



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 11, 2023

REGULAR SESSION AT 7:00PM

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVENUE, MILL VALLEY

1. CALL TO ORDER

2. ROLL CALL President Steffen Bartschat

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

3. APPROVE AGENDA

4. PUBLIC EXPRESSION

Members of the public are invited to address the Board concerning topics, which are not listed on the Agenda (If an item is agendaized, interested persons may address the Board during the Board's consideration of that item). Speakers should understand that except in very limited situations, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. Consequently, if further consideration is required, the Board may refer the matter to its staff or direct that the subject be added to an agenda for a future meeting. The Board reserves the right to limit the time devoted to this portion of the Agenda and to limit the duration of speakers' presentations.

5. REGULAR BUSINESS: Board Actions

- A. Selection of Board President and Vice-President and discussion/consideration of Boardmember assignments
- B. Receive update on the design of the Bell Lane Pump Station and Force Main Replacement and discuss options for CIP Phase D sewer improvement projects
- C. Adopt resolution approving revised job classifications/descriptions for Operations Superintendent and Senior Parks Maintenance Worker
- D. Adopt revised salary schedule for the Operations Superintendent and Senior Parks Maintenance Worker classifications
- E. Discuss possible retreat topics and format

6. REGULAR BUSINESS: Information Items

- A. General Manager report
- B. Review schedule for future work sessions, special meetings, and events
- C. Receive Sewer treatment plant update reports: SASM and SMCSM
- D. Board member Committee/Subcommittee reports

7. CONSENT CALENDAR

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

- A. Approve minutes of December 14, 2022 Board Meeting
- B. Approve resolution regarding continued COVID-19 emergency and TCSD continuing public meetings via Zoom, if needed, pursuant to AB 361

8. FUTURE AGENDA ITEMS

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

9. ADJOURNMENT

NEXT TCSD BOARD WORK SESSION

January 25, 2023

8:00 am at Tam Valley Community Center

NEXT REGULAR BOARD MEETING

February 8, 2023

7:00pm Tam Valley Community Center

JANUARY 11, 2023

ITEM 5A

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

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 McMahon)
- SMCSL Liaison and Alternative (Primary: Director Levine, Alternate: Director Brown)
- Community Center Ad Hoc Subcommittee (Directors Brown and Levine)
- Baywork representative (General Manager)
- Marin County Special Districts Association representative (General Manager)
- Marin Zero Waste Local Task Force (General Manager)

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.

Impact on TCSD Resources

n/a

January 11, 2023

ITEM 5B

RECEIVE UPDATE ON THE DESIGN OF THE BELL LANE PUMP STATION AND FORCE MAIN REPLACEMENT PROJECTS AND DISCUSS OPTIONS FOR CIP PHASE D SEWER MAIN CAPITAL IMPROVEMENT PROJECT

SUBJECT: RECEIVE UPDATE ON THE DESIGN OF THE BELL LANE PUMP STATION AND FORCE MAIN REPLACEMENTS PROJECTS AND DISCUSS OPTIONS FOR CIP PHASE D SEWER MAIN CAPITAL IMPROVEMENT PROJECT

Recommendation

Receive update from Nute Engineering and discuss options for Phase D CIP improvements and provide direction to staff, as appropriate.

Policy Issues

The Board provides direction on CIP projects.

Discussion

At the December 14, 2022 Board meeting, staff indicated that Nute Engineering would provide an update to the Board regarding the Bell Lane Phase 1 Auxiliary Pump Pit and Force Main Rehabilitation projects at this meeting. Staff and Nute Engineering will also discuss the options and costs for the CIP Phase D project at the Board's January meeting.

We reported in December, the pump station design is approximately 85% complete (see attached memo). The current schedule is to bid the project out in Spring 2023 with construction to begin in Summer 2023. Staff is also working with Nute Engineering to determine the proposed scope of work for CIP Phase D sewer pipeline replacement. Phase D is originally intended to replace pipeline around Eastwood and Glenwood. However, the Phase D project (see attached map) could be expanded depending on the actual bid costs for the Bell Lane and Force Main projects. We will discuss options for the Board's discussions at the meeting.

Below is a summary of the CIP Phases A, B, and C funded with the proceeds from the 2020 Certificate of Participation (COPs). The total linear footage of Phases A, B, and C is approximately 24,100 linear feet or 4.6 miles. The total combined construction cost was approximately \$4.2M. Total combined design costs was approximately \$349,000.

Phase A

Project- Approximately 2,200 linear feet of sewer main repairs.

Contract Award- In October 2020, the Board awarded bid to APB Engineering for the Base Bid and Alternate Bid Amounts for a total of \$318,057.

Completed- November 30, 2021

Total design costs- approx. \$46,000

Total construction costs- \$312,636.90.

Phase B

Project- Approximately 7,400 linear feet of sewer main repairs.

Contract Award- In March 2021, the Board awarded bid to D'Arcy & Harty Construction for the Base Bid and Alternate Bid Amounts for a total of \$1,222,320.

Completed- October 31, 2021

Total design costs- approx. \$125,000

Total construction costs- \$1,385,091.90.

Phase C

Project- Approximately 14,500 linear feet.

Contract Award- In November 2021, the Board awarded bid to D'Arcy & Harty Construction, up to the amount of \$2.7M, including the Base Bid and Alternate Additive Bid.

Completed- November 18, 2022

Total design costs- approx. \$178,000

Total construction costs- \$2,505,538.42

Attachment D is a map showing the location of the sewer line repairs for all Phases A, B, and C.

Impact on TCS D Resources

In October 2020, the District approved the issuance of Certificate of Participation (COPs) to both refinance its existing capital debt/obligations and generate additional proceeds for capital improvements.

Attached is a table of the estimated remaining COP funding for Bell Lane Pump Station, Force Main, and Phase D CIP projects. We have approximately \$7.8M available for these 3 projects. We will have updated budget estimates available at the meeting.

Attachments

- A. Nute Memo
- B. Table of COP sources and uses
- C. CIP Phase D Map
- D. CIP Phases A, B, C Map



Memorandum

To: Garrett Toy, General Manager
Tamalpais Community Services District

From: Nute Engineering

Date: Dec 8, 2022

Re: Bell Lane Auxiliary Pit and Force Main Project Status Update

The Bell Lane Pump Station controls 92% of the District flows and three of the 4 District pump station's electrical power and emergency power, was originally installed in 1957 and is largely still original. The project for Bell Lane Phase 1: Auxiliary Pump Pit, Controls Updates and Force Main Rehabilitation has the goals for increased pump station reliability and increase worker safety by adding a second wet well with submersible pumping units and build a new controls system to allow for rehabilitation of the existing pump station on Phase 2. Additionally, the force main will be rehabilitated and hardened in place by slip lining if possible or by open cut and replacement of the aging reinforced concrete pipe (RCP) pipe (also installed in 1957) with thick-walled HDPE welded plastic pipe. Also, the electrical and signal wires for Flamingo 1 and 2 will be replaced.

Nute Engineering after researching the soils conditions at the Bell Lane site and force main area with Miller Pacific Engineering Group and identified where rock and bay mud is likely to exist to help shape the designs. Our surveyor has defined the new FEMA 100-year flood elevation line which bisects the District property at the interior wood fence. Including the 30-year sea level rise worst case predictions of 20-30 inches and cumulative impact on the 100 year storm flooding event, we set the new Pump Station Motor Controls (MCC/PLC) electrical building to be at 40" above grade. It will be 14x18 foot steel structure positioned just east of the existing District office. In the future, the existing pump house could be taken down to be flush with grade level to regain lost yard space.

The design is approximately 85% complete for both the pump station Auxiliary Wet Well, to be placed at grade level with traffic rated lids just east of the existing pump station, and a new flow meter and pipe will be installed crossing the yard parking lot. The new 55-foot-long gravity pipe feeding the new Aux Wet Well will probably need to be installed by bore and jack or micro tunneling top help minimize yard disruption. The force main rehabilitation will likely require a combination open trench, slip lining, and possibly by directional drilling depending on the low bid contractor's specialty and possible

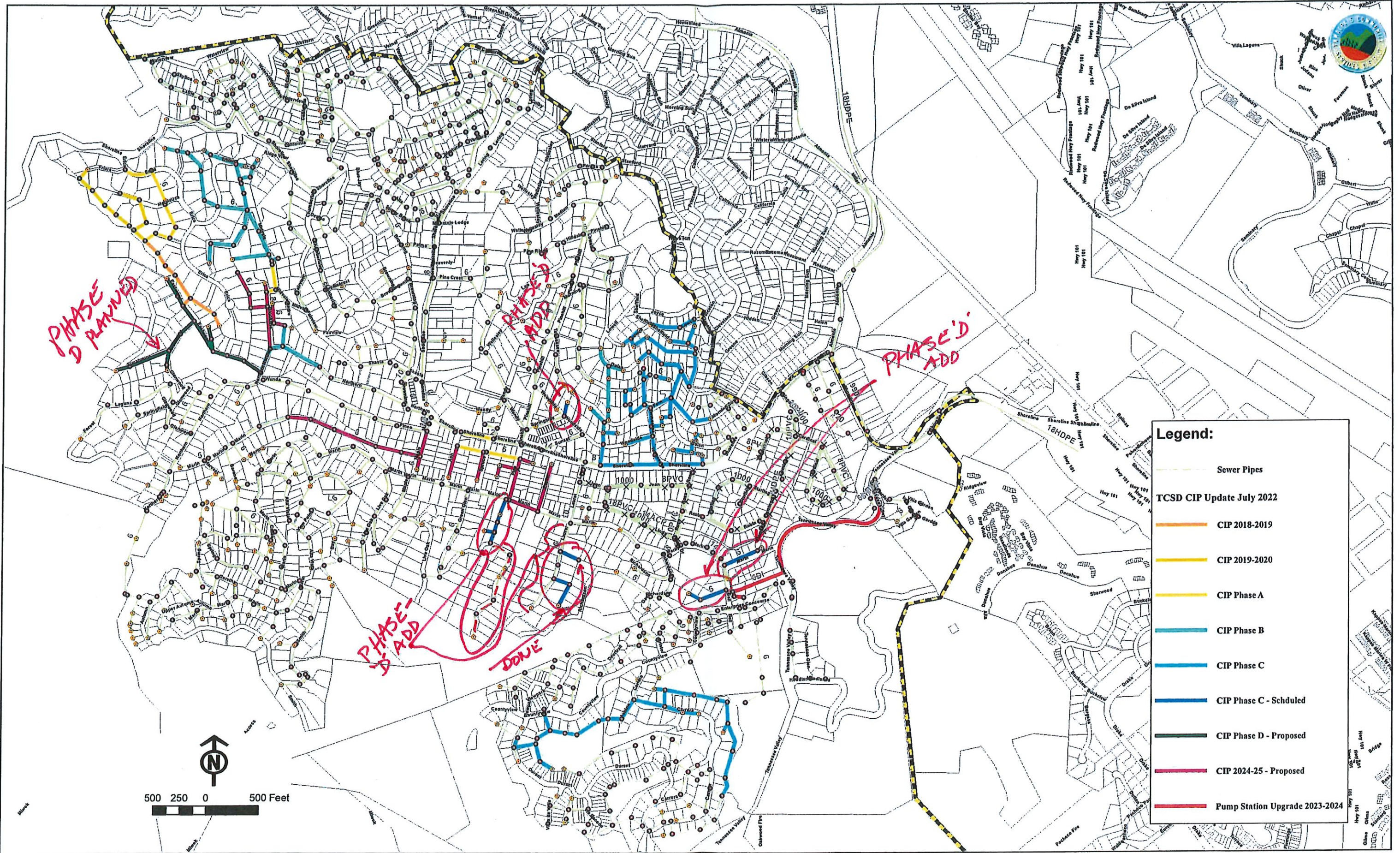
field conflicts. Due to capacity needs, most of the pipe will need to be replaced by open trenching. The open trenching is a slow process for construction but provides the best control for a quality final product so the new pipeline will last 50+ year expected design life. Additionally, we recommend installing about 5 bypass vaults along the pipe alignment to allow for pipe replacement to be completed in segments and allow work intervals because there not room in the street to install a parallel pipe for the entire pipe length. Some locations on Tennessee Valley road and Hwy 1 will either need to be installed in the existing location with bypass pumping around, or by open cut in a new parallel location if the contractor can find room which will require excavation almost entirely rock and largely depend on conflicts discovered with local utilities. This is effort required in order to maintain the required pipe capacity. Slip lining then entire pipeline would limit the peak pumping capacity and/or have operational fluid velocities higher then typically accepted by the industry. The timeline for the bidding will be finish design this winter and bid the project after the new year, in early spring for construction starting next summer.

The Bell Lane Pump Improvement project is planned for two stages: Phase 1 and consist of a new Auxiliary Pump Station, MCC motor control building and flow meter, and related yard piping. This work will likely start Spring 2023 and require approximately one year to complete by early summer 2024. Major shutdowns to the pump station should only be scheduled in the less rainy seasons. The work will not be continuous on site though, because much of that time will be spent waiting for the supply chain to deliver needed electrical components for the pump controllers and power switches currently 30 to 40 weeks for delivery times. Phase 2 to rebuild the existing station wet well would be bid out spring 2024 and construction would be a similar time frame for completion time frame of summer 2025. If PGE permit delays occur or supply chain problems persist, it may be prudent to delay the start of Phase 2 until spring 2025 for construction completion summer 2026.

Force main work must progress carefully due to the critical aspects of working on very old pressure pipe which is in-service 24-7. There are requirements for bypass pumping and a limited work window of 5 or 6 months, with a timeframe of between March 15th and August 15th, or April 15th and September 15th, depending on weather that season. We are planning for the pipe to be replaced in 5 segments, leapfrogging with the bypass station vaults to allow valving and pump around hoses around the work areas. The Force Main rehabilitation in phases may take up to three construction seasons to finish. If work starts next summer 2023, completion may take until summer 2026.

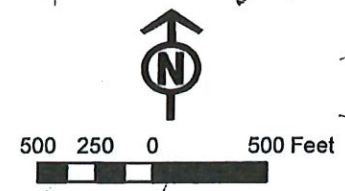
SOURCES AND USES FOR 2020 CERTIFICATE OF PARTICIPATION (COPs)

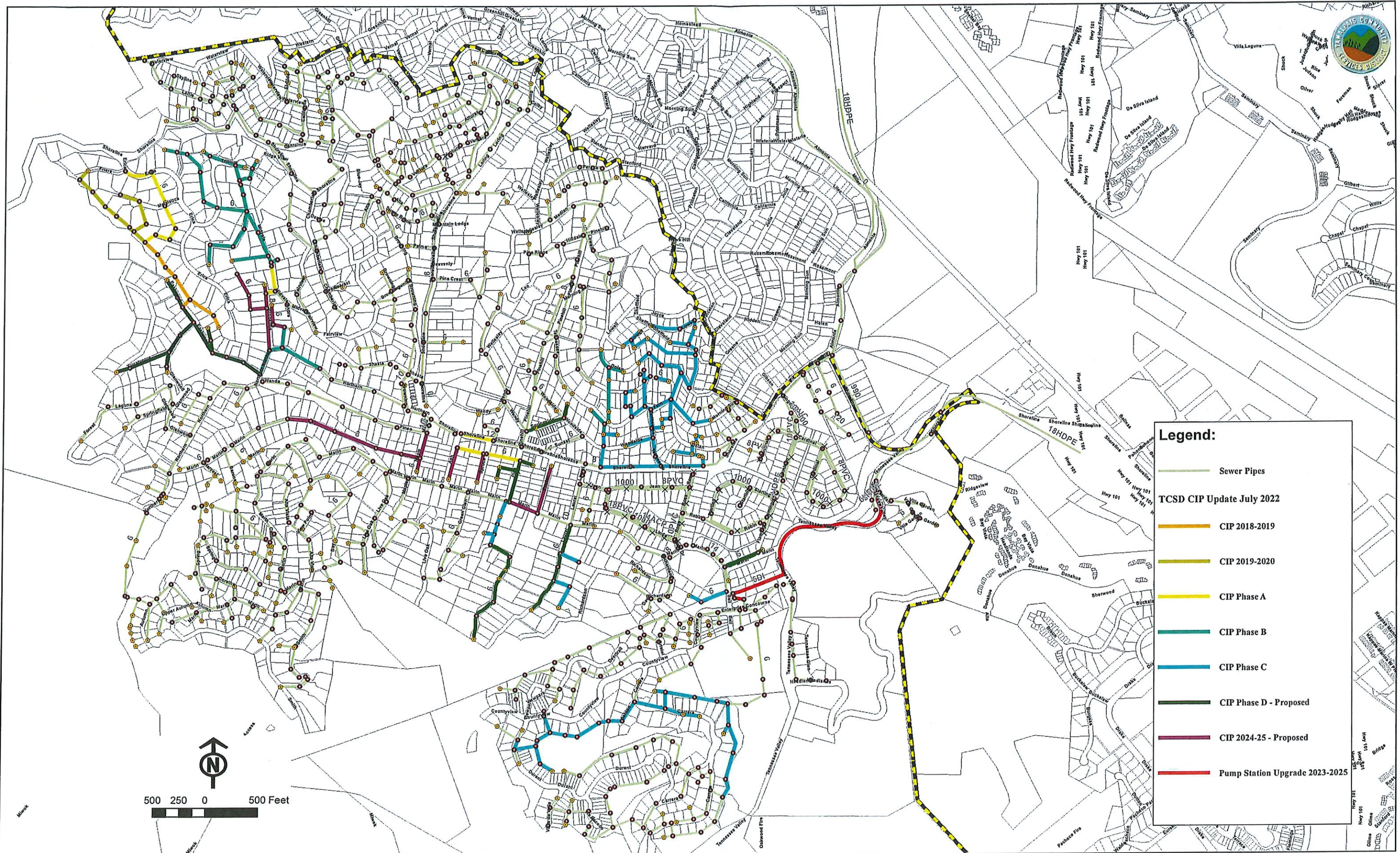
Sources	Amount
Net COPs Proceeds Available for CIP Projects	\$ 12,728,173
Uses (Completed CIP Projects)	
Phase A CIP	\$ 358,363.90
Phase B CIP	\$ 1,510,091.90
Phase C CIP	\$ 2,683,538.42
Hydro/Vactor truck	\$ 400,000
Subtotal Total Costs for Phases A, B, C	\$ 4,951,994.22
Sources	
Net available for current/future CIP projects (less Phases A, B, C)	\$ 7,776,178.45
Uses (CIP Budget)	
CIP Budget for Bell Lane Pump Station	\$ 3,865,000
Budget for Force Main	\$ 3,086,140
Budget Phase D	\$ 506,176
Subtotal CIP estimates	\$ 7,457,316
Available for Project Contingency (source-uses)	\$ 318,862.45












Legend:

- Sewer Pipes
- TCS D CIP Update July 2022**
- CIP 2018-2019
- CIP 2019-2020
- CIP Phase A
- CIP Phase B
- CIP Phase C
- CIP Phase C - Scheduled
- CIP Phase D - Proposed
- CIP 2024-25 - Proposed
- Pump Station Upgrade 2023-2024





Legend:

-  Sewer Pipes
- TCSD CIP Update July 2022**
-  CIP 2018-2019
-  CIP 2019-2020
-  CIP Phase A
-  CIP Phase B
-  CIP Phase C
-  CIP Phase D - Proposed
-  CIP 2024-25 - Proposed
-  Pump Station Upgrade 2023-2025

JANUARY 11, 2023

ITEM 5C

**ADOPT RESOLUTION APPROVING REVISED JOB DESCRIPTIONS/CLASSIFICATION
FOR OPERATIONS SUPERINTENDENT AND SENIOR PARKS MAINTENANCE
WORKER**

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

**SUBJECT: ADOPT RESOLUTION APPROVING REVISED JOB DESCRIPTIONS/CLASSIFICATIONS FOR
OPERATIONS SUPERINTENDENT AND SENIOR PARKS MAINTENANCE WORKER**

Recommendation

Adopt resolution approving the revised job descriptions/classifications for Operations Superintendent and Senior Parks Maintenance Worker

Policy Issues

The TCSD Board approves all job descriptions/classifications.

Background

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.

District management staff contracted with Municipal Resources Group (MRG) to review several job descriptions for TCSD positions. Based upon that study, staff is recommending updating the current descriptions for Wastewater and Facilities Superintendent and Park and Recreation Maintenance Worker and changing the titles to Operations Superintendent and Senior Parks Maintenance Worker, respectively.

Analysis

The Superintendent is primarily responsible for planning, organizing, and directing maintenance and operations activities associated with TCSD's solid waste and wastewater collection and conveyance system. Staff determined that Operations Superintendent is a more accurate title for the classification due to the breadth of areas of responsibility. The revised job description more accurately reflects the duties performed, specifically clarifying the management of the entire TCSD vehicle fleet and supervision of the refuse collection drivers.

Finally, this is a management position and is exempt from earning overtime pay. Since the position does not earn overtime or stand-by pay yet is expected to be available to respond to an emergency 24/7, government agencies typically provide Administrative Leave as in-lieu compensation and recognition of the 24/7 responsibility. It is recommended to provide forty (40) hours of Administrative Leave to the Operations Superintendent annually. Administrative leave cannot be cashed out and only twenty (20) hours of unused leave will be eligible for carryover to the next year. It should be noted that the Operations Superintendent did come in on vacation to assist in an emergency caused by the recent winter storm.

The Senior Parks Maintenance Worker job description updates the changes to the position from the Park and Recreation Maintenance Worker. Specifically, the needs of the organization are such that the position focuses on open space, vegetation management and tree assessments, and collaborating with outside contractors/vendors and service providers to ensure tree removal, landscaping and facility maintenance are completed to the satisfaction of District standards. The retitling of the position reflects a higher level of responsibility and independent work.

Both positions have a recommended compensation adjustment commensurate with the recognized updated job responsibilities. The compensation changes are detailed in item 5D on tonight's agenda, which updates the District salary schedule.

The Senior Parks Maintenance Worker position is recommended a salary change that incorporates current medical-in-lieu compensation provided to the Park and Maintenance Worker. The in-lieu compensation was provided to the incumbent employee upon hire eight years ago, even though it was not an official benefit offered to all TCSO employees. The salary schedule change recommendation integrates the current medical in-lieu amount into the base salary. The updated salary range for the Senior Park and Maintenance Worker falls right below the salary range of the Refuse Collection Driver, as we do not recommend aligning the ranges of those two classifications. Specifically, the drivers have a higher level of responsibilities related to liability (e.g., daily driving of refuse trucks), the provision of essential health and safety services, and directly impact customer service (e.g., missed pick-up). They also must maintain their Class A or B driver's license per state and federal standards. The slightly lower salary between the positions reflect the difference in the level of responsibility. The Senior Park and Maintenance Worker is also eligible to receive the recently adopted medical-in-lieu amount approved the Board.

The Operations Superintendent position is recommended a salary change that matches the salary range of the Finance and Program Manager because of their similar levels of responsibility.

Fiscal Impact

Adopting new job descriptions and classifications has no fiscal impact.

Attachments

Resolution with attached Operations Superintendent and Senior Parks Maintenance Worker job descriptions



TAMALPAIS COMMUNITY SERVICES DISTRICT

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RESOLUTION NO. 2023-XX

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING REVISED JOB DESCRIPTIONS AND CLASSIFICATIONS FOR OPERATIONS SUPERINTENDENT AND SENIOR PARKS MAINTENANCE WORKER

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 several job descriptions for TCSD positions; and

WHEREAS, it is recommended to update the current job descriptions for Wastewater and Facilities Superintendent and Park and Recreation Maintenance Worker and retitling to Operations Superintendent and Senior Parks Maintenance Worker, respectively; and

WHEREAS, the Superintendent is primarily responsible for planning, organizing, and directing maintenance and operations activities associated with TCSD's solid waste and wastewater collection and conveyance system.

WHEREAS, Operations Superintendent is a more accurate title for the classification due to the breadth of areas of responsibility and the revised job description more accurately reflects the duties performed; specifically clarifying the management of the entire TCSD vehicle fleet and supervision of the refuse collection drivers; and

WHEREAS, Operations Superintendent is a management position and is exempt from earning overtime pay yet is expected to be available to respond to an emergency 24/7; and

WHEREAS, government agencies typically provide Administrative Leave as in-lieu compensation and recognition of the 24/7 responsibility; and

WHEREAS, it is recommended to provide forty (40) hours of Administrative Leave to the Operations Superintendent annually which cannot be cashed out and only twenty (20) hours of unused leave will be eligible for carry over to the next year; and

WHEREAS, the Senior Parks Maintenance Worker job description updates the changes to the position from the Park and Recreation Maintenance Worker; and

WHEREAS, the needs of the organization are such that the position focuses on open space, vegetation management and tree assessments, and working with outside contractors/vendors and service providers to ensure tree removal, landscaping and facility maintenance are completed to the satisfaction of District standards; and

WHEREAS, the retitling of the Park and Maintenance Worker position to Senior Park Maintenance Worker reflects a higher level of responsibility and independent work; and

WHEREAS, both positions have a recommended compensation adjustment commensurate with the recognized updated job responsibilities; and

WHEREAS, the compensation changes will be reflected in the District's adopted salary schedule.

THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District approves the attached revised job descriptions and classifications for Operations Superintendent (Exhibit A) and Senior Parks Maintenance Worker (Exhibit B), including the provision of forty (40) hours of Administrative Leave to the Operations Superintendent annually which cannot be cashed out and only twenty (20) hours of unused leave will be eligible for carry over to the next year.

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 11th day of January 2023 by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District

EXHIBIT A



Tamalpais Community Services District Operations Superintendent

DEFINITION

Under the general direction of the General Manager, the Operations Superintendent is responsible for planning, organizing, and directing maintenance and operations activities associated with the District's solid waste operations and wastewater collection and conveyance system and, as directed, for administering the safety program for all employees. The Operations Superintendent is also responsible for the maintenance and management of the District's fleet of vehicles, equipment, and facilities.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey and professional level classification that functions with a high degree of independence to provide a broad range of highly responsible operations and maintenance activities to the District requiring the ability to coordinate multiple and concurrent activities independently while exercising discretion for confidential matters.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the General Manager and exercises direct supervision over solid waste and wastewater staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- As directed, establishes performance standards, policies, procedures, and methods for the operation and maintenance of the District's wastewater conveyance system and solid waste operations.
- Evaluates operation and maintenance activities; implements improvements and modifications; prepares various reports on operation and maintenance activities including required quarterly and annual wastewater reports to various governmental agencies.
- Directs and supervises safe and effective operations and maintenance of wastewater collection systems and solid waste staff.
- Supervises assigned employees including directing work, conducting performance evaluations,

and coordinating training. Advises and/or assists the General Manager or Assistant General Manager with regard to hiring, discipline, and termination actions.

- Collaborates with staff and consultants on District projects and development and implementation of policies and procedures.
- Manages activities associated with the District's facilities and fleet including building maintenance, contract administration, and fleet maintenance and replacement.
- Works closely with all special district, county, regional, state and federal officials as required.
- Reviews construction plans and programs for compliance with District rules and regulations.
- Coordinates sewer repairs, hydro flushing, smoke testing, and televising and locating lines.
- Ensures compliance with Sanitary Sewer Management Plan (SSMP).
- Issues permits and place holds and releases on all projects requiring District approval, sign-off, or concurrence; ensures inspections of all sewer connections of new construction, remodels, and upgrades and are completed in a timely manner.
- Coordinates and/or conduct inspections of sewer lines for stoppages, leaks, breaks, overflows, inflow, and infiltration.
- Coordinates inspections of grease traps and compliance with District regulations for commercial units.
- Ensures District facilities such as pump stations and generators remain in safe and good operating order and coordinate and/or make improvements and repairs as needed.
- Oversees the work of outside consultants and contractors.
- Supervises emergency response and customer calls for service; responds to emergency calls 24 hours per day, 7 days per week.
- Monitors changes in laws, regulations, and technology that may affect assigned operations and ensure compliance with all applicable federal, state, and local laws and statutes.
- Supports the General Manager to ensure compliance with health and safety codes and OSHA regulations, and collaboratively drive continuous improvement of the District's safety culture and programs.
- Works with senior management to conduct timely accident investigations; initiates appropriate follow-up action, including determining whether policies need to be revised or developed.
- Utilizes computerized maintenance system or other systems to generate, track, monitor, and complete work orders; develops forms, procedures, and documents for recording materials and work.
- Oversees emergency preparedness related to Department functions and participate in the review and maintenance of emergency response plans.
- Demonstrates initiative and effective skills in troubleshooting, problem solving, and team building.
- Communicates status of work to executive management and staff as appropriate.
- Participates in professional organizations; attends professional development training.
- Performs other duties as assigned.

REQUIREMENTS

Knowledge of:

- Principles of wastewater collection and conveyance systems, including best practices, procedures, methods, materials, tools, equipment, and supplies as applicable.
- Understanding and use of heavy equipment, vehicles, power tools, and hand tools utilized in the maintenance of District's wastewater collection system, pump stations, and related appurtenances.
- Safety regulations, standards, and procedures in wastewater collection system and pump station maintenance.
- Principles and practices of facilities and fleet management.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and procedures of emergency response preparedness.
- Proficient knowledge of the English language, both spoken and written.
- Mathematics and calculations used in the construction and wastewater industry.
- Proficient knowledge of modern Computerized Maintenance Management System (CMMS) asset management software and/or other software related to wastewater operations.
- Standard office equipment, computers, and hardware and software.

Ability to:

- Supervise, train, and coordinate personnel.
- Communicate effectively, both orally and in writing.
- Prepare required on-line or written reports such as sanitary sewer overflow (SSO) reports or EPA quarterly reports.
- Understand and carry out written and verbal directions.
- Proficiently use asset management software systems and other software related to wastewater operations, including maintaining work records, analyzing data, and preparing reports.
- Troubleshoot District equipment malfunctions and problems.
- Read and interpret maps, construction drawings, and blueprints.
- Recognize and mitigate hazards encountered in the course of work.
- Perform all tasks related to maintenance, cleaning, and repair of District's wastewater collection system and related appurtenances.
- Manage solid waste collection routes and address collection issues that arise in the field.
- Proficiently use field (e.g., two-way radio) equipment, GPS, and standard office equipment and software.
- Use sound personal judgment and discretion; remain calm in crisis, emergency, and/or other stressful situations, and use discretion when handling and disseminating sensitive information.
- Assist customers by achieving mutual understanding and providing appropriate emergency response.
- Collaboratively identify and solve problems.
- Communicate professionally and tactfully in a manner that maintains productive working

relationships and facilitates a useful exchange of information.

- Work as a team player.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Equivalent to graduation from high school supplemented by CWEA certification or courses in water/wastewater resources, project management, or a related field. A college degree is desirable.
- Two years of experience as a journey-level plumber, preferably with experience working with wastewater agencies or four years of increasing responsible experience as a wastewater maintenance worker with Tamalpais Community Services District.
- Demonstrated expertise in pump inspections and sewer main and lateral inspections.
- Demonstrated knowledge of truck/vehicle maintenance and repairs.
- Experience as truck/vehicle mechanic or performing repairs is preferred.

Licensing, Certification, and Registration

Possession of the following licensures, certifications, and/or registrations:

- Must be able to obtain a valid Collection System Maintenance Grade I certification issued by the California Water Environmental Association (CWEA) within 18 months of date of hire or other agreed upon date with General Manager.
- Must be able to obtain a valid Collection System Maintenance Grade II certification issued by the California Water Environmental Association (CWEA) within 36 months of date of hire or other agreed upon date with General Manager¹
- Must possess and maintain a valid California Class C and a Class A or B driver's license and insurability under the District's vehicle liability insurance coverage or ability to obtain a Class A or B license within 24 months of hire or other agreed upon date with General Manager.
- Failure to maintain requirements may result in loss of employment.

PHYSICAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

¹ Obtaining and maintaining a Grade II certification is highly encouraged for incumbent, but not required.

Positions in this class typically require sitting at a desk, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, seeing, distinguishing color, using tools, working on vehicles, driving trucks and heavy vehicles, and repetitive motions and activities.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

Very Heavy Work: Exerting, lifting, and maneuvering object in excess of 75 pounds of force occasionally.

Incumbents may be exposed to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, workspace restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

COMPENSATION AND BENEFITS

Per adopted TCSD salary schedule and benefit resolution(s).



Tamalpais Community Services District

305 Bell Lane, Mill Valley, CA 94941 • 415 388-6393 • Fax: 415 388-4168
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JOB TITLE: SENIOR PARKS MAINTENANCE WORKER

DIVISION: PARKS & RECREATION	WORK TEAM LEADER: NO	LOCATION: TAMALPAIS VALLEY, MILL VALLEY, CA
TYPE: FULL TIME POSITION; NON-EXEMPT; PAID OVERTIME	REPORTS TO: ASSISTANT GENERAL MANAGER	SHIFT: 7:30am-4:00pm, MONDAY-FRIDAY, POSSIBLE WEEKEND EVENT OVERTIME

PURPOSE: The Senior Parks Maintenance Worker is responsible for the maintenance of the parks, open space, and recreational facilities, keeping areas in a safe and useable condition and in compliance with state and federal regulations and District policies.

GENERAL DESCRIPTION: The Senior Parks Maintenance Worker is under the supervision of and reports to the Assistant General Manager. The Senior Parks Maintenance Worker may receive direction and assignments from the Assistant General Manager, the Operations Superintendent, the Executive Assistant/District Clerk, or the General Manager. This position is responsible for maintaining all District parks and open spaces, and keeping equipment in serviceable condition. This is a multi-faceted position combining building maintenance, repairs, gardening and irrigation, open space and vegetation management, grounds keeping, park refuse collection, playground and trails safety inspecting, and providing program support for District events and programs.

The work environment includes District facilities, office, and shop areas in buildings that are not air conditioned. Other work environments are outdoors in streets, right-of-ways, easements, parks, playgrounds, trails, and a fenced corporate yard.

The Senior Parks Maintenance Worker may be exposed to various levels of noise and vibrations associated with trucks, mowers, and other machinery. The position may be exposed to various odors, fumes, sludge, refuse, dust, dirty, and allergens.

The outdoor and indoor facilities maintenance and repair services are provided in a safe, courteous, efficient manner, in compliance with state and federal regulations and District policies. The position is responsible for excellent customer service and customer satisfaction in the areas of parks and park facility maintenance, repairs, grounds keeping, gardening and irrigation support, and playground and trail safety inspections. An understanding of creek and water runoff patterns would be helpful in accomplishing the tasks of open space and landscape maintenance.

The position works with outside contractors/vendors and service providers to ensure tree removal, landscaping, facility maintenance, and other related services are completed to the satisfaction of District standards.

The Senior Parks Maintenance Worker will conduct themselves in a professional, courteous, business-like manner with the public, the District Board of Directors, District Commissioners, fellow employees, contractors, and vendors. The position may also work with other public agencies, such as Southern Marin Fire District, the County of Marin, and Golden Gate National Recreation Area, to maintain District parks and open space, including vegetation management. The position requires behaving in an ethical manner with integrity and honesty. The position will be an example to others as well as supporting its mission, values, and vision.

ESSENTIAL DUTIES:

- Maintain parks, open space, and facilities, including cleaning, sweeping, mowing, trimming, scrubbing, mopping, dusting, cleanup of animal waste, weeding, watering, painting, and repairing items
- Collect refuse from parks and facilities on a daily basis
- Ensure there are sufficient supplies for all facilities, restrooms, and kitchen spaces
- Remove graffiti from all District property
- Complete carpentry and related assignments
- Solicit quotes/bids from contractors and vendors (e.g., landscape, trees) for desired scope of work
- Tree assessments and vegetation management of TCSD open space parcels
- Manage contracts with contractors, vendors, and others (e.g., HOAs) regarding maintenance, repairs, facility improvements, landscape and tree maintenance, and vegetation management
- Work with the Operations Superintendent on projects or assist with evaluating a call-out
- From time to time, provide lead direction to Facilities Attendant to assist with park facility and landscape maintenance
- Assist with TCSD events as needed
- Know and adhere to health and safety standards required by state and federal law
- Report all accidents, injuries, and equipment safety problems and issues in a timely manner to the Assistant General Manager or General Manager
- Respond to public inquiries such as emails regarding parks and open space
- Keep records and logs of activities as required
- Perform and document regular safety inspections of playground equipment
- Ensure playground equipment is maintained in safe and proper operating order and conduct, coordinate, and recommend repairs and improvements as needed
- Recommend purchase of park materials, supplies, and/or equipment
- Order and purchase park materials, supplies, and equipment as directed and needed
- Know and adhere to District Personnel Policies
- As directed, serve as point of contact with other public agencies
- Initiate solutions to problems and resolve issues
- Work independently and as a team player
- Complete assignments in a timely and professional manner
- Interact cordially with fellow employees, Board members, Commissioners, contractors, other public agencies, and the public
- Occasionally respond to park call-outs as needed
- May occasionally assist the with sanitation and solid waste functions as needed

MINIMUM REQUIREMENTS:

- 2 years of experience in groundskeeping or landscape maintenance with demonstrated skill in gardening, plumbing, and irrigation. An equivalent combination of the education and experience requirements may suffice to meet or exceed the minimum standard.
- High school diploma or G.E.D.
- Knowledge of methods, tools, equipment, and procedures used in gardening, landscape and grounds maintenance, basic plumbing repair, and basic carpentry work
- Knowledge of procedures and techniques used in the proper maintenance and repair of a variety of grounds, gardening, irrigation, and general maintenance tools and equipment
- Ability to safely and effectively perform a variety of gardening, landscape and grounds maintenance, and basic carpentry work
- Ability to repair, maintain, and safely operate a variety of power tools, hand tools, and specialized equipment used in grounds maintenance and basic carpentry work
- Ability to communicate verbally and in writing with the public and fellow employees
- Ability to interpret maps and follow routes and schedules
- Ability to follow detailed oral and written instructions in an independent manner
- Ability to lift 50-65 pounds repeatedly on a daily basis and occasionally lift up to 100 pounds
- Ability to walk, sit, bend, and stoop and sufficient mobility to access all District facilities
- Ability to use hand tools, power tools, and equipment, including a riding lawnmower, and be involved in park and recreation maintenance and repair
- Ability to perform basic mathematics, which includes calculating averages and percentages
- Ability to think clearly and objectively and to actively problem solve
- Valid Class C California driver's license
- Must be able to obtain a valid Collection System Maintenance Grade I certification issued by the California Water Environmental Association (CWEA) within 36 months of date of hire or other agreed upon date with General Manager.¹
- Obtain a Certified Playground Safety Inspector (CPSI) certification within 24 months of date of hire

Salary range per the adopted salary schedule

¹ Not required for incumbent, but encouraged.

January 11, 2023

ITEM 5D

**ADOPT REVISED SALARY SCHEDULE FOR THE OPERATIONS SUPERINTENDENT
AND SENIOR PARKS MAINTENANCE WORKER CLASSIFICATIONS**

TO: BOARD OF DIRECTORS

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

**SUBJECT: ADOPT REVISED SALARY SCHEDULE FOR THE OPERATIONS SUPERINTENDENT AND SENIOR
PARKS MAINTENANCE WORKER CLASSIFICATIONS**

Recommendation

Adopt a resolution approving revised salary schedule for Operations Superintendent and Senior Parks Maintenance Worker classifications.

Policy Issues

The TCSD board approves the salary schedule for all District employees.

Discussion

Earlier this evening (item 5c), the Board considered updated job classifications/descriptions for the Operations Superintendent and Senior Park Maintenance Worker. For both classifications, staff recommends adjustments to the salary ranges to reflect the increased duties and responsibilities of the positions.

Specifically, we retained a retired HR manager via the firm MRG to conduct salary surveys for both positions. MRG reviewed the Operations Superintendent classification and found that there are no appropriate comparable classifications in similar agencies. Therefore, MRG conducted an internal equity analysis to determine the correct salary placement. As part of the analysis, MRG consulted with the General Manager and Assistant General Manager to review 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. MRG and the General Manager concluded that the Operations Superintendent should be aligned internally with the Programs and Finance Manager.

MRG conducted a similar analysis for the Park and Recreation Maintenance Worker position. After meeting with management staff (i.e., General Manager and Assistant General Manager) to discuss the Senior Parks Maintenance Worker position and the salary survey, MRG is recommending that the maximum annual salary for the classification be placed at \$93,027, which is the sum of the current salary plus the incumbent's medical in-lieu payment (\$83,512 + \$9,515). It is standard practice for employees to have a smaller medical in-lieu option, which is now the practice at TCSD (\$350 per month).

Please note that the medical in-lieu payment the incumbent currently receives was part of a compensation package approved by a previous General Manager. While both TCSD and the incumbent benefited from the medical in-lieu payment, this compensation was not offered to, nor was it available to, any other employees.

Moving forward, MRG and management staff recommend that this medical in-lieu payment should be wrapped into the base salary to correct this compensation issue. While the incumbent would be paid the same, his base salary would be 11% higher, meaning future cost-of-living increases and retirement contributions would be applied using the higher base salary. However, the incumbent would be eligible to participate in the current TCSO medical in-lieu payment program.

The new Senior Park Maintenance Worker salary range is slightly lower than the TCSO Driver range, but we do not recommend aligning the ranges of those two classifications. Specifically, the drivers have a higher level of responsibilities related to liability (e.g., daily driving of refuse trucks), the provision of essential health and safety services, and direct impact on customer service (e.g., missed pick-up). They also have to maintain their Class A or B driver's license per state and federal standards. The slightly lower salary between the positions reflects the difference in the level of responsibility.

These recommended salary range adjustments will require revisions to the adopted TCSO salary schedule that is approved by the Board. The Board approved the current salary schedule with 5-step ranges in August 2022.

Impact on TCSO Resources

The overall impact of both salary revisions is approximately \$10,000 for FY22-23. The incumbent Operations Superintendent would be appointed at the new Step C and the Senior Parks Maintenance Worker compensation in essence remains the same.

Attachments

Resolution with Salary Schedule



TAMALPAIS COMMUNITY SERVICES DISTRICT

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RESOLUTION NO. 2023-xx

A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING REVISIONS TO SALARY SCHEDULE FOR FY22-23

WHEREAS, the Tamalpais Community Service District (TCSD) adopts a salary schedule for all its full-time employees except for those employees with employment agreements; and

WHEREAS, revisions to the adopted TCSD salary schedule requires Board approval.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Tamalpais Community Services District does hereby adopt the revised salary schedule for FY22-23 as shown in the attached Exhibit A.

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 11th day of January 2023 by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District

EXHIBIT A
SALARY/WAGE SCHEDULE
as of 1/11/23

	Step A	Step B	Step C	Step D	Step E
Sanitation, Maintenance & Solid Waste Worker (cross trainee)* Hourly Wage	\$ 36.90	\$ 38.84	\$ 40.88	\$ 43.04	\$ 45.30
Annual Salary/Wages	\$ 76,746.04	\$ 80,785.30	\$ 85,037.16	\$ 89,512.80	\$ 94,224.00
Drivers	\$ 36.90	\$ 38.84	\$ 40.88	\$ 43.04	\$ 45.30
Annual Salary/Wages	\$ 76,746.04	\$ 80,785.30	\$ 85,037.16	\$ 89,512.80	\$ 94,224.00
Events & Communications Coordinator	\$ 32.89	\$ 34.62	\$ 36.45	\$ 38.37	\$ 40.38
Annual Salary/Wages	\$ 68,418.53	\$ 72,019.50	\$ 75,810.00	\$ 79,800.00	\$ 84,000.00
Programs and Finance Manager	\$ 53.45	\$ 56.27	\$ 59.23	\$ 62.34	\$ 65.63
Annual Salary/Wages	\$ 111,180.10	\$ 117,031.69	\$ 123,191.25	\$ 129,675.00	\$ 136,500.00
Operations Superintendent	\$ 53.45	\$ 56.27	\$ 59.23	\$ 62.34	\$ 65.63
Annual Salary/Wages	\$ 111,180.10	\$ 117,031.69	\$ 123,191.25	\$ 129,675.00	\$ 136,500.00
Assistant General Manager	\$ 63.73	\$ 67.09	\$ 70.62	\$ 74.33	\$ 78.25
Annual Salary/Wages	\$ 132,560.89	\$ 139,537.78	\$ 146,881.88	\$ 154,612.50	\$ 162,750.00
District Clerk/ Admin. Clerk	\$ 32.99	\$ 34.72	\$ 36.55	\$ 38.48	\$ 40.50
Annual Salary/Wages	\$ 68,614.01	\$ 72,225.27	\$ 76,026.60	\$ 80,028.00	\$ 84,240.00
Senior Park Maintenance Worker	\$ 36.43	\$ 38.35	\$ 40.36	\$ 42.49	\$ 44.73
Annual Salary/Wages	\$ 75,771.89	\$ 79,759.88	\$ 83,957.77	\$ 88,376.60	\$ 93,028.00
Facilities Attendant	\$ 27.25	\$ 28.69	\$ 30.20	\$ 31.79	\$ 33.46
Annual Salary/Wages	\$ 56,687.03	\$ 59,670.56	\$ 62,811.11	\$ 66,116.96	\$ 69,596.80
General Manager	At Board's discretion				No Steps
Annual Salary/Wages					\$ 106.01
					\$ 220,500.00

NOTES:

Note: Ranges for hourly and salaried employees were created using the top salary/wage as the top step E and reducing by 5% for each lower step. Annual wage/salary based on 2080 work hrs per year.

For some positions there were no existing ranges and for others there were ranges that were either compacted (i.e., less than 10% between the top and bottom) or too wide (i.e., more than 25% between top and bottom). The creation of 5-steps will create more appropriate ranges for the positions for future hires.

* \$39 was the top of the range in FY18-19 according to job descriptions; applied CPI from FY19-20 to FY22-23; we discovered that there was a difference of \$0.03 per hour between the cross trainee and driver positions; to simplify future CPI calculations and in the interest of fairness, we made the range for cross trainees the same as the drivers.

	FY19/20	FY20/21	FY21/22	FY22/23
CPI	3.5%	2.9%	3.8%	5.0%

JANUARY 11, 2023

ITEM 5E

DISCUSS POSSIBLE RETREAT TOPICS AND FORMAT

TO: BOARD OF DIRECTORS
FROM: GARRETT TOY, GENERAL MANAGER
SUBJECT: DISCUSS POSSIBLE RETREAT TOPICS AND FORMAT

Recommendation

Discuss possible retreat topics and format and provide comments as appropriate.

Policy Issues

The Board conducts an annual retreat. This year the retreat is scheduled for Saturday, February 11th from 9:00am to 1:00pm at the Fernwood Cemetery office/remembrance room.

Discussion

Staff plans to facilitate the retreat which will allow all the board members to be full participants at the retreat. Our understanding is that past retreats focused on goal setting and on a SWOT analysis: Strengths, Weaknesses, Opportunities, and Threats (e.g., frustrations, challenges). The retreat will still have those components but perhaps presented in a different format.

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, but not limited to, the following:

- 2022 Accomplishments
- Issues/items to address
- Things that went well
- New goals/priorities/opportunities
- Specific retreat topics/issues 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 also have time dedicated to the following topics:

- FY22/23 Goals and Priorities

The Board may recall that at its July 2022 meeting the Board discussed preliminary goals and priorities for FY22/23 (see agenda item 6B attachment B). At the retreat, staff will provide a status update of the goals and priorities and discuss with the Board any revisions/additions to the list. The FY22/23 Goals and Priorities would be brought to the next Board meeting for approval.

- 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?"
- General discussion on Strategic Plan/Master Plan components
In November 2022, the Board accepted the schedule for implementing the recommendations contained in the Parks and Recreation Operations and Facilities Assessment/Five-Year Financial Forecast Study (Study) prepared by Management Partners for TCSD in February 2021. Staff recommended that we create a hybrid Plan that combines the relevant components of both the 5-Year Strategic Plan and 10-year Master Plan for TCSD and indicated that the update process would begin at the Board retreat.
- General discussion on future CIP projects
We would like to broach some ideas for projects with the Board and receive some preliminary direction regarding projects. This direction would help develop the list of projects for discussion at a future Board work session to discuss CIP projects.
- General discussion on available Capital reserves and potential uses
Staff has previously mentioned we would like to receive some preliminary guidance regarding the use and structure of reserves for projects and operations. This direction would help develop the proposed structure of reserves that could be a topic for discussion at a future Board work session as well as a topic of discussion during the budget workshop in the spring.

Given the above plethora of topics for discussion, staff cannot provide detail at this time as to the specific retreat agenda and format. However, our goal will be structuring the retreat to efficiently and effectively manage the time and topics to allow for production discussions and input to staff. We appreciate the flexibility to develop retreat reflective of our years of experience attending and facilitating retreats for City/Town Councils.

Impact on TCSD Resources

n/a

JANUARY 11 ,2023

ITEM 6A

GENERAL MANAGER REPORT

TO: BOARD OF DIRECTORS
FROM: GARRETT TOY, GENERAL MANAGER
SUBJECT: GENERAL MANAGER REPORT

Recommendation

Receive the report for activities in December 2022 and provide comments as appropriate.

Policy Issues

N/A

Discussion

Wastewater Statistics and Work

- Flow through Bell Lane Pump Station: 14,163,100 gallons
- Flow through Bob Bunce Pump Station: 175,718 gallons
- Rain: 15 events totaling 15.01 inches
- Sewer System Overflows (SSO): 0
- On 12/31/22, Staff (Mike and Nick) responded to after-hour high water alert alarms from pump stations and SmartCovers due to the winter storm. Due to the quick runoff and saturated soil conditions, we experienced a flow of 2.8MGD thru Bell Lane PS for December 31. With a surge of inflow as quick as this was, we were pushed to capacity in our collection system at our lowest manhole(MH5.173) at Linda Way & Ross Drive. Thankfully, Mike and Nick were able to manage the situation to prevent possible sewer flooding of homes in the area of Linda Way & Ross Drive.

Solid Waste Statistics and Work

- Garbage collections continued on the regular pick-up during the holidays. No issues reported.
- Tree pick-up service begins next week (1/10-1/13/23). We contracted with Jorges Tree Service (TCSD landscape maintenance contractor) to perform the pick-up and chipping service at a cost of \$8,000.

Parks and Recreation Work

- Events held were the Light Fight, December 3rd Jolly Jingles and December 10th Breakfast with Santa. Jolly Jingles and Breakfast with Santa were both well attended.
- Staff continues to make upgrades/revisions to the TCSD website to improve the user experience.
- New rule signs have been ordered for the parks and tennis/pickleball courts.
- The next event is the Crab Feed on January 21st. We have sold approximately 60 tickets to date.



- This past storm (1/3-1/6/23) has knocked over some trees and blown down tree limbs on TCSD property. Staff has been using our landscape maintenance contractor to address the trees.
- We executed the agreement for the \$2,500 grant we applied for and received from the County of Marin for Creekside Fridays.

Administration

- Between 12/23 and 1/2/23 we had limited holiday office hours.
- The Office reopened 1/3/23.
- Since 1/3/23, staff has been meeting with and coordinating with Southern Marin Fire and other public agencies in preparation for the winter storms. The County of Marin did provide three (3) loads of sand and empty sandbags in the TCSD parking lot for residents to access.
- Most of the residents visiting the office have indicated they like the remodel and appreciate the ability to just drop off unused medicines, batteries, and CFL bulbs without the need for an appointment. While we still encourage appointments for e-waste, many residents have just been bringing their e-waste materials into the office, which we have been accepting.
- We installed solar-powered motion detection lights along the path adjacent to the TCSD office building to make it safer to walk during the night.
- The weather has triggered vermin to invade our vehicles in search of shelter.
- Applications for the new Parks and Recreation Commission (PARC) are available on the website. The newsletter will also encourage residents to apply. The tentative deadline to apply is February 3rd.
- At the February 8th Board meeting, staff plans to present the mid-year budget review which will include revenue and expense data for events to date (FY22-23).

Impact on TCSD Resources

n/a

JANUARY 11, 2023

ITEM 6B

**REVIEW SCHEDULE FOR FUTURE WORK SESSIONS,
SPECIAL MEETINGS, AND EVENTS**

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: REVIEW SCHEDULE FOR FUTURE WORK SESSIONS, SPECIAL MEETINGS, AND EVENTS

Recommendation

Review schedule for future work sessions, special meetings, and events and provide direction to staff, as appropriate.

Policy Issues

This is a standing item for Board meetings.

Discussion

Attached is the current tentative schedule for future Board work sessions and special meetings. Also attached are the Board's goals and priorities for FY22/23 discussed at its July 13th meeting. The goals and priorities are provided should the Board want to schedule a specific topic for discussion at a future work session. Please note these goals and priorities have not been formally adopted by the Board because the Board was going to possibly discuss more at the September retreat. However, the September retreat was canceled. We recommend the Board review these proposed goals and priorities at its February retreat and update/revise, as appropriate, at that time.

We have also attached a list of the updated TCSD event schedule from August 2022 to August 2023 for Board review and comment.

Impact on TCSD Resources

N/A

Attachments

- A. Work session & special meeting schedule
- B. List of priorities
- C. Schedule of Events

TCS D BOARD
REGULAR WORK SESSION AND SPECIAL MEETING SCHEDULE
FY22/23

DATES	TOPIC
July 27, 2022	Field Trip- Kay Park and other TCS D facilities
August 24	Field Trip- Eastwood Park and other TCS D Facilities
September 17 Special Meeting	Conduct retreat (canceled due to scheduling conflicts; needs to be rescheduled)
September 28 - CANCELED	Canceled due to retreat
October 26	Discuss Management Partners Study and Hanson Asset Inventory Plan
November 16 Special Meeting (8:00am-10:00am)	Discuss first draft of 5- Year Financial Plan and Solid Waste Rate Review Study by R3
November 23 - CANCELED	Canceled for Thanksgiving Holiday
December 28- CANCELED	Canceled for holidays
January 25, 2023	Discuss second draft of 5- Year Financial Plan and Solid Waste Rate Review Study by R3
February 11 Retreat (Sat.)	Fernwood 9:00am-1:00pm
March 22	tbd
April 26	tbd
May 24	Budget Workshop
June 28	tbd

PRELIMINARY BOARD PRIORITIES FY22/23
(not listed in order of priority)

1. Complete improvements in the Community Center including kitchen, bathrooms and stage
2. Expand offering of events and programs
 - a. Provide better event financial accounting and long-term scheduling
 - b. Expand solid waste programs with an emphasis on innovative programs and re-introducing past popular programs
3. Develop disaster preparedness plan
 - a. TCSD operations
 - b. Community coordination
 - c. Evaluate impacts of sea level rise and extreme flooding
4. Improve/enhance communication with the public (newsletters, advertising, sponsorships, signage)
 - a. Enhance reporting and communications to the Board and Community regarding the reasons for Sanitation CIP projects and create standards for measuring success
 - b. Continue to improve financial reporting to the Board and Community on TCSD activities with the goal of explaining “where their money goes”
 - c. Solicit community input on TCSD programs/events/use policy/facilities
5. Develop short and long-term park management plan
 - a. Review park maintenance standards and options for implementation
 - b. Address Eastwood park management issues
6. Develop a 5-year masterplan for parks, facilities, and open space including short and long-term financing plan
7. Update 5-year financial/operational plans for solid waste and wastewater
 - a. Vehicle/equipment replacement program
 - b. Wastewater Capital Projects
8. Review/evaluate organizational structure, administrative/personnel policies, service levels, and employee satisfaction

TENTATIVE SCHEDULE OF EVENTS

August 2022 thru August 2023

(Revised October 2022)

DATE		EVENT
August 13	8am - 11am+	Cars & Coffee (Community Center)
September 10	8am - 11am	Cars & Coffee
September 24	3pm -8pm	Oktoberfest at Community Center
October 1	8am-1pm	Debris day, shred day (Community Center)
October 8	8am - 11am	Cars & Coffee
November 12	8am - 11am	Cars & Coffee
December 3	7pm-9pm	Jolly Jingles or similar event (Community Center)
December 10	9am and 10:30am (if needed)	Breakfast with Santa (Community Center)
December 10	8am- 11am	Cars & Coffee
January 14, 2023	8am -11am	Cars & Coffee
January 21, 2023	6:30pm-9:30pm	Crab Feed
February 11	8am – 11 am	Cars & Coffee
March 3 &4 10 &11	two weekends	Murder Mystery (Community Center)
March 11	8am – 11am	Cars & Coffee
April 9	8am – 11am	Cars & Coffee
April 22	time tbd	Earth Day and Volunteer Appreciation event (Eastwood Park)
May 6	8am -1pm	Debris day, shred day, e-waste, mattresses, compost (Community Center)
May 13	8am – 11am	Cars & Coffee
May 12/13 & 19/20	Two weekends	Rhubarb Revue
June 16,30 July 14, 28, Aug 11	(tentative dates)	Creekside Fridays (Location TBD)

January 11, 2023

Item 6C

Date: December 15, 2022

To: Steffen and Garrett

I attended the SASM Meeting for December 15, 2022 via Zoom.

ATTENDANCE

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

SASM Staff: Mark Grushayev, Director of the Wastewater Treatment Plant and Andrew Poster, P.E., City Engineer and Director of Public Works, and Vera Tyler, Administrative Assistant, were present. Bill Hansell, General Manager of Alto Sanitary District was present.

BUSINESS SESSION

Most of the work from the prior 60 days (no meeting in November 2022) was approved through the Consent Calendar process, which was approved by the SASM commissioner votes.

Election of 2023 Officers

Lew Kious was re-elected president, Al Leibof was re-elected as vice president, and Todd Gates was re-elected as secretary.

NEXT SASM MEETING

The next SASM meeting is January 18, 2023, at 5:00 pm. I will be able to attend this meeting.

Sincerely,
Jim Jacobs
TCSO Representative



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
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TCSD BOARD OF DIRECTORS REGULAR MEETING MINUTES WEDNESDAY, DECEMBER 14, 2022, 7:00 PM

1. **CALL TO ORDER**

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:06pm on Wednesday, December 14, 2022.

2. **ROLL CALL**

President Steffen Bartschat

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

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM) Alan Shear; Event and Communications Coordinator Camille Esposito

Others present: Marin County Supervisor Stephanie Moulton-Peters

3. **APPROVE AGENDA**

MOTION TO APPROVE THE AGENDA

M/S/C: S. LEVINE/J. JACOBS

AYES: 5

NAYS: 0

ABSENT: 0

4. **PUBLIC EXPRESSION**

Pres Bartschat invited public expression on non-agenda items, in response to which there was the following:

- There was no public expression

5. **REGULAR BUSINESS: Board Actions**

- A. Administer oath of office to two appointed in-lieu of an election TCSD Board Members, Jeff Brown, and Jim Jacobs, by Marin County Supervisor Stephanie Moulton-Peters
Supervisor Moulton-Peters administered the oath of office to Board Member Brown and Board Member Jacobs.

There was no public comment.

- B. Proclamation for Cyndie Martel thanking her for her work at TCSD.
President Bartschat read the proclamation

There was no public comment.

C. Adopt resolution approving the surplus personal property policy

GM Toy summarized the proposed policy. He stated the need and purpose of the policy, specifically that it is a best practice for public agencies and how it is helpful when it comes to disposing such items as furniture and older computers/laptops. The Policy requires the GM to make two findings to dispose of Property without Board approval: 1) the Property is found to be obsolete, non-functional, or no longer necessary for District purposes, and 2) the Property has a market value of \$2,000 or less.

The Board discussed the matter and asked questions of staff.

There was no public comment.

MOTION TO ADOPT RESOLUTION 2022-34 ADOPTING A SURPLUS PERSONAL PROPERTY POLICY

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

AYES: 5

NAYS: 0

ABSENT: 0

D. Adopt an ordinance establishing the powers and duties of the Tamalpais Community Services District Parks and Recreation Commission to replace the Parks and Recreation Advisory Commission; exempt under CEQA Section 15601(b)(3).

GM Toy summarized the Board's wishes to reconvene the Parks and Recreation Advisory Commission as the Parks and Recreation Commission (PARC). He stated that updating an ordinance was done over two meetings. If adopted by the Board, the ordinance would take effect 30 days after adoption. The application process would begin in January 2023 with the commission potentially ready by March.

The following changes were confirmed:

- Name change to Parks and Recreation Commission (PARC)
- Reduce members from 7 to 5, with the flexibility to add a youth member
- Term of office - 2-year staggered first term with 3 members serving 3 years and 2 members serving 2 years
- Qualifications would remain the same but would not apply to youth member
- Added vacancy provision that missing 3 consecutive meetings with no excuse would equate to vacating position
- Simplified duties and responsibilities with the addition of mission statement
- Commission would provide annual work plan with the Board able to change with a Resolution
- Officers remained the same
- Commission would decide on meeting schedule with Board approval
- No compensation except for pre-approved expenses
- A TCSB staff member would staff the commission; there will not be a Board member liaison to the commission

The Board discussed the matter and asked questions of staff.

There was no public comment.

MOTION TO ADOPT AND WAIVE SECOND READING OF ORDINANCE 99 ESTABLISHING THE POWERS AND DUTIES OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT PARKS AND RECREATION COMMISSION TO REPLACE THE PARKS AND RECREATION ADVISORY COMMISSION EXEMPT UNDER CEQA SECTION 15601(b)(3) AMENDING MEMBER TERMS TO 2 MEMBERS SERVING 2 YEARS AND 3 MEMBERS SERVING 3 YEARS

M/S/C: M. McMAHON/J. BROWN

AYES: 5

NAYS: 0

ABSENT: 0

- E. Adopt resolution approving the Administrative Clerk job description/classification
GM Toy summarized the need and purpose to provide an updated job description/classification. With the departure of the District Clerk/Admin Clerk, the position did not have an updated job description/classification. The description was last updated in 2006 and was titled Executive Assistant/District Clerk. The duties listed in the proposed job description reflect the needs of the organization and the proposed position is now entitled Administrative Clerk

The Board discussed the matter and asked questions of staff.

There was no public comment.

MOTION TO ADOPT RESOLUTION 2022-35 APPROVING THE ADMINISTRATIVE CLERK JOB DESCRIPTION/CLASSIFICATION

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

AYES: 5

NAYS: 0

ABSENT: 0

6. REGULAR BUSINESS: Information Items

- A. General Manager report

GM Toy reviewed his report for the Board including the office schedule during the holidays, an update on the office remodel, signage for rules and regulations for the pickle ball courts and asked for questions, a status update memo from Nute Engineering on the Bell Lane Pump Station and Force Main Project and the proposed scope of work for CIP Phase D. GM Toy indicated Nute Engineering would provide the Board an update on the CIP projects at the January 11, 2023 meeting.

There was no public comment.

- B. Review schedule for future work sessions, special meetings, and events

GM Toy reviewed the attached schedules and list of priorities and asked the Board for questions.

There was no public comment.

- C. Approve regular Board meeting schedule for 2023

GM Toy reviewed the regular meeting schedule for the Board of Directors for 2023

There was no public comment.

MOTION TO APPROVE THE REGULAR BOARD MEETING SCHEDULE FOR 2023

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

AYES: 5

NAYS: 0

ABSENT: 0

D. Receive monthly financial reports

The Board received the financial reports which included a schedule of due dates for Board requested reports. Staff indicated the Finance Manager would make a presentation on TCSO finance reports at a future meeting.

There was no public comment.

E. Receive Sewer treatment plant update reports: SASM and SMCSO

SASM: Dir Jacobs reported that the meeting scheduled for November 17 was cancelled due to Thanksgiving.

SMCSO: Dir Levine reported the December 6 meeting of the Board reviewed the FY21-22 financial statements by their auditor. The district successfully met all generally accepted accounting principles and have a healthy financial position going into FY22-23. The Coloma pump station and generator reliability project were complete. The clarifier rehab project would go out to bid this winter. The TCSO flow meter project was still awaiting PG&E and Caltrans permits and significant progress was made this month on collection system maintenance prior to the rainy season.

There was no public comment.

F. Board member Committee/Subcommittee reports

There were no other Board reports.

7. CONSENT CALENDAR

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

- A. Approve minutes of November 9, 2022 Board Meeting
- B. Approve minutes of November 16, 2022 Board Work Session
- C. Approve resolution regarding continued COVID-19 emergency and TCSO continuing public meetings via Zoom, if needed, pursuant to AB 361
- D. Adopt resolution establishing Rosenberg's Rules of Order as the parliamentary procedures for TCSO Board and Commission meetings.
- E. Adopt resolution authorizing General Manager to execute and record Phase C sewer improvement project notice of acceptance of completion and the release of the project retention amount to \$125,276.92

MOTION TO APPROVE THE CONSENT CALENDAR

M/S/C: J. BROWN/J. JACOBS

AYES: 5

NAYS: 0

ABSENT: 0

8. FUTURE AGENDA ITEMS

- A. Review of meeting
The Board agreed the meeting went well.
- B. Board input for future Board Meeting Agendas
 - Selection of Board officers

There was no public comment.

9. **ADJOURNMENT**

THE MEETING WAS ADJOURNED AT 7:57PM

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

AYES: 5

NAYS: 0

ABSENT: 0

President

Secretary

NEXT TCSD BOARD WORK SESSION

January 25, 2023

8:00am Tam Community Center

NEXT REGULAR BOARD MEETING

January 11, 2023

7:00pm Tam Community Center



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168

RESOLUTION NO. 2023-xx

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT AUTHORIZING LEGISLATIVE BODY MEETINGS TO BE HELD VIA TELECONFERENCE FOR THE 30-DAY PERIOD BEGINNING DECEMBER 14, 2022 AND MAKING RELATED FINDINGS PURSUANT TO AB 361

WHEREAS, the Tamalpais Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency as a result of the rapid spread of the novel coronavirus disease 2019 ("COVID-19"); and

WHEREAS, on March 10, 2020, the Board of Supervisors of the County of Marin ratified proclamations of health and local emergency due to COVID-19; and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which terminated the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means effective September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed Assembly Bill 361 (2021) ("AB 361"), which amended the Brown Act to allow local legislative bodies to continue to conduct meetings by teleconference under specified conditions; and

WHEREAS, AB 361, pursuant to Executive Order N-15-21, took full effect on October 1, 2021 and requires the Board of Directors to make specific findings to continue meeting under special teleconference rules; and

WHEREAS, in addition to finding the Governor has declared a State of Emergency pursuant to Government Code section 8625, such findings include that state or local officials have imposed or recommended measures to promote physical distancing, or, in the alternative, that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, Governor Newsom has declared a State of Emergency due to COVID-19, state and local officials have imposed or recommended measures to promote physical distancing, and the Board of Directors have determined meeting in person would present imminent risks to the health and safety of attendees, including members of the public and District employees; and

WHEREAS, on August 3, 2021, in response to the emergence of the highly contagious Delta variant of COVID-19, which caused an increase in COVID-19 cases throughout the United States, State, and Marin County, the Marin County Health Officer issued an order for nearly all individuals to wear masks when inside public spaces; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) and Marin County continue to recommend physical distancing of at least six feet from others outside of the household; and

WHEREAS, since issuance of Executive Order N-08-21, the highly contagious Delta variant of COVID-19 has emerged, causing an increase in COVID-19 cases throughout the State; and

WHEREAS, the Board of Directors does hereby find that the presence of COVID-19 and the increase of cases due to the Delta variant and other variants would present imminent risks to the health and safety of residents, staff, and Board Members should legislative body meetings be held entirely in person; and

WHEREAS, teleconference meetings may include hybrid meetings, in which all or some members of the Board of Directors meet in person while others attend by teleconference, and members of the public are either allowed to participate only by teleconference or both in person and by teleconference (“hybrid meetings”). The purpose of hybrid meetings is to allow for multiple modes of attending meetings while reducing the risks of COVID-19, including the Delta variant; and

WHEREAS, the District will ensure that all legislative body meetings subject to AB 361 (2021), including hybrid meetings, comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF TAMALPAIS COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

1. The above recitals are true and correct and hereby incorporated into this Resolution.
2. In compliance with the special teleconference rules of Section 54953 of the Government Code, as established by Assembly Bill 361 (2021), the Board of Directors hereby makes the following findings:
 - a. The Board of Directors has considered the circumstances of the state of emergency; and

- b. The states of emergency, as declared by the Governor and County of Marin, continue to directly impact the ability of the District's legislative bodies, as well as staff and members of the public, to safely meet in person;
 - c. The County, CDC, Cal/OHSA, and OHSA continue to recommend physical distancing of at least six feet to protect against transmission of COVID-19; and
 - d. Meeting entirely in person would present imminent risks to the health and safety of members of the public, members of the District's legislative bodies, and District employees due to the continued presence and threat of COVID-19, including the Delta variant.
3. The District's legislative bodies may continue to meet remotely or hybrid in compliance with the special teleconference rules of Section 54953 of the Government Code, as amended by Assembly Bill 361 (2021), in order to protect the health and safety of the public.
4. The Board of Directors will review these findings and may reconsider the need to conduct meetings by teleconference or hybrid within thirty (30) days of adoption of this resolution.

PASSED AND ADOPTED by the Board of Directors of Tamalpais Community Services District this 11th day of January 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President

ATTEST:

Secretary, Tamalpais Community Services District