume. We did not encounter any contamination that warranted a non-collection event, such as the presence of household hazardous waste or other prohibited materials. Oops tags were not left on COM accounts because it was presumed key decision-makers would probably not see the tags and they may become an eyesore if left on the containers for long.

## OVERALL RESULTS

In total, Envirolutions staff included 381 containers during the one-week period (Tuesday-Friday) of the route reviews from Oct 14-18, 2024. This exceeded the target number of sites audited in the Scope of Services included as Attachment A, which was 25 residential accounts and 2 commercial accounts daily, or a target of 324 containers total during the project. The breakdown of each container type is included in the table below.

**Table 1: Total number of audited containers by day**

Route	Landfill	Recycling	Organics	Total
Tuesday	31	31	31	93
Wednesday	28	28	28	84
Thursday	27	27	27	81
Friday	41	41	41	123
			<b>TOTAL</b>	<b>381</b>

Below is the breakdown of the sites included in the project by sector, for both residential (RES) or commercial (COM). At each site, all three material streams (trash/recycle/organics) were included in the audit.

**Table 2: Total number of sites by sector by day**

Route	Residential	Commercial	Total
Tuesday	30	1	31
Wednesday	25	3	28
Thursday	24	3	30
Friday	39	2	41

As is outlined in the project methodology, Envirolutions utilized the Recyclist app for data capture. This allowed us to denote the statuses of “no prohibited contaminants”, “prohibited contaminants”, “empty” or “no set out”. No prohibited contaminants indicated that the auditors found no signs of contamination in the container. The prohibited contaminants designation was selected when any of the following was found:



- ✓ Material either organic or garbage was found in the recycling container
- ✓ Material either recyclable or garbage was found in the organics container
- ✓ Any otherwise divertible material (recyclable or organic) in the garbage

In addition to these two statuses, auditors also denoted the incidence of containers either not being set out or being found empty. The breakdown of the occurrence of each of these statuses is included in the chart below.

**Table 3: Prevalence of Status of Containers for All Inspected Containers**

Material Stream	No Prohibited Contaminants	Prohibited Contaminants	No Set Out	Empty	Total
Garbage	36%	39%	11%	13%	100%
Mixed Recycling	44%	45%	10%	1%	100%
Mixed Organics	39%	14%	23%	23%	100%
<b>Average</b>	<b>40%</b>	<b>33%</b>	<b>15%</b>	<b>13%</b>	

It is encouraging to note that in the overall dataset, an average of 40% of all containers audited across sectors and commodity types were found to have no contamination. This remains true even when we split the data by sectors in the charts below. Another key takeaway from the chart above is there was still a significant incidence of contamination found in the recycling stream. This is true for the overall data as well as the well as when we look at the RES sector alone below. We suspect this is largely due to "wish-cycling," or confusion about what is truly recyclable and residents making guesses in the hopes that their discards will be recycled. Lastly, it is important to note that due to the large number of organics carts that were either not set out or empty, the number of containers found with prohibited contaminants (14%) is a bit misleading. It is still encouraging to note that of the organics carts where materials were found, the vast majority by far were not found to have contaminants.

When we split the dataset by sectors, we see that the percentages of each status are nearly identical for the overall dataset as for the RES dataset. This is because the majority of audited sites were residential, due to the composition of the service area.

**Table 4: Prevalence of Status of Containers for RES sector**

Material Stream	No Prohibited Contaminants	Prohibited Contaminants	No Set Out	Empty	Total
Garbage	36%	39%	11%	14%	100%
Mixed Recycling	44%	46%	10%	0%	100%
Mixed Organics	40%	14%	21%	24%	100%
<b>Average</b>	<b>40%</b>	<b>33%</b>	<b>14%</b>	<b>13%</b>	

One item of note in this table as well as in the overall data is that while contamination appears relatively low in the organics stream, 44% of all organics containers were found to either be empty or no set out. Empty containers often occurred when the driver had serviced the route prior to our being able to audit the route. The auditors reported this was most often the case with the organics route, as is born out in the data here. The occurrence of “no set out” likely indicates the container was either not being used at all, not full so the resident didn’t put it at the curb, or the site was vacant/unoccupied.

Below we provide the prevalence of statuses for the COM sector alone.

**Table 5: Prevalence of Status of Containers for COM sector**

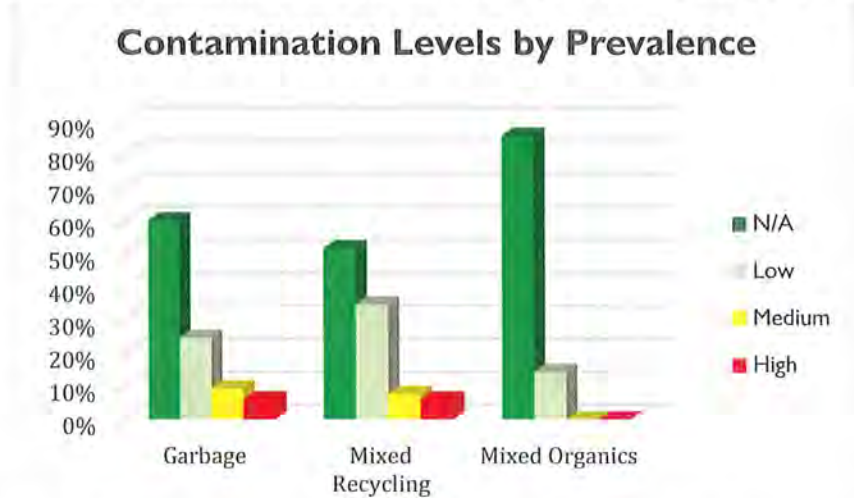
Material Stream	No Prohibited Contaminants	Prohibited Contaminants	No Set Out	Empty	Total
Garbage	33%	44%	11%	11%	100%
Mixed Recycling	44%	33%	11%	11%	100%
Mixed Organics	22%	11%	56%	11%	100%
<b>Average</b>	<b>40%</b>	<b>33%</b>	<b>14%</b>	<b>13%</b>	

Again, it is important to note that the COM sector is very small in the TCSD service area. Therefore, the sample size is likely too small to take significant inference from the results. That said, one trend that we see in the data is that the incidence of prohibited contaminants in the garbage (i.e. recyclables and/or organic material still going to landfill) is much higher in the COM sector than it is in the RES sector. Also, the incidence of arriving to find the containers empty or no set out was lower in the COM sector than it was in the RES sector, except for the organics stream. Because we audited the COM accounts on the day before their garbage service, this is likely the reason for the organics stream being found empty and most likely serviced.



The charts below look at the prevalence of the contamination types: low, medium and high. Again, low contamination was chosen when the visible contamination was up to 10%, medium contamination was chosen for any contamination between 11-50%, and high contamination was for any contamination over 50%. Because the overall results so closely aligned with that of the RES sector alone, we opted to only look at the RES and COM datasets separately instead of including a chart for the overall results.

**Chart 1: Number of contaminated containers by level and stream - RES sector**



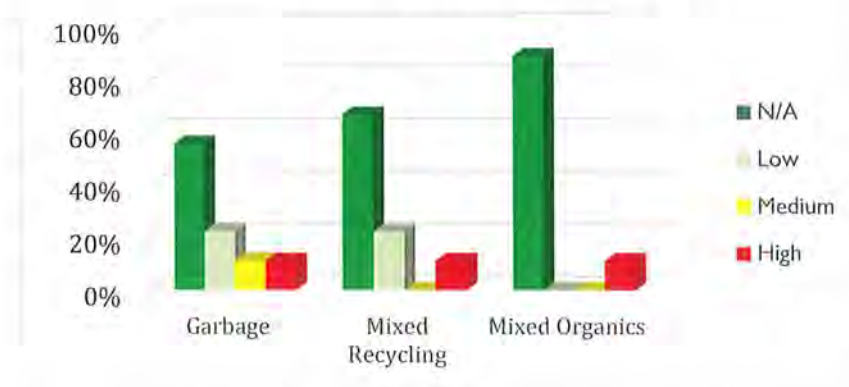
As stated before, the good news is that across commodity streams for the RES sector, most containers were found to have no prohibited contaminants. In the chart above, this is reported as “N/A” and is represented by the largest green bar. From the data, we also see another promising result that there were no organics container to be found with either medium or high contamination. Therefore, all organics containers that were found with material in them were either not contaminated at all or had less than 10% contamination, which is great news indeed!

Below we look at the prevalence of contamination for the COM sector alone.

**Chart 2: Number of contaminated containers by level and stream for COM**



### Contamination Levels by Prevalence



Consistent with the RES sector, the largest percentage of containers was found to have no prohibited contaminants, which is encouraging. However, there were many more high contaminated containers in the COM sector than in the RES sector. It should be noted that there were no medium contaminated recycling containers, or any low or medium contaminated organics containers. Data from all inspected containers, exported from the Recyclist database, as well as the original charts and tables can be found as Attachment B All Inspected Containers.

Envirolutions staff left “Oops” tags whenever contamination was found to be 10% or greater to educate generators on what goes where. “Oops” tags were left on all medium and highly contaminated containers with a total of 110 Oops tags left on containers during the project.

## RECOMMENDATIONS

Envirolutions has the following recommendations for future route reviews based on the outcomes of this project.

### ***Further coordination with route progression & road status***

On two occasions, we arrived to discover the route had been serviced prior to our being able to audit the container(s). This was due to an unanticipated road closure and in one area when the pick-up day was different on the same street past a certain address. For future projects, it is recommended to give the auditors more information on where the driver starts and ends their route, so we can start auditing in these areas first. We will also continue our daily auditing at 5am as we did this year. Additionally, our team lead will contact a

TCSD representative directly when the lid flips begin and end each day, which was something that did not happen this year. Lastly, Envirolutions will review with TCSD the recommendations from this report to inform next year's project.

***Bringing mobile hotspots***

Our team was prepared for the occasional lack of reception but the reality was we were rarely within cell reception. Thankfully we had paper forms on which to capture the data but this did slow the team down. If the District could provide mobile hotspots, this would be greatly appreciated. Otherwise, we will continue to use paper forms and input them afterward. This practice, however, obviously takes more time and limits the use of pictures.

***Greater focus for what goes in the blue cart***

Because the highest contamination levels were found in recycling, Envirolutions recommends a continued emphasis on educating the public about what is truly recyclable. Contamination in the recycling cart can be for any number of reasons, from "wish-cycling," to confusing labels and changing rules. We suspect this will be even more the case once SB 54 is fully in place. Communication will be crucial for residents as rules change more frequently in order to prevent consumer distrust.

***Greater focus on the COM sector***

Though the COM sector is small in the TCSD service area, we feel there needs to be more emphasis for outreach regarding participation in recycling and organics programs in the COM sector. For instance, our auditors reported there were COM sites included in both last year and this year's targets for which contamination issues were persistent. The datasets that we provided as Attachment B will assist TCSD in following up with the sites where we found the biggest contamination issues for future assistance.





**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**Staff Report**  
**January 15, 2025**

**TO: BOARD OF DIRECTORS**

**FROM: SARAH MEHTAR, FINANCE AND PROGRAMS MANAGER**

**SUBJECT: RECEIVE MONTHLY FINANCIAL REPORTS**

---

**RECOMMENDATION**

Receive and file the December 2024 financial reports.

**BACKGROUND**

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

**Schedule of Reports**

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

Please note that Fiscal Year Quarters are as follows:

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

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

**DISCUSSION**

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

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

<b>Institution</b>	<b>Account</b>	<b>30-Nov-24</b>	<b>31-Dec-24</b>
Wells Fargo	General Checking	\$ 331,472.33	\$ 390,973.04
Wells Fargo	General Merchant Services	\$ 27,748.29	\$ 29,599.16
Wells Fargo	General Savings	\$ 200,000.00	\$ 200,000.00
Wells Fargo	Stagecoach Sweep	\$ 7,573,827.79	\$ 10,168,563.17
State of CA - LAIF	General Account	\$ 3,032,222.77	\$ 3,032,222.77
<b>Total Balances</b>		<b>\$ 12,525,665.26</b>	<b>\$ 13,821,358.14</b>

**MONTHLY REPORTS**

The disbursement reports for December 2024 are attached to this report (Attachment A). The largest disbursement for the period was to Sausalito-Marín City Sanitary District, \$1,239,174.27 for the first installment for wastewater treatment charges.

The year-to-date annual budget report (Attachment B) is through the end of December 2024. The report gives the cumulative totals for the fiscal year with budget comparisons. YTD Parks and Recreation revenues are \$788,097.82, which is 59% of budget. YTD Wastewater revenues are \$3,593,120.29, which is 57% of budget. Finally, YTD Solid Waste revenues are YTD \$1,718,392.19, which is 57% of budget.

The County disburses payments for Wastewater and Solid Waste services, collected through property tax bills, to public agencies in installments. The District received its first disbursement for the fiscal year from the County of Marin in December and it meets approximately 50% of the revenue projections, while later payments are expected in April and June. The first installment total was \$5,278,649.43, of which \$8,086 was deducted as admin fees by the County. The revenue is broken down as: \$3,289,926.06 for Wastewater, \$1,560,413.64 for Solid waste and \$428,309.73 for Parks and Recreation.

**FISCAL IMPACT**

N/A

**ATTACHMENTS**

- A. Monthly Disbursement Reports
- B. FY24-25 Year-to-Date Annual Budget Reports



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
12/23/2024	ACH	Sausalito-Marín City SD	2024-25 Wastewater Treatment Pmt 1 of 2	\$ 1,239,174.27
12/20/2024	ACH	U.S. Bank Trust National Assoc. - C.O.P	COP- Wastewater Debt Service Payment 9	\$ 1,052,599.77
12/20/2024	101472	Bayside Trenchless Inc.	Pinehill sewer emergency repair	\$ 86,293.68
12/30/2024	ACH	Sewerage Agency of So.Marín	2024/25 Wastewater Treatment Charge 50%, 1st installment	\$ 79,974.50
12/13/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/12/2024	\$ 61,433.76
12/27/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/26/2024	\$ 59,264.82
12/20/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/18/2024	\$ 40,219.74
12/27/2024	101480	Marín County Employees Retirement Sys.	PP26 2024 Dec 14 - 27, 2024	\$ 16,203.51
12/04/2024	101458	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement Nov 2024	\$ 15,583.17
12/13/2024	101464	Marín Sanitary Service	Nov 2024 Solid Waste 131.77 tons @\$110.99/T	\$ 14,625.17
12/13/2024	101457	Marín County Employees Retirement Sys.	PP25 2024 Nov 30 - Dec 13, 2024	\$ 14,065.64
12/13/2024	101463	J. W. Mobile/Napa Truck Service	Maint. Truck 20, 24 & 25	\$ 13,272.85
12/06/2024	101452	Marín Resource Recovery Center	Green Waste, 116.82 Tons @ \$102.48/T, Nov 2024	\$ 11,971.32
12/06/2024	101447	R3 Consulting Group	SB1383 Grant Services, Nov 2024	\$ 8,827.50
12/09/2024	EFT	Teamsters Anthem PPO	Medical Insurance Premium - Nov & Dec	\$ 6,635.24
12/20/2024	101470	Sprocket Mobility	Electric Utility Cart	\$ 5,844.52
12/27/2024	101479	Marín County Employees Retirement Sys.	PEPRA PP26 2024 Dec 14 - 27, 2024	\$ 5,744.19
12/13/2024	101456	Marín County Employees Retirement Sys.	PEPRA PP25 2024 Nov 30 - Dec 13, 2024	\$ 5,630.27
12/06/2024	101434	Nute Engineering	Engineering Services for Multiple Projects	\$ 5,617.00
12/13/2024	101461	CMG Landscape Architecture	Comm. Ctr. Masterplan - Nov	\$ 5,442.75
12/27/2024	101481	Employee Personal W/H	Employee Personal W/H	\$ 5,000.00
12/06/2024	101439	Roy's Sewer Service, Inc.	Maint. Cleaning - Nov	\$ 4,725.00
12/06/2024	101441	County of Marín DOF Payroll	Nov 2024 Retiree Medical Expenses	\$ 4,436.70





Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
12/13/2024	101467	State Water Resources Control Board	7/1/24-6/30/25, annual permit fee	\$ 3,945.00
12/24/2024	EFT	Teamsters Anthem PPO	Medical Insurance Premium	\$ 3,773.78
12/06/2024	101435	County of Marin Central Collections	2025 Hazardous Materials & Underground Storage Tank Permit CERS ID 10032391	\$ 3,495.00
12/13/2024	101460	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor October 2024, 9 Trips, 12.47 tons	\$ 3,088.38
12/13/2024	101462	Diesel Direct	697.2 gal Diesel, for Above Ground Tank	\$ 3,064.50
12/20/2024	101476	Municipal Resource Group LLC	Salary Survey Data Collection	\$ 2,600.00
12/13/2024	101459	Employee Personal W/H	Employee Personal W/H	\$ 2,500.00
12/20/2024	101474	Clements Tree Service	Remove Broken Plum Tree over Eastwood Trail and Reduce Modesto	\$ 2,400.00
12/06/2024	101445	Pacific Window Cleaning	Cleaning Services Nov 2024	\$ 1,875.00
12/04/2024	EFT	Delta Dental	Dec 2024 Employee Dental Coverage	\$ 1,769.94
12/24/2024	EFT	Delta Dental	Jan 2025 Employee Dental Coverage	\$ 1,769.94
12/13/2024	101469	XIO, Inc.	Flow Meter Monitoring at Bob Bunce Pump Station	\$ 1,680.00
12/06/2024	101444	Pace Supply Corp.	Yard - replaced pump in sump drain	\$ 1,600.97
12/06/2024	101440	AT&T	Office Data Lines, Wireless Services 11/20-12/19	\$ 1,566.90
12/13/2024	101468	U.S. Bank Trust National Assoc. - C.O.P	Administration & Transaction Fees For C.O.P. Funds	\$ 1,381.50
12/27/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/18/2024	\$ 1,356.39
12/20/2024	EFT	BiRite	Food for BWS	\$ 876.77
12/06/2024	101442	Jill Kalehua, Daily Money	Nov 2024, sub for Finance Manager	\$ 850.20
12/06/2024	101436	Cintas	Carpets, Towels, Soap	\$ 823.41
12/06/2024	101446	Perfect Timing Personnel Services, Inc.	Front Desk Sub: Oct 25, 2024	\$ 691.56
12/20/2024	Auto-pay	UBEO West LLC- RMC	Copier Lease 11/20- 12/19/24	\$ 593.17
12/06/2024	101450	Atco Pest Control	Bi-monthly Svc. at Eastwood Park	\$ 507.00
12/04/2024	101433	County of Marin Public Works	Annual Encroachment Permit	\$ 490.00
12/13/2024	101465	Public Agency Law (PAL)	Attorney Fees - Sept	\$ 465.50



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
12/20/2024	101473	AT&T	415-389-8722, Bunce Pump Stn 12/11/24-1/10/25	\$ 396.37
12/06/2024	101443	North Bay Bottling	Drinking Water, Nov 2024	\$ 315.00
12/06/2024	101437	Eco-Check Compliance, Inc.	Performed 30 Day Designated Operator Inspection per new UST regulations	\$ 300.00
12/20/2024	101477	Brown, Jeffrey A.	Reimburse for Murder Mystery Expenses	\$ 214.42
12/06/2024	101451	Best Best & Kreiger (BBK)	Attorney fees - Nov 2024	\$ 177.50
12/04/2024	EFT	VSP Vision Service Plan	Employee Vision Coverage Nov	\$ 161.42
12/06/2024	101448	Truong, Wendy	Sewing work for Driver uniform shirts (qty. 5)	\$ 154.38
12/06/2024	101438	Goodman Building Supply Co.	Misc. Supplies	\$ 127.79
12/13/2024	101466	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 115.17
12/06/2024	101449	Access Answering Service	Answering Service	\$ 105.80
12/20/2024	101475	Hagel Supply Company	Eastwood Park Bathroom - Soap Dispenser	\$ 27.71
12/21/2024	AutoPay	Optum Financial (COBRA)	Oct COBRA Administration for TCSD Staff	\$ 4.81



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

Date	Name	Memo	Amount
12/22/2024	Adobe Systems, Inc	Adobe Annual Charge Products	\$ 1,151.52
12/31/2024	MMWD- Marin Municipal	3" Meter for Hydroflush Truck 10/29-12/26	\$ 787.58
12/11/2024	FasTrak	Bridge Toll Account Replenishment	\$ 510.00
12/06/2024	Microsoft	Software Licenses	\$ 400.00
12/19/2024	Grainger	Vehicle Head Lamps, 4 Reusable Gloves, 24 Qty Pack of Gloves	\$ 276.39
12/03/2024	Comcast	Internet Nov 18- Dec 17, 2024 @ 305 Bell Ln.	\$ 275.02
12/18/2024	Sol Food	Food for Staff Holiday Lunch	\$ 263.57
12/01/2024	Go To Communications,	(415) 388-6393 Voice & Data Lines and Wireless	\$ 251.65
12/12/2024	Costco	BWS Food	\$ 201.17
12/23/2024	Launder It	Laundry - Tablecloths from Spaghetti Bingo and BWS	\$ 195.00
12/03/2024	Comcast	Internet Nov 13- Dec 12, 2024 @ 203 Marin Ave	\$ 159.84
12/03/2024	Costco	Board Meeting Snacks and Coffee for Office	\$ 156.50
12/08/2024	QuickBooks Time, Inc.	Online Time Card Service- Nov 2024	\$ 132.00
12/10/2024	Verizon Wireless	Data Plan for Refuse Driver's iPads	\$ 126.36
12/11/2024	Staples Business Credit	Printer Ink and Pack of Large Rubberbands	\$ 115.25
12/12/2024	Target	BWS Decor & Gifts	\$ 115.24
12/05/2024	Terminix	Pest Control Servicing at Community Center & Main Office	\$ 114.00
12/05/2024	Gorlitz Sewer & Drain Inc.	Splash Guard for Sewer Cleaning Machine	\$ 107.87
12/20/2024	AT&T	Staff Cell Phone Plan	\$ 76.95
12/12/2024	Amazon.com	Three Wall Calendars	\$ 52.62
12/13/2024	Safeway	BWS Food	\$ 50.41
12/03/2024	Costco	Board Meeting Snacks	\$ 25.98



TAMALPAIS COMMUNITY SERVICES DISTRICT

Year-to-date Budget Report

FY 2024-2025

WASTEWATER FUND	Dec 24 (50% of year)	Adopted FY2024-25	% of Budget
Ordinary Revenue/Expense			
Revenue			
4101 · Sanitation Service Charges	\$ 3,335,038.86	\$ 6,082,694	55%
4103 · Permits/Lateral Connection Fees	\$ 11,115.00	\$ 23,536	47%
4104 · Muir Woods Sanitation Svc. Chrg.	\$ 99,447.04	\$ 77,527	128%
4420 · Interest Revenue	\$ 147,519.39	\$ 140,000	105%
Total Revenue	<u>\$ 3,593,120.29</u>	<u>\$ 6,323,756</u>	<u>57%</u>
Expense			
5010 · Salaries			
5011 · Wages and P.T.O	\$ 215,247.94	\$ 440,000	49%
5012 · Overtime / Standby Pay	\$ 2,570.47	\$ 5,200	49%
5013 · Performance Recognition	\$ 11,212.00	\$ 11,240	100%
5014 · Temporary Help	\$ 1,654.30	\$ 4,000	41%
Total 5010 · Salaries	<u>\$ 230,684.71</u>	<u>\$ 460,440</u>	<u>50%</u>
5020 · Employee Benefits			
5021 · Health Insurance	\$ 35,810.78	\$ 80,800	44%
5022 · Retirement Contributions	\$ 42,029.55	\$ 86,000	49%
5023 · Social Security and Medicare	\$ 15,902.57	\$ 34,600	46%
5024 · Allowances	\$ 709.45	\$ 3,000	24%
5025 · Retiree Medical Insurance	\$ 7,551.45	\$ 25,000	30%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 40,000	0%
Total 5020 · Employee Benefits	<u>\$ 102,003.80</u>	<u>\$ 269,400</u>	<u>38%</u>
5110 · Wastewater Treatment Expense			
5111 · SMCSO Sewage Treatment O&M	\$ 1,239,174.27	\$ 2,448,313	51%
5121 · SASM Sewage Treatment & Capital	\$ 79,974.50	\$ 168,018	48%
5131 · Almonte and Homestead Svc Fees	\$ -	\$ 9,000	0%
Total 5110 · Wastewater Treatment Expense	<u>\$ 1,319,148.77</u>	<u>\$ 2,625,331</u>	<u>50%</u>
5140 · Sewer System Maint. & Repair	\$ 70,232.21	\$ 200,000	35%
5330 · Tree and Landscaping	\$ -	\$ 10,000	0%
5400 · TCSD Board Fees	\$ 2,323.00	\$ 5,000	46%
5401 · Professional Services	\$ 5,051.47	\$ 57,000	9%
5420 · Training, Travel & Meetings	\$ 466.55	\$ 4,000	12%
5425 · Office and Technology	\$ 6,003.01	\$ 20,000	30%
5430 · Telephone and Alarms	\$ 9,506.00	\$ 15,750	60%
5431 · Public Communications	\$ -	\$ 7,000	0%
5432 · Insurance	\$ 64,457.94	\$ 59,000	109%
5437 · Miscellaneous	\$ -	\$ 1,000	0%
5438 · Fees and Permits	\$ 20,671.02	\$ 37,000	56%
5439 · Utilities	\$ 7,059.41	\$ 12,000	59%
5440 · Fuel Expense	\$ 6,446.40	\$ 18,000	36%
5450 · Maintenance and Supply	\$ 17,264.01	\$ 57,000	30%
5470 · Yard & Bldg. Improvements	\$ 2,291.34	\$ 10,000	23%
5483 · Debt Issuance Costs	\$ 1,052,599.77	\$ 1,319,800	80%
Total Expense	<u>\$ 2,916,209.41</u>	<u>\$ 5,187,721</u>	<u>56%</u>



TAMALPAIS COMMUNITY SERVICES DISTRICT  
 Year-to-date Budget Report  
 FY 2024-2025

<b>SOLID WASTE FUND</b>	Dec 24 (50% of year)	Adopted FY2024-25	% of Budget
Ordinary Revenue/Expense			
Revenue			
4201 · Solid Waste Service Charges	\$ 1,610,473.61	\$ 2,893,889	56%
4202 · Other Solid Waste Services	\$ 4,760.00	\$ 6,524	73%
4410 · Donations/Fundraising/Grants	\$ -	\$ 5,150	0%
4420 · Interest Revenue	\$ 103,158.58	\$ 98,000	105%
<b>Total Revenue</b>	<b>\$ 1,718,392.19</b>	<b>\$ 3,003,563</b>	<b>57%</b>
Expense			
5010 · Salaries			
5011 · Wages and P.T.O	\$ 378,274.05	\$ 770,500	49%
5012 · Overtime Pay	\$ 5,531.51	\$ 60,000	9%
5013 · Performance Recognition	\$ 19,569.00	\$ 19,600	100%
5014 · Temporary Help	\$ 5,583.89	\$ 6,000	93%
<b>Total 5010 · Salaries</b>	<b>\$ 408,958.45</b>	<b>\$ 856,100</b>	<b>48%</b>
5020 · Employee Benefits			
5021 · Health Insurance	\$ 81,733.67	\$ 193,000	42%
5022 · Retirement Contributions	\$ 97,190.17	\$ 193,000	50%
5023 · Social Security and Medicare	\$ 29,449.48	\$ 64,000	46%
5024 · Allowances	\$ 1,828.45	\$ 7,000	26%
5025 · Retiree Medical Insurance	\$ 12,918.45	\$ 33,000	39%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 45,000	0%
<b>Total 5020 · Employee Benefits</b>	<b>\$ 223,120.22</b>	<b>\$ 535,000</b>	<b>42%</b>
5210 · Solid Waste Disposal Expense			
5211 · Waste Disposal Fees	\$ 85,490.54	\$ 206,833	41%
5212 · Recycling Fees	\$ 541.20	\$ 50,000	1%
5213 · Green Waste Disposal Fees	\$ 57,767.31	\$ 135,110	43%
5214 · Debris/HHW Day Expenses	\$ 1,850.00	\$ 20,900	9%
5210 · Solid Waste Disposal Expense	\$ 145,649.05	\$ 412,843	35%
5400 · TCSO Board Fees	\$ 1,423.00	\$ 3,500	41%
5401 · Professional Services	\$ 12,801.10	\$ 57,000	22%
5420 · Training, Travel & Meetings	\$ 363.09	\$ 2,000	18%
5425 · Office and Technology	\$ 5,220.07	\$ 21,771	24%
5430 · Telephone and Alarms	\$ 4,276.22	\$ 7,300	59%
5431 · Public Communications	\$ -	\$ 20,000	0%
5432 · Insurance	\$ 90,396.94	\$ 90,000	100%
5437 · Miscellaneous	\$ -	\$ 1,040	0%
5438 · Fees and Permits	\$ 17,650.71	\$ 43,300	41%
5439 · Utilities	\$ 1,181.67	\$ 3,600	33%
5440 · Fuel Expense	\$ 29,355.07	\$ 60,000	49%
5450 · Maintenance and Supply			
5451 · General Supplies	\$ 4,734.18	\$ 4,410	107%
5452 · Maint. & Supply Contract Svc	\$ 6,427.89	\$ 17,850	36%
5454 · Vehicle Repair & Maint.	\$ 95,036.94	\$ 201,872	47%
5456 · Bridge Tolls	\$ 3,060.00	\$ 4,326	71%
5457 · Solid Waste Carts & Bins	\$ 26,148.42	\$ 36,000	73%
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 135,407.43</b>	<b>\$ 264,458</b>	<b>51%</b>
5470 · Yard & Bldg. Improvements	\$ 2,613.76	\$ 10,000	26%
5471 · Minor Equipment	\$ 584.45	\$ 4,600	13%
Vehicle Lease/ Purchase	\$ 44,804.48	\$ 44,900	100%
<b>Total Expense</b>	<b>\$ 1,123,805.71</b>	<b>\$ 2,437,412</b>	<b>46%</b>



TAMALPAIS COMMUNITY SERVICES DISTRICT  
 Year-to-date Budget  
 FY 2024-2025

<b>PARKS AND RECREATION FUND</b>	Dec 24 (50% of year)	Adopted FY2024-25	% of Budget
Ordinary Revenue/Expense			
Revenue			
4301 · Taxes	\$ 661,437.89	\$ 1,140,999	58%
4303 · Tia's After School Program Rev	\$ 30,930.00	\$ 26,000	119%
4310 · Facilities Rental & Fees	\$ 11,887.54	\$ 28,840	41%
4320 · Park Rentals	\$ 1,882.00	\$ 2,134	88%
4330 · Class Fees	\$ 4,415.00	\$ 17,510	25%
4350 · TCSD Event Revenue	\$ 31,344.47	\$ 68,400	46%
4410 · Donations/Fundraising/Grants	\$ 456.00	\$ 1,000	46%
4420 · Interest Revenue	\$ 44,210.80	\$ 42,000	105%
4430 · Miscellaneous Revenue	\$ 1,534.12	\$ 2,000	77%
Total Revenue	<u>\$ 788,097.82</u>	<u>\$ 1,328,883</u>	<u>59%</u>
Expense			
5011 · Wages and P.T.O	\$ 220,764.37	\$ 442,000	50%
5012 · Overtime Pay	\$ 5,257.97	\$ 8,000	66%
5013 · Performance Recognition	\$ 11,662.00	\$ 11,000	106%
5014 · Temporary Help	\$ 9,340.45	\$ 22,000	42%
Total 5010 · Salaries	<u>\$ 247,024.79</u>	<u>\$ 483,000</u>	<u>51%</u>
5020 · Employee Benefits			
5021 · Health Insurance	\$ 32,193.14	\$ 80,400	40%
5022 · Retirement Contributions	\$ 42,248.98	\$ 85,000	50%
5023 · Social Security and Medicare	\$ 18,336.80	\$ 35,300	52%
5024 · Other Employee Benefits	\$ 501.07	\$ 4,000	13%
5025 · Retiree Medical Insurance	\$ 1,713.60	\$ 5,000	34%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 10,000	0%
Total 5020 · Employee Benefits	<u>\$ 94,993.59</u>	<u>\$ 219,700</u>	<u>43%</u>
5300 · Events Expense	\$ 46,898.88	\$ 94,500	50%
5330 · Tree & Landscaping Services	\$ 6,036.00	\$ 30,000	20%
5331 · Landscaping Contract Svc	\$ 25,120.00	\$ 76,000	33%
5332 · McGlashan Trail Maintenance	\$ 361.00	\$ 5,000	7%
5333 Vegetation Management	\$ -	\$ 35,000	0%
5340 · Instructor Fees	\$ 2,515.75	\$ 11,000	23%
5341 · Tia's Afterschool Program Exp	\$ 2,862.00	\$ 11,434	25%
5400 · TCSD Board Fees	\$ 2,354.00	\$ 5,529	43%
5401 · Professional Services	\$ 2,996.19	\$ 39,740	8%
Community Center Masterplan- Design Charette	\$ 10,115.31	\$ 40,000	25%
5420 · Training, Travel & Meetings	\$ 401.24	\$ 4,000	10%
5425 · Office and Technology	\$ 8,857.21	\$ 20,000	44%
5430 · Telephone and Alarms	\$ 6,349.76	\$ 19,000	33%
5431 · Public Communications	\$ 2,525.27	\$ 4,000	63%
5432 · Insurance	\$ 46,910.62	\$ 40,000	117%
5437 · Miscellaneous	\$ -	\$ 1,000	0%
5438 · Fees and Permits	\$ 11,632.92	\$ 22,000	53%
5439 · Utilities	\$ 15,547.29	\$ 27,000	58%
5440 · Fuel Expense	\$ 2,046.46	\$ 8,000	26%
5450 · Maintenance and Supply			
5451 · General Supplies	\$ 6,604.01	\$ 8,925	74%
5452 · Maint. & Supply Contract Svc	\$ 11,079.53	\$ 27,300	41%
5454 · Vehicle Repair & Maint.	\$ 2,732.91	\$ 1,000	273%
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 512.11	\$ 6,300	8%
5459 · Park Maint.	\$ 28,013.72	\$ 20,000	140%
Total 5450 · Maintenance and Supply	<u>\$ 48,942.28</u>	<u>\$ 63,525</u>	<u>77%</u>
5470 · Yard & Bldg. Improvements	\$ 1,706.89	\$ 5,000	34%
5471 · Minor Equipment	\$ 4,675.62	\$ 9,000	52%
Total Expense	<u>\$ 590,873.07</u>	<u>\$ 1,273,428</u>	<u>46%</u>



AGENDA ITEM # 7D

Date: December 19, 2024

To: Steffen and Garrett,

I attended the SASM Meeting for December 19, 2024, at the SASM wastewater plant conference room.

**ATTENDANCE**

All SASM Commissioners were present: Lew Kious, president of the SASM board (Almonte Sanitary District), Peter McIntosh (Richardson Bay Sanitary District), Stephen Burke (City of Mill Valley), Jim Jacobs (Tamalpais Community Services District), Todd Gates of the Alto Sanitary District, and Al Leibof (Homestead Valley Sanitary District) attended the meeting. A quorum was present. Mr. Leibof arrived late at the meeting.

SASM Staff: Mark Grushayev, Director of the Wastewater Treatment Plant and Todd Cusimano, City Manager for Mill Valley were present. Andrew Poster, P.E., City Engineer and Director of Public Works and the City of Mill Valley were absent.

Bonner Buehler, Manager for Homestead Valley was in the audience. Two other members of the public were present.

**CLOSED SESSION**

The closed session occurred at 6 pm and 18 minutes. The meeting was for informational purposes only. No decisions were made. At the conclusion of the closed session, President Kious noted that nothing was reportable.

**BUSINESS SESSION**

The business session (Public Meeting) started at 6:18 pm. No violations occurred in the past month and there were no known NPDES limit exceedances or sanitary sewer overflows (SSOs) the past month. Most of the meeting agenda items were agreed to through the consent calendar. Mark Grushayev, Director of the Wastewater Treatment Plant, will be retiring in a few months. A replacement will be searched for, and two current employees are being considered, as well as outside applicants. The annual SASM Planning Workshop will be scheduled for April 2025.

Elections of officers were conducted. In a vote of confidence, the same slate of 2024 officers, Lew Kious, President, Al Leibof, Vice President, and Todd Gates, Secretary, were re-elected for terms for the 2025 year.

**NEXT SASM MEETING**

The next SASM meeting is January 16, 2025, at 6:00 pm. I will attend the meeting.

Sincerely,

Jim Jacobs  
TCSD Representative

## AGENDA ITEM #7D

I attended the SMCSD Board of Directors Meeting on January 7, 2025 at noon.

### The Board:

1. Selected officers for 2025: No change from 2024.

President: Rheiner

Vice President: Ring

Various Committee Assignments to be made at next months meeting including liasion to TCSD

2. Accepted the resignation of Board Director Jim DeLano effective Dec. 31, 2024. Reviewed the resignation and appointment process and will open the period for applications this month. Expectation is to fill the vacant position by March 1, 2025.

3. Approved slight modifications to the MOU between the City of Sausalito and SMCSD for the transfer of wastewater systems operations. Transfer scheduled for June 30, 2025.

### GM Report:

1. Despite registering 8 inches of rain, no overflows, blending incidents or spills in December.

2. Ops and Maintenance : all system maintenance on schedule; nothing out of the ordinary to report.

3. Projects: Only project of direct interest to TCSD is the installation of the Flow Meter which is now scheduled for January 25, 2025. Notification to Garrett prior to install.

Steve Levine  
1/7/25