



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSD BOARD OF DIRECTORS MEETING AGENDA WEDNESDAY, APRIL 12, 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. Appoint applicants to the Parks and Recreation Commission (PARC)
- B. Informal community informational meeting on proposed rate increases of solid waste service charges for the next five years
- C. Request from Southern Marin Fire Protection District (SMFD) to install a long-range acoustic device (LRAD) in Eastwood Park
- D. Consider/discuss communications and events plan
- E. Approve updated solid waste and wastewater billing adjustment policy
- F. Authorize the General Manager to proceed with the installation of new security systems for TCSD facilities in an amount not to exceed \$32,000 which includes 5-year service plan and new fire smoke/alarm system for the corporation yard building in an amount not to exceed \$18,500

### 6. REGULAR BUSINESS: Information Items

- A. General Manager report
- B. Receive monthly financial reports
- C. Receive Sewer treatment plant update reports: SASM (3/16 meeting canceled) and SMCSO
- D. Board member and Subcommittee report

### 7. CONSENT CALENDAR

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

- A. Approve minutes of March 8, 2023, meeting
- B. Approve minutes of March 22, 2023, work session
- C. Authorize General Manager to sign letter of support for Governor Newsom's State Budget proposal to protect \$345 million in grant funding for implementing SB 1383.

**8. FUTURE AGENDA ITEMS**

- A. Review of meeting
- B. Board input for future Board Meeting Agendas (meeting and work session schedule)

**9. ADJOURNMENT**

**BOARD WORK SESSION**  
**April 26, 2023**  
**8:30am**  
**Tam Valley Community Center**

**NEXT REGULAR BOARD MEETING**  
**May 10, 2023**  
**7:00pm**  
**Tam Valley Community Center**



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
April 12, 2023

**TO:** BOARD OF DIRECTORS

**FROM:** GARRETT TOY, GENERAL MANAGER

**SUBJECT:** APPOINT APPLICANTS TO THE PARKS & RECREATION COMMISSION (PARC)

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### RECOMMENDATION

Appoint the five applicants to PARC.

### BACKGROUND

At its October 12, 2022, meeting, the Board discussed its interest in reconvening the Parks and Recreation Advisory Commission (PRAC or Commission) as well as revisions to the PRAC's responsibilities. The Board decided that there was significant merit for reconvening the PRAC, but the Board also wanted to revise the structure and role of the Commission. Ordinance No. 77 initially established the powers and duties of the PRAC.

Key revisions to the role of the committee was to rename the PRAC to the Parks and Recreation Commission (PARC), reduce the membership size from 7 to 5 members, and simplify the roles and duties of PARC commissioners. The Board introduced Ordinance No. 99 which rescinded and replaced Ordinance No. 77 in its entirety at its November 9<sup>th</sup> meeting. The second reading and adoption of Ordinance No. 99 was at the Board's December 14, 2022, meeting.

### DISCUSSION

At its March 8<sup>th</sup> meeting, the Board met with four of the five applicants for PARC. One applicant, Pam Keon, could not attend the March 8<sup>th</sup> meeting. However, Ms. Keon was able to attend the March 22<sup>nd</sup> Board work session to meet the Board. As stated at its March 8<sup>th</sup> and March 22<sup>nd</sup> meetings, the Board indicated it would make appointments to PARC at this meeting. The applicants were informed they did not need to attend this meeting to be appointed.

The five applicants are: Michael Bogart, Valerie Jordan, Pam Keon, Erin Rosenblatt, Michael Wisner.

Per Ordinance No. 99, two of the initial five (5) appointments would be for two (2)-year terms. The selection of which appointees would serve two and three-year terms would be determined by a random drawing of names at the meeting.

After the appointments are made, staff will coordinate with the applicants to schedule the first meeting of PARC.

### FISCAL IMPACT

n/a



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
April 12, 2023

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: INFORMAL COMMUNITY INFORMATIONAL MEETING ON PROPOSED RATE INCREASES OF SOLID WASTE SERVICE CHARGES FOR THE NEXT FIVE YEARS**

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### RECOMMENDATION

Conduct informal community informational meeting to consider the proposed rate increases of solid waste service charges for the next five years based on the 5-Year Rate Study and 10-year Financial Plan prepared by R3 Consulting Group.

### BACKGROUND

Solid waste collection is an important health and safety service provided to residents and businesses by TCSD crews. Solid waste collection is by its nature a labor-intensive business; for less than an average annual cable bill, TCSD's crews collect refuse, recycling, and organics in three separate trips every day and every week of the year from each home and business in the district. Narrow roads and hilly terrain throughout the District's territory have prompted TCSD to use smaller than standard collection trucks, which limits efficiency while maximizing safety. In addition, many residential service charges in larger jurisdictions may benefit via subsidy from larger solid waste revenues from businesses. However, due to TCSD's residential character, residents pay their full share of collection costs.

### DISCUSSION

Every five years TCSD retains a firm to develop a Solid Waste 10-Year Financial Plan with a 5-Year Rate Study (Plan) for our solid waste operations. TCSD retained R3 Consulting Group to prepare the 10-Year Plan. R3 prepared the previous 10-Year Plan in 2018. Specifically, the implementation of the new 10-Year Financial Plan and adoption of proposed 5-Year solid waste service charges will enable TCSD to:

- Adapt and respond to new State regulations and rapidly changing market conditions for recyclables and organics
- Provide resources for legislative compliance into the future
- Provide for operational sustainability of staffing and equipment
- Maintain and enhance solid waste programs (e.g., continue with 2 debris days per year, add new mattress collection and household hazardous waste day)
- Build and maintain reserves for vehicle (truck) replacement
- Maintain operating reserves for cash flow purposes and unforeseen financial impacts (e.g., higher than average inflation)

The previous 5-Year rate increases were substantial to address structural deficits in solid waste revenues that did not keep up with costs to make the collection enterprise financially sustainable. However, the good news is revenues and expenses are now stabilized and we have built operating and vehicle reserves to desired policy levels to withstand unforeseen financial impacts.

On November 16, 2022, the Board conducted the first study session on the preliminary recommendations from R3 Consulting Group regarding the Five-Year Rate Study and 10-Year Financial Plan for Solid Waste expenditures and revenues. The Board provided input to R3 and staff on the preliminary recommendations.

On January 25, 2023, the Board conducted its second study session to review revisions to the 10-Year plan. The revisions were based on the comments received during the first study session.

While the 10-Year plan provides a projection as to the financial health of operations based on key assumptions, the first 5-years of the Plan (i.e., Five Year Rate Study) are the rates subject to the Proposition 218 process. The Board has approved the following rate increase for consideration by residents:

***A nominal 2% increase in rates per year for a total of a 10% increase in rates over the five-year period, which is less than the average annual inflation over the past 5 years.***

On February 8, 2023, the Board directed staff to begin the state-mandated Prop 218 process required for approval of certain taxes, fees, and assessments, which includes solid waste collections. The first step comprises sending a letter/notice to all property owners in Tam Valley notifying them of the proposed solid waste rates for the next five years, beginning July 1, 2023. The Board approved the letter/notice that included the proposed rates and the date of this informal community informational meeting (April 12, 2023).

The letter/notice was mailed in mid-March to all Tam Valley property owners.

#### **Next Steps**

The public hearing takes place, at a minimum, 45 days after the mailing date informing property owners of the proposed rate increases and their effective dates.

Staff anticipates the regularly scheduled Board meeting of May 10, 2023, will serve as the public hearing date to consider the proposed rate increases for the next five years. The public hearing allows Tam Valley residents/businesses an opportunity to provide public comments and protests on the proposed rates. The May hearing date will also allow sufficient time to provide the new rates to the County to ensure they are reflected on the property tax rolls beginning July 1, 2023. If no majority protest exists at the May 10<sup>th</sup> hearing, the new solid waste service

charges would take effect July 1, 2023. The new Solid Waste service charges would be reflected in the Marin County tax bills typically mailed in October.

**FISCAL IMPACT**

If adopted in May, the new service charges would be reflected in the FY 2023-24 Solid Waste Budget.

**ATTACHMENTS**

Updated 10-Year Financial Plan Prepared by R3

# REPORT

Tamalpais Community Services District

## 10-Year Financial Plan Update

*Submitted electronically: April 6, 2023*



April 6, 2023

Mr. Garrett Toy  
General Manager  
Tamalpais Community Services District  
305 Bell Lane  
Mill Valley, CA, 94941  
*submitted via email: gtoy@tamcsd.org*

**SUBJECT: 2023 Solid Waste 10-Year Financial Plan and Five-Year Rate Study**

Dear Mr. Toy,

Tamalpais Community Services District (TCSD) engaged R3 Consulting Group (R3) to assist in developing its 10-year Financial Plan of the Solid Waste Enterprise Fund, and use that Financial Plan to conduct a rate study and develop recommended rate adjustments for a 5-year period (FY 23/24 through FY 27/28). The resulting Financial Plan and Rate Model incorporates vehicle and equipment replacement, staffing needs, supplemental programs, transfer plus processing and disposal costs, and reserve policy recommendations.

TCSD has done a good job of stabilizing and maintaining the solid waste enterprise fund. As a result, the recommended rate adjustment is 2.00% each year for the next five years, which is well below what the majority of communities are experiencing.

The updated 10-year financial plan, including the 5-year rate schedule is provided in **Attachment 1**.

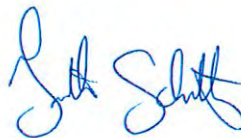
\* \* \* \* \*

We appreciate the opportunity to be of service to TCSD and would like to thank TCSD staff for their support during the review. Should you have any questions regarding this report or need any additional information, please do not hesitate to reach out directly.

Sincerely,



Jordan Muratsuchi | Sr. Project Analyst  
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# TABLE OF CONTENTS

**1. Introduction**

page 1



**2. Revenue and Expense Projections**

page 2



**3. Reserve Funds, Liabilities, & Risks**

page 6



**4. Five-Year Rate Study**

page 8



**5. Rate Comparison**

page 10



**Attachment 1:**

10-Year Financial Plan

# 1. INTRODUCTION

## Background

TCSD provides solid waste collection services to over 2,400 residents and businesses. The solid waste collection is operated using an enterprise fund which is supported by customer service rates. It is considered a best practice to review and update the financial plan for enterprise funds at least every five years. Apart from the past five years, TCSD has an intermittent history of adjusting rates. If rates are not adjusted to reflect increasing costs in one or more years, future years typically require larger adjustments to close the gap.

TCSD crews perform collection of solid waste in three streams, 1) refuse, 2) recycling, and 3) organics. TCSD takes refuse and organics to Marin Resource Recovery in San Rafael and recycling to the Integrated Resource Recovery Facility in Richmond.

The steep topography and road repair status of much of the TCSD service district presents a challenge, which the crews have met admirably. All collections are currently performed with mini-packer-trucks, which have smaller than average payload capacity (10 cubic yard capacity), and have a small and nimble enough chassis to traverse most of the private driveways, non-county maintained roads, and one or two lane highways in the area. Many jurisdictions consider these conditions hilly or difficult to service and charge significant premiums for this type of service.

In 2017 R3 created a 10-year financial plan and five-year rate study for TCSD. This study set five (5) years of rates starting in FY 18/19 and ending in FY 22/23. That plan resulted in larger than average rate adjustments – 18% the first year and 8% each year thereafter, largely due to vehicle replacement needs, building reserve levels, and paying back a loan from the sewer fund.

## Current Financial State

The TCSD Board and staff have done a good job of sticking to the previous financial plan and as a result, the TCSD Solid Waste Enterprise Fund is in a financially stable position and much improved from five years ago.

The Solid Waste Enterprise Fund is projected to have a surplus of approximately \$500,000 for this fiscal year. This results in a projected total combined reserve and contingency fund of \$2,573,011. This amount includes the target level 8-month reserve of \$1,506,533 with \$1,066,458 in additional "rainy-day" contingency funds.

TCSD's Solid Waste Enterprise Fund (Fund) is healthy and stable and does not need significant rate increases. Minimal rate increases of 2.00% annually are recommended because expenses are projected to keep increasing and at greater rates. These minimal increases will offset the increase in costs which not only keeps the Fund stable but also prevents large spikes in future rates.

## Scope of Analysis

*Our review of the Base Year Rate Application included but was not limited to the following:*

- › Reviewed the prior 2018 10-Year Financial Plan and compared projections to actuals;
- › Reviewed the current and projected operational requirements;
- › Documented current financial baselines;
- › Reviewed the operating reserve fund and uses;
- › Prepared expense and revenue projections;
- › Prepared the updated 10-Year Financial Plan;
- › Developed five (5) years of rates to sustain the Enterprise Fund.

## 2. REVENUE AND EXPENSE PROJECTIONS

### Revenue Projections

The Solid Waste Fund receives revenue primarily from the solid waste rates levied on TCSD residents and businesses. Some revenue is also generated through other refuse services and from the award of grants. The Solid Waste Fund's revenue has grown an annual average of 9% from FY 17/18 to FY 21/22. The projected total revenue for FY 2022-2023 is approximately \$2.8 million.

Solid Waste service charges are placed on the property tax bill of rate payers, received by the County of Marin and disbursed to TCSD in two payments per year. The amount is calculated based on the current rate schedule that charges customers based on their level of solid waste service. TCSD's solid waste service charges vary between flat and hill neighborhoods as well as private driveways.

R3 forecasts that TCSD can maintain stability while accounting for risks and unknowns with annual rate increases of 2.00% each of the next five years.

### Expense Projections

#### Salaries

The Solid Waste Enterprise employs three route drivers, one cross-trainee, one finance manager, one administrative support staff, one assistant general manager and one general manager, in addition to other part-time/temporary support staff. Staff time and corresponding expense is allocated between the Solid Waste, Sanitation, and Parks & Recreation funds. R3's analysis evaluated Refuse Fund allocated expenses and assumed the allocations would remain unchanged. Changes to staff salary and benefit allocations would change the required solid waste rate adjustments.

Salaries constitute the single largest expense to the Solid Waste Fund, which is similar to other solid waste operations R3 has reviewed in California. Beyond salaries and wages, this cost category also includes overtime pay, temporary help, holiday compensation, vacation pay, and other associated expenditures. The expense of salaries has grown an average of 2.31% per year since FY 2017-2018, which is lower than the 5% that was expected per the previous 10-year financial plan. This is in part due to change in staffing in the past five years. The projected salary expense for FY 2022-2023 is approximately \$727,200.

R3 has forecasted annual increases to salary expenses of 5% which is expected under normal circumstances and is in alignment with TCSD staffing recommendations.

#### Benefits – Health Insurance, Social Security/Medicare, & Retirement Contribution

TCSD provides its staff with medical and dental insurance, contributions towards retirement, Social Security and Medicare, and other benefits. This expense category also includes retiree medical insurance. Overall, the cost of Benefits has grown an average of 6.22% per year since FY 2017-2018, amounting to a total of ~\$428,000 in FY 2021-2022. Retirement contributions constitute the largest portion of employee benefit cost, followed by medical and dental insurance. Each employee's benefit cost is allocated among TCSD's Sanitation, Refuse, and Parks & Recreation funds, and uses the same staff-time based allocation as applied to salary.

In its review of other local solid waste operations, R3 has seen the fast growth of health insurance costs pushing up the cost of providing employee benefits. Retirement remains a significant contributor,

accounting for over half of the cost of employee benefits. R3 recommends TCSD continue to make careful provision for funding its pension liability for the refuse division, and the increased outlay for other post-employment benefits that go into effect upon retirement.

R3 has forecasted annual increases to health insurance expenses of 7.00% and annual increases of 4.00% to both Social Security/Medicare and Retirement Contributions, all of which is expected under normal circumstances and is in alignment with TCSD staffing recommendations.

**Vehicle Replacement (Capital)**

TCSD's fleet of solid waste collection vehicles are customized to navigate the narrow roads and steep terrain of its service area. Relatively small in size, these trucks are invaluable for reaching hard-to-serve accounts and enhancing driver safety. TCSD has six route vehicles, four of which are the main vehicles servicing the four routes, with two backup vehicles. Additionally, TCSD has three rear loader vehicles used for commercial routes and transfers, and one pick-up truck. Table 1 below shows TCSD's refuse vehicles and tentative replacement schedule.

**Table 1: Solid Waste Vehicle Replacement Schedule**

Refuse Vehicle	Model Year	Tentative Replacement Year
Route Vehicle	2020	FY 2033/34
Route Vehicle	2020	FY 2033/34
Route Vehicle	2015	FY 2028/29
Route Vehicle	2013	FY 2028/29
Backup Route Vehicle	2007	FY 2023/24
Backup Route Vehicle	2006	FY 2023/24
Rear-Loader	2005	As needed
Rear-Loader	2005	As needed
Rear-Loader	2002	As needed
Pick-up Truck	1994	As needed

As with all solid waste operations, the vehicle fleet will require replacement to continue safe and efficient service. R3 typically recommends replacing the main vehicle fleet every 10 years, which is in alignment with industry standards. Replacement may be longer for vehicles that endure less use, such as TCSD's

rear loader vehicles. TCSD purchased two new route vehicles in 2021 for a total of approximately \$270,000, replacing vehicles that were over 15 years old. TCSD's other two route vehicles are currently around 15 years old and should be replaced according to schedule.

Since TCSD has four main route vehicles, R3 recommends replacing two vehicles every five years, for full replacement of main route vehicles every 10 years. Vehicles being replaced will in turn become the new backup vehicles. Purchasing two route vehicles at a time will save staff time, as procuring new vehicles is a tedious process involving communicating between manufacturers, dealers, and financial agencies (if seeking lease purchase agreement). Additionally, maintenance of such vehicles may be easier and less costly due to the vehicles having the exact same parts.

R3 forecasts the replacement of two route vehicles in FY 23/24, FY 28/29, and every five years thereafter. Additionally, TCSD has indicated the desire to replace the solid waste pickup truck, which is nearly 30 years old. The cost to replace this truck is included in the financial plan update.

R3 forecasts a total of \$1.8M in vehicle replacement costs by the end of FY 2032-2033, which during that time is projected to be used to purchase four (4) route vehicles, a pick-up truck and potentially at least one (1) rear-loader. Furthermore, TCSD is scheduled to replace two route vehicles in the following year, FY 2033-2034, which is one year beyond the scope of this financial plan.

This projection makes a best effort to account for the high inflation and increased demand currently being experienced in California, as well as the potential future requirement for zero-emission vehicles.

### Disposal and Processing

The cost for garbage disposal, processing organic materials, and recycling certain materials such as e-waste and sharps, has risen steadily for TCSD over time. This is largely a function of the number of tons of waste generated, and the cost per ton for disposal or diversion from landfill. TCSD directs its collected garbage and organic materials to Marin Sanitary Service's transfer station for transport to a landfill or composting operation, respectively. The price per ton charged by Marin Sanitary Service is currently \$106.25 for garbage, and \$96.60 per ton for organic material. This tip fee has increased annually by an average of 3.65% for garbage and 5.70% for organics over the past five years, in order to adjust for changes in CPI. Other related disposal and processing costs represent a small percentage of this cost category (average ~6%). The total cost in FY 21/22 was \$293,323, which includes a minor amount (less than 5%) related to community Debris Days and medical waste disposal.

TCSD directs its collected recyclables to Marin Sanitary Service's vehicle yard, where recyclables are transferred directly into a rear-loader and then delivered to Republic's processing facility in Richmond. TCSD currently does not pay a recyclables processing fee. However, this is unusual and could change at any time, with TCSD potentially being charged \$50,000 - \$100,000 per year. TCSD's original budget projected disposal expenses that included \$50,000 per year for recycling processing. R3 removed that amount to more accurately project expenses based on current conditions, given the caveat that should TCSD get charged for recyclables processing it should be paid for using the robust "Rainy Day/Contingency" Fund, and at which point TCSD should begin including the charges in budgets.

R3 has observed the costs for disposal and processing increase for other Bay Area jurisdictions. The cost on a per ton basis has increased by and the cost of composting organics on a per ton basis has increased by 20% for disposal and 32% for organics processing in the last 5 years. The higher increase

in organics processing TCSD should plan for the continued rise in these expenses, and particularly for organics as new legislative requirements place limitations on the disposal of food waste and green waste in landfill.

### Fuel

The previous financial plan projected annual increases of 3.0% to fuel expenses. In the past few years however, fuel prices have proven to be highly volatile and have increased at rates much higher than 3.0%. While fuel prices may be currently stabilizing, there remains high uncertainty in near future pricing. As such, R3 projected annual increases of 7.00% to the currently budgeted fuel expense. The fuel expense is projected to be \$85,500 in FY 22/23, a 32% increase over the FY 21/22 expense.

### All Other Expenses

All Other Expenses include utilities, office expenses, insurance, education and outreach, and other general operations expenses. Due to abnormally high inflation rates, R3 projects annual increases of 4.0% to these expenses. Inflation is difficult if not impossible to predict and it may continue be relatively high for the near future. It's possible that certain expenses exceed the 4.0% projection in some years, in which case TCSD will need to utilize available reserves.

# 3. RESERVE FUNDS, LIABILITIES, & RISKS

## Reserve Funds and Liabilities

### 8-Month Operating Reserve Fund

To mitigate cash flow concerns stemming from the collection of rate revenue through property taxes, TCSD Board of Directors have approved a policy of having an eight-month emergency Operating Reserve. These funds would be spent in the event of large unforeseen expenses, such as in an emergency or if property tax revenue suddenly falls and would protect the Refuse Fund and rate payers against such contingencies. TCSD is projected to end this year (FY 2022-2023) with a full 8-month operating reserve (\$1.56 million).

### Contingency “Rainy-Day” Fund

In addition to the 8-month operating reserve, TCSD is projected to have \$936,011 cash at the end of the current FY/ 2022-2023. R3 recommends TCSD maintain and use this as a separate reserve fund for contingencies as well as maintaining compliance with regulations, replacing vehicles and to temporarily pay for recyclable processing should TCSD begin to get charged. This fund can also be used to supplement TCSD’s operating expenses if inflation is higher than projected.

### Pension Liability

TCSD contributes to the Marin County Employees' Retirement Association (MCERA). TCSD's proportion of the net pension liability is based on a projection of the long-term share of the contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The net pension liability as reported for the Refuse Fund in the FY 2020-2021 Audited Financial Report is \$38,281, which is a large drop from the \$895,341 in net pension liability reported in FY 2017-2018. TCSD should continue to provide funding for this pension liability by utilizing the pension liability projections provided by the Actuary.

### Other Post-Employment Benefits (OPEB) Liability

Estimated net OPEB liability is \$1,456,078. The Refuse Division is responsible for 47%, or approximately \$684,357. Funding this liability over a 20-year term results in annual payments of approximately \$35,000. OPEB liability, along with pension liability, can change depending on employment levels and seniority. TCSD should continue to provide funding for OPEB liability by utilizing the pension liability projections provided by the Actuary.

## Risks and Unknowns

### Inflation

Inflation remains high in most cost categories. The financial plan projects that inflation will be reduced to around 4% for most expenses over the next 10 years. If TCSD experiences continued inflation near current levels it may lead to operating costs exceeding the annual escalation assumptions, particularly for labor, supplies, and maintenance and potentially for composting and disposal as well. If this occurs, TCSD should cover increased expenses by utilizing the Contingency Reserve Fund.

### Recyclables Processing Costs

TCSD is not being charged by Republic for processing of recyclables. This cost is estimated at approximately \$50,000-\$100,000 per year should TCSD be charged. While the financial plan assumes that current conditions will continue, TCSD may start being charged by Republic for processing of recyclables. Should this occur, TCSD can temporarily offset the expense using the Contingency Reserve Fund and

begin budgeting for the expense in the future. TCSD should consider creating a contingency plan in the event that there is a charge for recyclables processing. R3 recommends TCSD analyze different recyclables processing options to guide a response should there be a recyclables processing charge.

### **Zero-Emission Vehicles**

The California Air Resources Board (CARB) is in the process of finalizing regulations for zero-emission vehicle requirements. Most refuse operations will likely need to comply with such regulation which would mandate the purchase of zero-emission vehicles. As the regulations have not been finalized, it is unclear what TCSD will be obligated to however there is chance that zero-emission refuse vehicles will need to be purchased in the near future. Should this be the case, these vehicles will likely come at a higher cost than conventional vehicles.



## 4. FIVE-YEAR RATE STUDY

TCSD has a healthy refuse fund that is currently covering the cost of operations while maintaining adequate reserve levels. As such, TCSD does not need significant rate increases over the next five years. In addition to the 8-month operating reserve TCSD has contingency cash that can be used for a variety of purposes however it is not recommended to use these funds to offset rates as they should be used for other means as described above, such as to account for risk/unknowns and to allow the cash purchase of vehicles.

Foregoing rate increases is also not recommended as this can present a false image that costs are not increasing, and typically results in higher rate increases needed in the future. Adopting even minimal rate increases will provide additional stability over time and prevent the refuse fund from being in a position of needing higher than normal rate increases.

Over the next five years, R3 recommends a 2.00% rate increase in each of the next five years. Projecting out 10 years, R3 tentatively recommends a 3.00% rate increase in each of the following five years. R3 followed two main goals in reaching this recommendation: (1) Maintain reserves near current levels at the end of 10 years and (2) fully fund operations, vehicle replacement and retirement liabilities. R3's recommended rate increases are well below current inflation levels and will likely be less than what surrounding communities experience over the next five years.

The solid waste rates presented under this rate adjustment are cost-based, equitable, legally defensible and meet Proposition 218 requirements. The rate schedule for five (5) fiscal years – FY 2023/24, FY 24/25, FY 25/26, FY 26/27, and FY 27/28—is provided in Table 2.

**Table 2: Proposed Maximum Rate Schedule for Solid Waste Services**

Tamalpais Community Services District Proposed Maximum Solid Waste Collection, Processing and Disposal Annual Service Charges FY23-24 - FY27-28 Service Charges Apply to Residential and Commercial Properties Based on Garbage Container Size and Collection Frequency Services Charges for Once Weekly Collection Shown Below						
Garbage Container Size	Service Charges for Once Weekly Collection*					
	CURRENT FY22-23	PROPOSED FY 23-24	PROPOSED FY 24-25	PROPOSED FY 25-26	PROPOSED FY 26-27	PROPOSED FY 27-28
A1 Flat (one @ 35 Gallon)	\$ 920.36	\$ 938.77	\$ 957.54	\$ 976.69	\$ 1,001.11	\$ 1,026.14
A2 Flat (one @ 65 Gallon)	\$ 1,389.58	\$ 1,417.37	\$ 1,445.72	\$ 1,474.63	\$ 1,511.50	\$ 1,549.29
A3 Flat (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,885.32	\$ 1,923.03	\$ 1,961.49	\$ 2,000.72	\$ 2,050.73	\$ 2,102.00
A4 Flat (Two @ 65 Gallon)	\$ 2,359.84	\$ 2,407.04	\$ 2,455.18	\$ 2,504.28	\$ 2,566.89	\$ 2,631.06
B1 Hill (one @ 35 Gallon)	\$ 958.58	\$ 977.75	\$ 997.31	\$ 1,017.25	\$ 1,042.68	\$ 1,068.75
B2 Hill (one @ 65 Gallon)	\$ 1,427.80	\$ 1,456.36	\$ 1,485.48	\$ 1,515.19	\$ 1,553.07	\$ 1,591.90
B3 Hill (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,923.54	\$ 1,962.01	\$ 2,001.25	\$ 2,041.28	\$ 2,092.31	\$ 2,144.62
B3 Hill (two @ 65 Gallon)	\$ 2,398.06	\$ 2,446.02	\$ 2,494.94	\$ 2,544.84	\$ 2,608.46	\$ 2,673.67
C1 Flat & Private (one @ 35 Gallon)	\$ 1,009.52	\$ 1,029.71	\$ 1,050.30	\$ 1,071.31	\$ 1,098.09	\$ 1,125.55
C2 Flat & Private (one @ 65 Gallon)	\$ 1,478.74	\$ 1,508.31	\$ 1,538.48	\$ 1,569.25	\$ 1,608.48	\$ 1,648.69
C3 Flat & Private (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,974.48	\$ 2,013.97	\$ 2,054.25	\$ 2,095.33	\$ 2,147.72	\$ 2,201.41
C4 Flat & Private (two @ 65 Gallon)	\$ 2,449.00	\$ 2,497.98	\$ 2,547.94	\$ 2,598.90	\$ 2,663.87	\$ 2,730.47
D1 Hill & Private (one @ 35 Gallon)	\$ 1,047.74	\$ 1,068.69	\$ 1,090.07	\$ 1,111.87	\$ 1,139.67	\$ 1,168.16
D2 Hill & Private (one @ 65 Gallon)	\$ 1,516.96	\$ 1,547.30	\$ 1,578.25	\$ 1,609.81	\$ 1,650.06	\$ 1,691.31
D3 Hill & Private (one @ 35 Gallon & one @ 65 Gallon)	\$ 2,012.70	\$ 2,052.95	\$ 2,094.01	\$ 2,135.89	\$ 2,189.29	\$ 2,244.02
D4 Hill & Private (two @ 65 Gallon)	\$ 2,487.22	\$ 2,536.96	\$ 2,587.70	\$ 2,639.46	\$ 2,705.44	\$ 2,773.08
Additional Cart (65 Gallon)	\$ 1,415.06	\$ 1,443.36	\$ 1,472.23	\$ 1,501.67	\$ 1,539.21	\$ 1,577.70
1.44 Cubic Yard Bin (Commercial)	\$ 6,097.58	\$ 6,219.53	\$ 6,343.92	\$ 6,470.80	\$ 6,632.57	\$ 6,798.38

\*Service Charges for Commercial and Large Apartment Buildings requiring multiple collections per week are based on the maximum service charges for Garbage carts and bins as shown above, times the number of Garbage carts and bins serviced, times the number of collections per week. For commercial bin pickup more than once per week and/or pickup of more than one bin per location, the rates shall be calculated using the following factors: 2 pickups or 2 bins per week: 1.8 x the weekly rate; 3 pickups or 3 bins per week: 2.3 x the weekly rate; 4 pickups or 4 bins per week: 2.8 x the weekly rate; 5 pickups or 5 bins per week: 3.3 x the weekly rate.

## 5. RATE COMPARISON

R3 conducted a rate survey to compare TCSD's rates to the rest of Marin County. As shown in Table 3, below, TCSD's solid waste rates are currently the highest for all service levels compared to Marin County communities. While this is attributed to the higher than normal rate increases TCSD experienced over the past five years, TCSD's hilly and space-constrained service area limits the types of vehicles and economies of scale that other communities may experience which tends to result in naturally higher service rates. Additionally, TCSD does not have a robust commercial line of business to absorb some of the management costs, which means nearly all expenses are placed on residents.

It's important to note that there is no perfect comparison of solid waste rates between communities, as the rates are based on the individual characteristics of communities. Furthermore, TCSD's rate increase over the next 5 years expected to be 2.00% annually, which is minimal in the solid waste industry and is projected to be lower than the annual rate increases in other communities in Marin and California. Therefore, it is anticipated that that after next 5 years, TCSD's rates will be more comparable/favorable to Marin communities as these other communities will likely have higher rate increases.

Table 3 compares TCSD's current rates to other communities in Marin County, sorted from highest to lowest rate for the 30-35 gallon cart size. Table 4 projects the rate comparison after the next five years. This comparison projects annual increases of 2.00% to TCSD's rates and assumes a projection of 5.50% per year for rates all other communities.

**Table 3: Current Rate Comparison of TCSD and Marin Communities**

Jurisdiction	Effective Date	30-35 Gallon	60-64 Gallon	90-96 Gallon	1 CY Bin (1x/week)	1 CY Bin (3x/week)
TCSD (Current)	7/1/2022	\$76.70	\$115.80	\$157.11	\$508.13	\$1,524.40
City of Belvedere	7/1/2022	\$63.10	\$107.06	\$151.03	\$270.81	\$748.15
Town of Tiburon	7/1/2021	\$61.59	\$94.17	\$135.92	\$248.32	\$677.47
City of Mill Valley	7/1/2021	\$55.24	\$92.24	\$129.16	\$232.94	\$626.82
County of Marin	1/1/2023	\$54.50	\$111.64	\$172.89	\$393.70	\$1,181.27
Town of San Anselmo	1/1/2023	\$54.30	\$108.69	\$163.03	\$309.37	\$618.68
City of Larkspur	1/1/2023	\$54.04	\$108.08	\$162.12	\$343.17	\$1,029.13
City of San Rafael	1/1/2023	\$49.97	\$99.94	\$149.91	\$322.56	\$651.31
West Marin 1	5/1/2022	\$48.40	\$90.76	\$145.08	\$368.23	\$718.53
City of Sausalito	7/1/2022	\$47.75	\$95.50	\$143.25	\$220.78	N / A
Town of Fairfax	1/1/2023	\$47.61	\$95.26	\$142.87	\$280.01	\$663.21
Town of Ross	1/1/2023	\$46.16	\$92.32	\$138.48	\$231.20	\$400.46
Town of Corte Madera	7/1/2021	\$44.88	\$82.04	\$119.20	\$179.81	\$485.29
Las Gallinas Valley Sanitary District	1/1/2023	\$43.93	\$87.86	\$131.79	\$314.50	\$944.37
Novato Sanitary District	1/1/2022	\$25.20	\$50.35	\$75.76	N / A	N / A
Average without TCSD		\$49.76	\$93.99	\$140.04	\$285.80	\$728.72
TCSD Current Rates minus Average		\$26.93	\$21.80	\$17.08	\$222.33	\$795.67
% Difference		35%	19%	11%	44%	52%

**Table 4: Projected Rate Comparison in FY 2027-28**

Jurisdiction	Effective Date	30-35 Gallon	60-64 Gallon	90-96 Gallon	1 CY Bin (1x/week)	1 CY Bin (3x/week)
TCSD (Proposed 2023)	7/1/2023	\$84.68	\$127.85	\$173.46	\$561.02	\$1,683.06
City of Belvedere	7/1/2022	\$82.47	\$139.92	\$197.39	\$353.94	\$977.80
Town of Tiburon	7/1/2021	\$80.50	\$123.08	\$177.64	\$324.54	\$885.43
City of Mill Valley	7/1/2021	\$72.20	\$120.55	\$168.81	\$304.44	\$819.23
County of Marin	1/1/2023	\$71.23	\$145.91	\$225.96	\$514.55	\$1,543.87
Town of San Anselmo	1/1/2023	\$70.97	\$142.05	\$213.07	\$404.33	\$808.59
City of Larkspur	1/1/2023	\$70.63	\$141.26	\$211.88	\$448.51	\$1,345.03
City of San Rafael	1/1/2023	\$65.31	\$130.62	\$195.93	\$421.57	\$851.24
West Marin 1	5/1/2022	\$63.26	\$118.62	\$189.61	\$481.26	\$939.09
City of Sausalito	7/1/2022	\$62.41	\$124.81	\$187.22	\$288.55	N / A
Town of Fairfax	1/1/2023	\$62.22	\$124.50	\$186.73	\$365.96	\$866.79
Town of Ross	1/1/2023	\$60.33	\$120.66	\$180.99	\$302.17	\$523.39
Town of Corte Madera	7/1/2021	\$58.66	\$107.22	\$155.79	\$235.00	\$634.25
Las Gallinas Valley Sanitary District	1/1/2023	\$57.41	\$114.83	\$172.24	\$411.04	\$1,234.25
Novato Sanitary District	1/1/2022	\$32.94	\$65.81	\$99.02	N / A	N / A
Average without TCSD		\$65.04	\$122.85	\$183.02	\$373.53	\$952.41
TCSD Current Rates minus Average		\$19.64	\$5.00	-\$9.56	\$187.49	\$730.64
% Difference		23%	4%	-6%	33%	43%



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
April 12, 2023

**TO: BOARD OF DIRECTORS**

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

**SUBJECT: REQUEST FROM SOUTHERN MARIN FIRE PROTECTION DISTRICT (SMFD) TO INSTALL A LONG-RANGE ACOUSTIC DEVICE (LRAD) IN EASTWOOD PARK**

---

### **RECOMMENDATION**

Discuss/consider request from Southern Marin Fire Protection District (SMFD) to install a long-range acoustic device (LRAD) in Eastwood Park.

### **BACKGROUND**

In 2019-2020, SMFD established an outdoor alert alarm system offering an additional critical option to alert the public of an impending wildfire by way of a satellite downlink. The system was developed by Mill Valley following an analysis of the 1991 Oakland Hills fire and the 2017 Tubbs Fire

In 2021, LRAD projects were approved through the Marin Wildfire Prevention Authority (MWPA). The LRAD system is comprised of a series of long-range acoustic devices located throughout Southern Marin County and is tested the first Saturday of every month at noon.

In 2021-2022, SMFD started a public outreach campaign called "Did You Hear It?" alongside regular evacuation drills with the Sausalito Police Department regarding current and future emergency notification.

### **DISCUSSION**

SMFD has been working with local municipalities to install additional outdoor emergency sirens in the southern region of Marin County. There are currently 12 sirens installed in Mill Valley, Sausalito, Tiburon, Strawberry, Homestead, and Tam Valley. The one located in Tam Valley is on the Poplar fire station #4 and provides coverage to the main valley from near Tam Junction to the southeast portions of Tam Valley.

SMFD has identified two areas in Tam Valley that would benefit from future siren locations. The first potential site is in the Marin View area and the other is in Eastwood Park. The technology used for the LRAD alerting system provides sirens and voice communications (attachment #4). Attachment 3 shows the sound radius for the siren.

The item before the Board this evening is the discussion/consideration of three (3) potential locations determined by SMFD to install the pole mounted LRAD in Eastwood Park. The site map attached (attachment #2) displays the three proposed locations in the park. They are as follows:

- near the tennis/pickleball courts
- near the main parking lot
- in the vegetation area east of the main parking lot

SMFD Fire Inspector Marshall Nau will present to the Board (attachment #1) the proposal and discuss the three options in more detail.

#### Next Steps

The selection of the preferred site does not have to occur this evening. After tonight's presentation and discussion, the Board can direct staff to conduct public outreach for additional input on a preferred site and then return at a subsequent meeting with a recommended site.

Fire Inspector Nau is planning a community meeting in Tam Valley in the near future to discuss the potential siting of the LRAD in Eastwood Park. He will discuss this further and provide details of the community meeting during his presentation to the Board.

#### FISCAL IMPACT

N/A

#### ATTACHMENTS

1. SMFD PowerPoint Presentation
2. Eastwood Park Site Map with Proposed LRAD Locations
3. Eastwood Park Sound Map of LRAD System
4. LRAD Technical Specifications



# **SOUTHERN MARIN EMERGENCY NOTIFICATION NETWORK WITH TCSD 2023-2024**

**SOUTHERN MARIN FIRE PROTECTION DISTRICT**

**PRESENTED BY: MARSHALL NAU**

**415-847-3903 [MNAU@SMFD.ORG](mailto:MNAU@SMFD.ORG)**



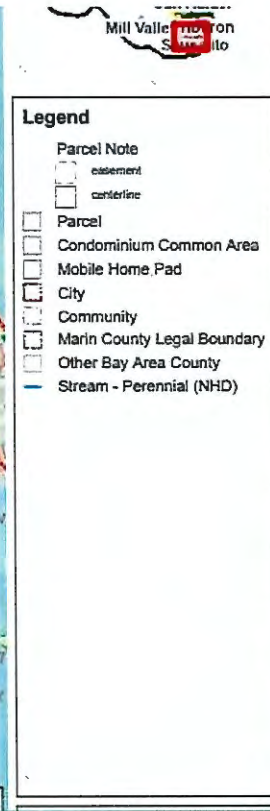
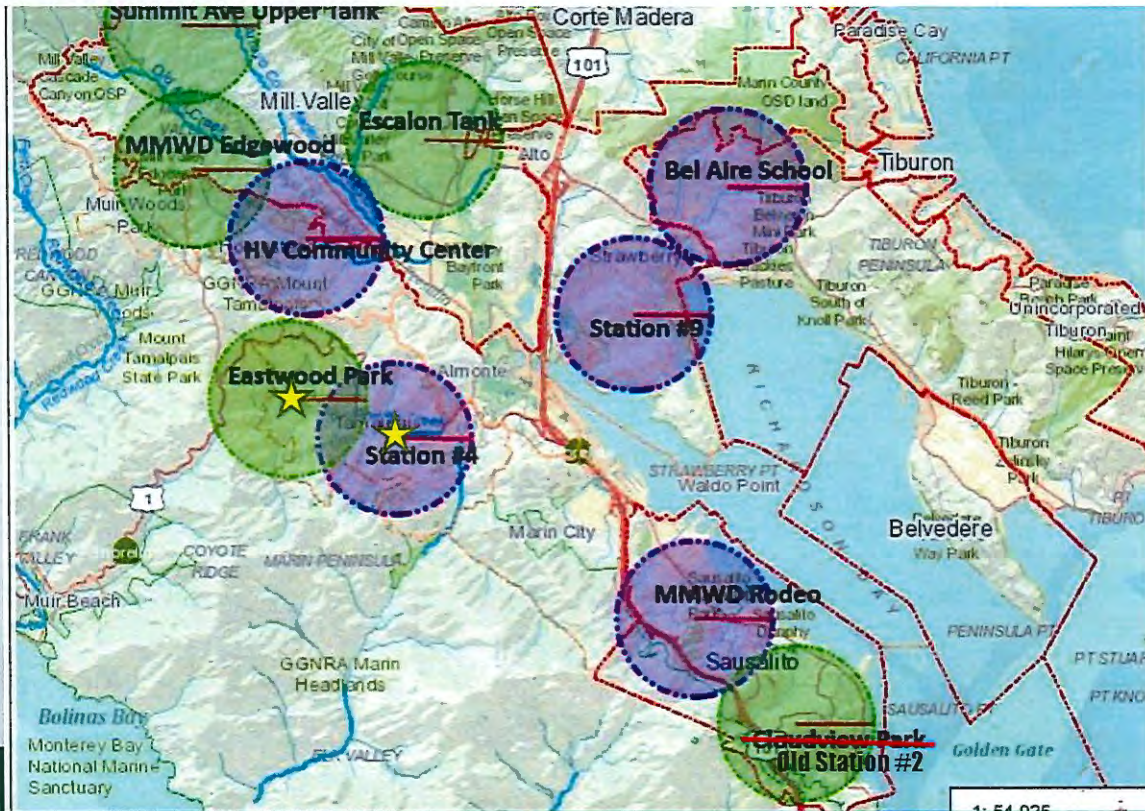


- **MULTI AGENCY OUTDOOR NOTIFICATION NETWORK – LAW/FIRE/OES**
- **SIRENS & VOICE MESSAGING OPTIONS – TIME SENSITIVE MESSAGING**
- **FUTURE EXPANSION WITH ZONE HAVEN PLATFORM – ALL GENASYS**





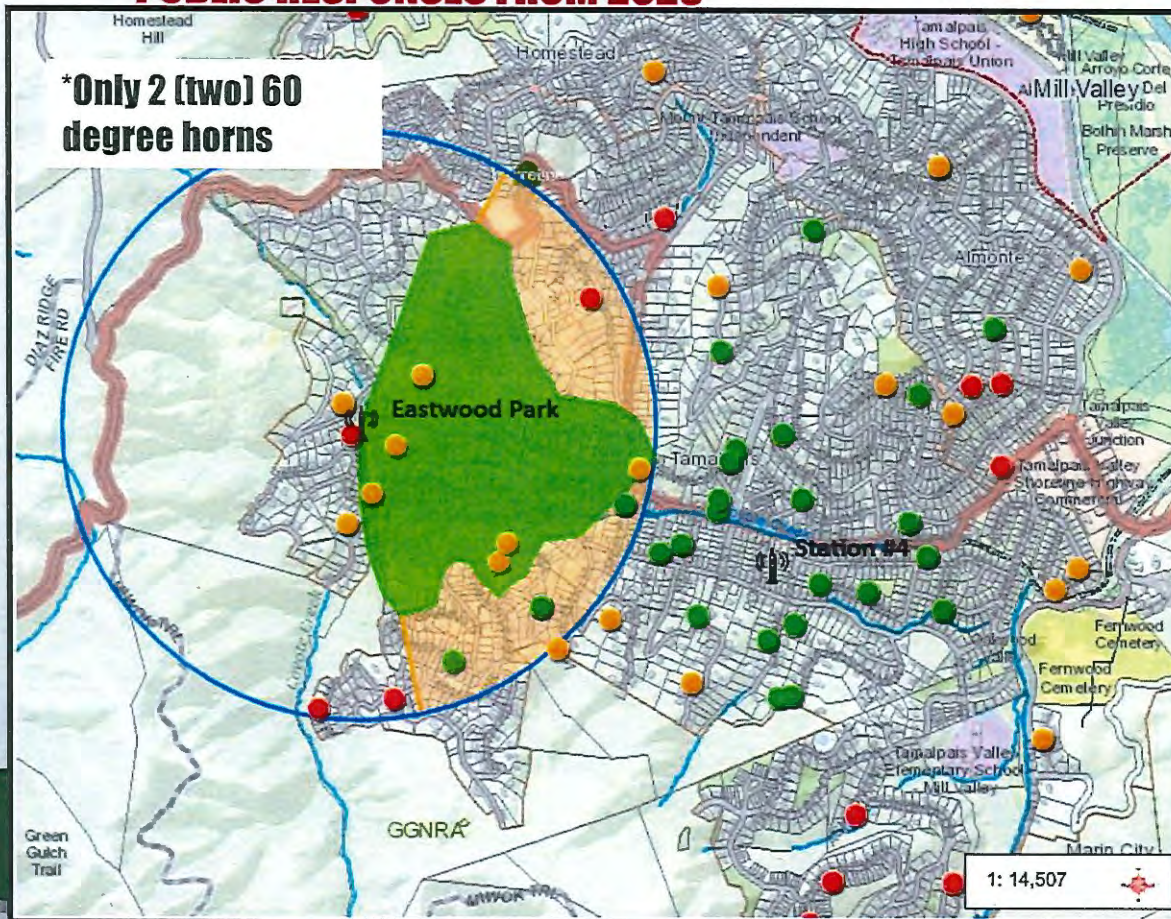
# CURRENT SITE SELECTION:



- **Currently Tam Valley has on at SMFD Station #4**
- **Replaced an old siren**
- **Sound mapping shows the need**

# EXAMPLE SOUND RANGE:

## PUBLIC RESPONSES FROM 2023



- Minimal overlap with the Fire Station #4 site
- No current quality coverage
- Provides targeted notification to community

Projection from Eastwood Park

# POLE MOUNTING OPTION: INSTALLED NEAR THE TOP OF A POLE WITH DIRECTIONAL SIRENS.



# HORN DEGREE OPTIONS:

INSTALLED NEAR THE TOP OF A POLE WITH DIRECTIONAL SIRENS.

Ambient sound  
in reverse



Only 120 degrees of coverage  
is needed at the park



2 stacks of horns,  
for 60 degree coverage

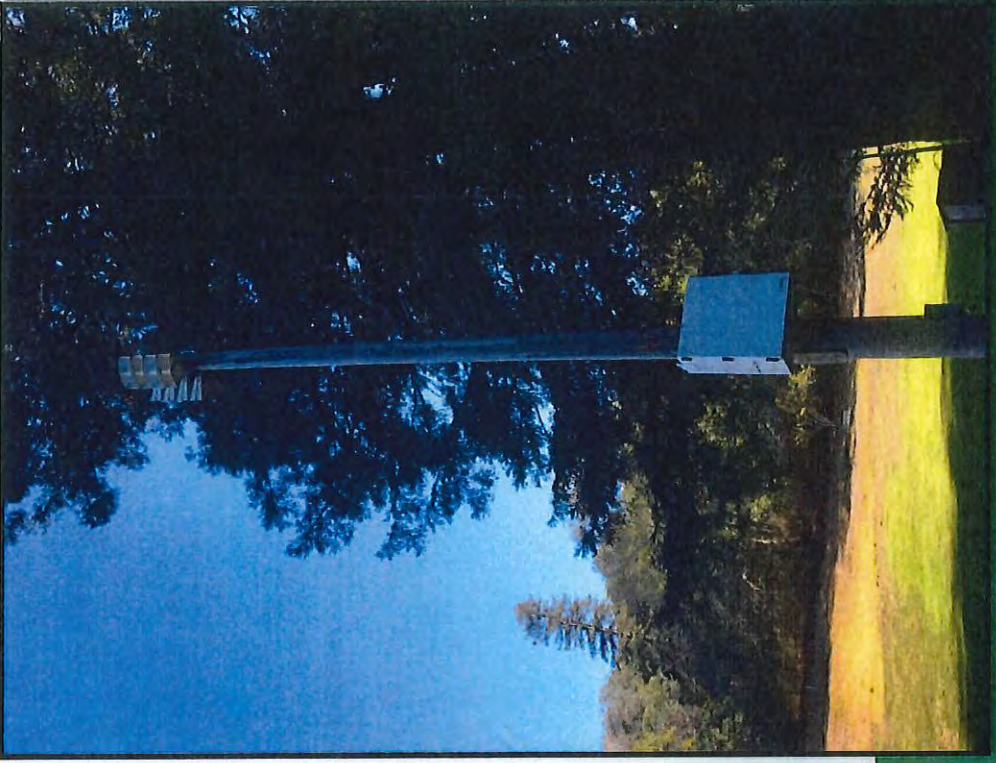


# EXAMPLE SITES:



10 - 8, 9

10 - 8, 9

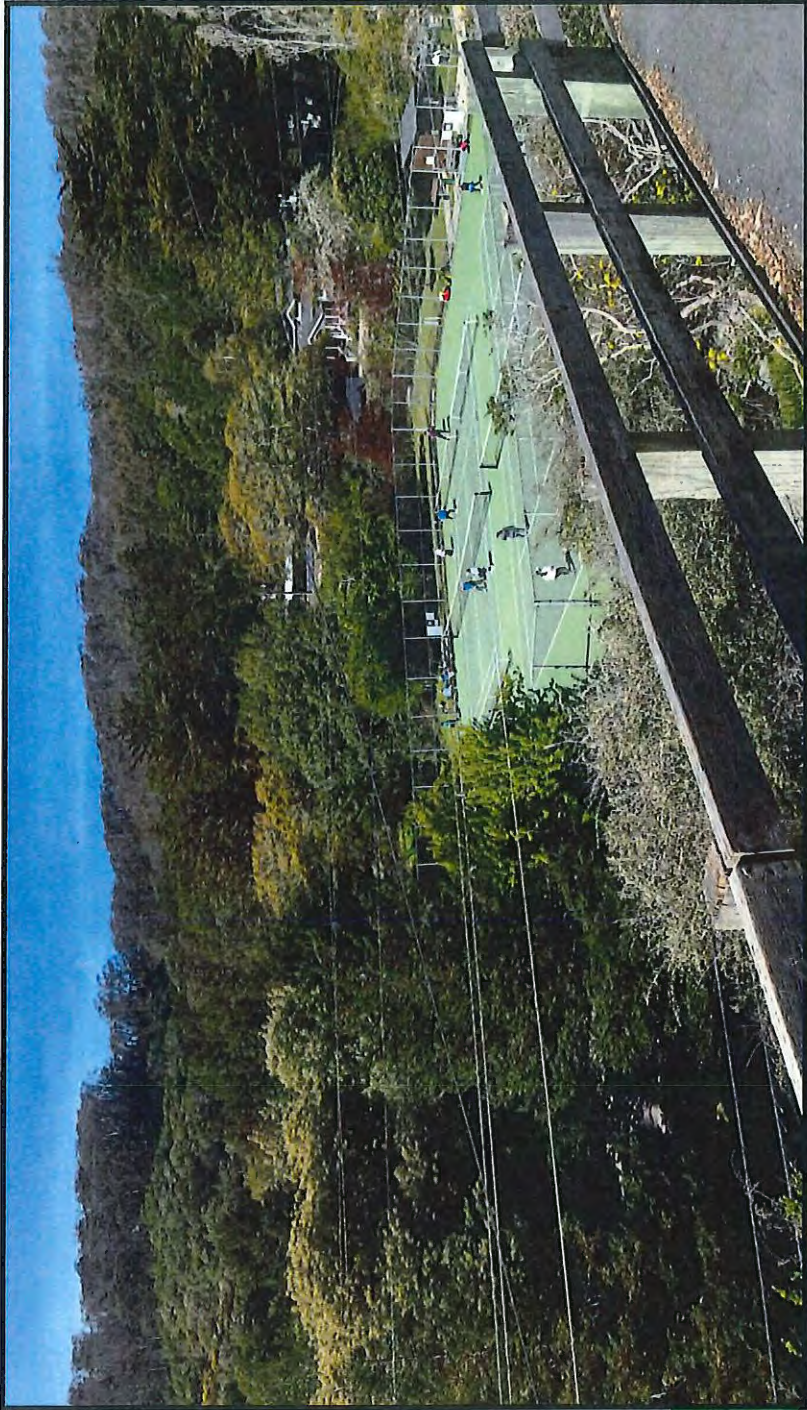


# EXAMPLE SITES:

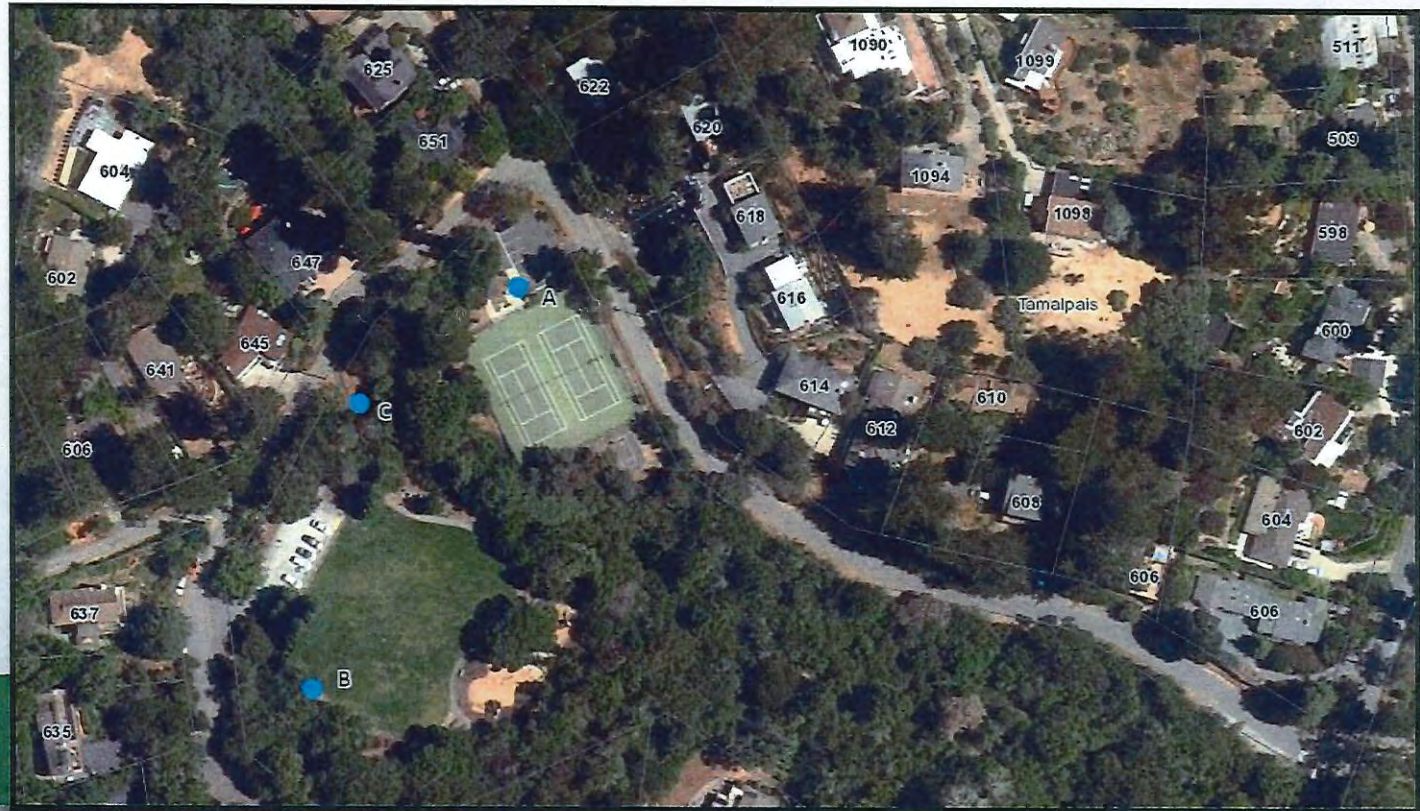
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# EASTWOOD PARK SITE:



# EASTWOOD PARK SITE MAP:



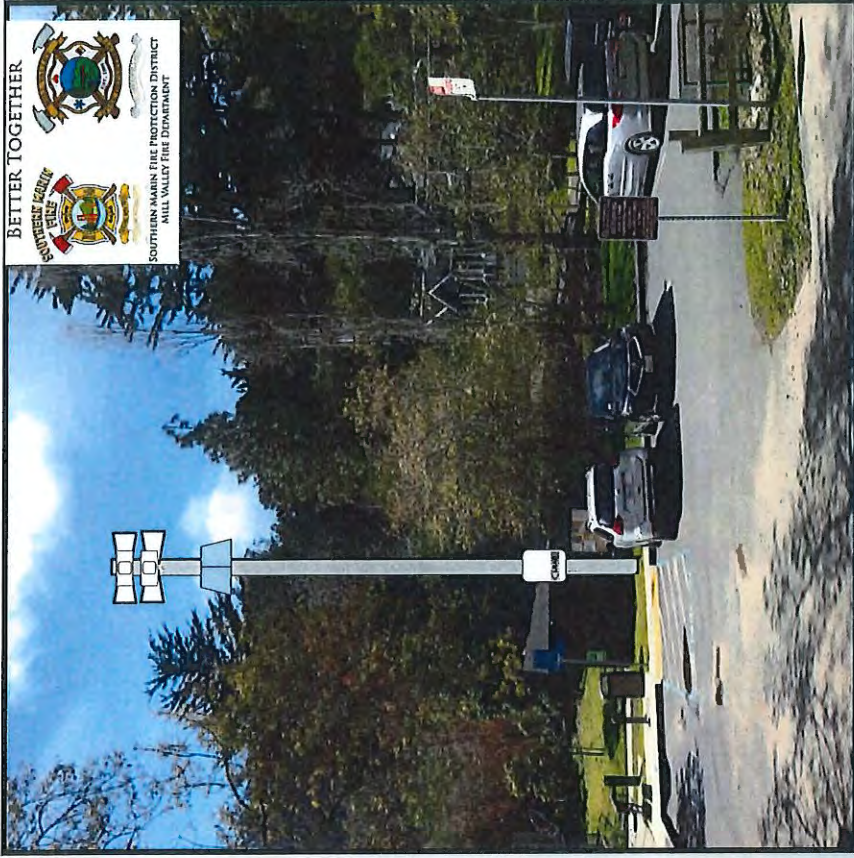


# EXAMPLE INSTALLATION

## SITE A:

- **Emergency vehicle access**

**Electrical access  
(Solar exposure)**



# EXAMPLE INSTALLATION

## SITE B:

- Help to maintain vegetation that could threaten the park and siren

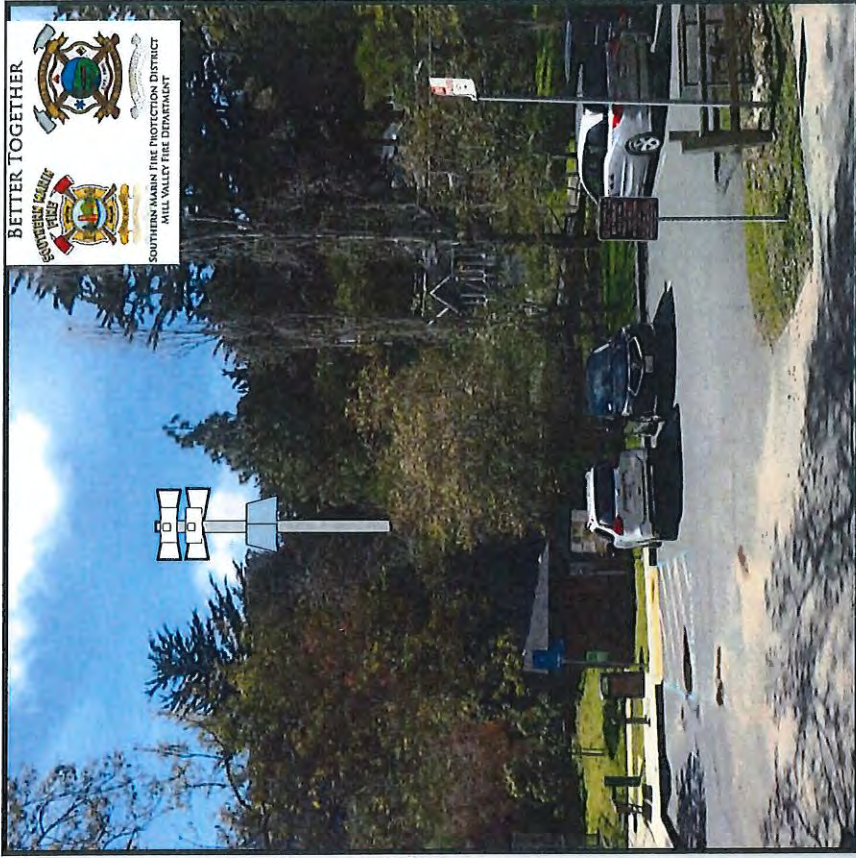
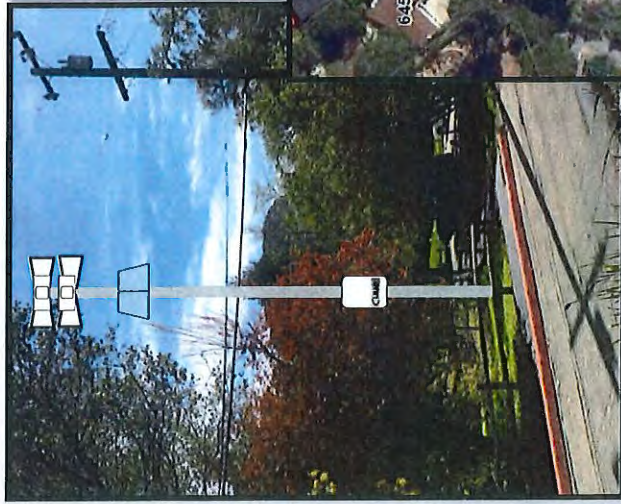
Least traveled area of the park.



# EXAMPLE INSTALLATION

## SITE C:

- Emergency vehicle access
- Electrical access (Solar exposure)



# LRAD HISTORY

## TIMELINE:



- **2019 Fire presentations to City Councils on lessons learned from the 2017 Tubbs Fire.**
- **2020 Southern Marin Fire District (SMFD) released the WUI Risk & Hazard Assessment including LRAD.**
- **2020-2021 SMFD conducted “Livingroom Meetings” via Zoom with TCSD neighborhoods regarding evacuations and LRAD sites began to work through planning and environmental review.**
- **2021 LRAD projects were approved through Marin Wildfire Prevention Authority (MWPA) and began installation. Finished environmental review & exemption process and filed with County Clerk.**
- **2021-2022 SMFD launched a public outreach campaign called “Did You Hear It?” alongside regular Evacuation drills with Sausalito PD regarding current and future emergency notification.**
- **2022-2025 MWPA plans to expand the LRAD network to include additional future sites to the other areas within SMFD, including coverage near Marin Dr. and Marin View.**



# Eastwood Park Site Map 2023



### Legend

- Parcel Note
  - easement
  - centerline
- Address
  - Parcel
  - Condominium Common Area
  - Mobile Home Pad
  - City
  - Old-Community
  - Marin County Legal Boundary
  - Other Bay Area County
  - Stream - Perennial (NHD)

### Notes

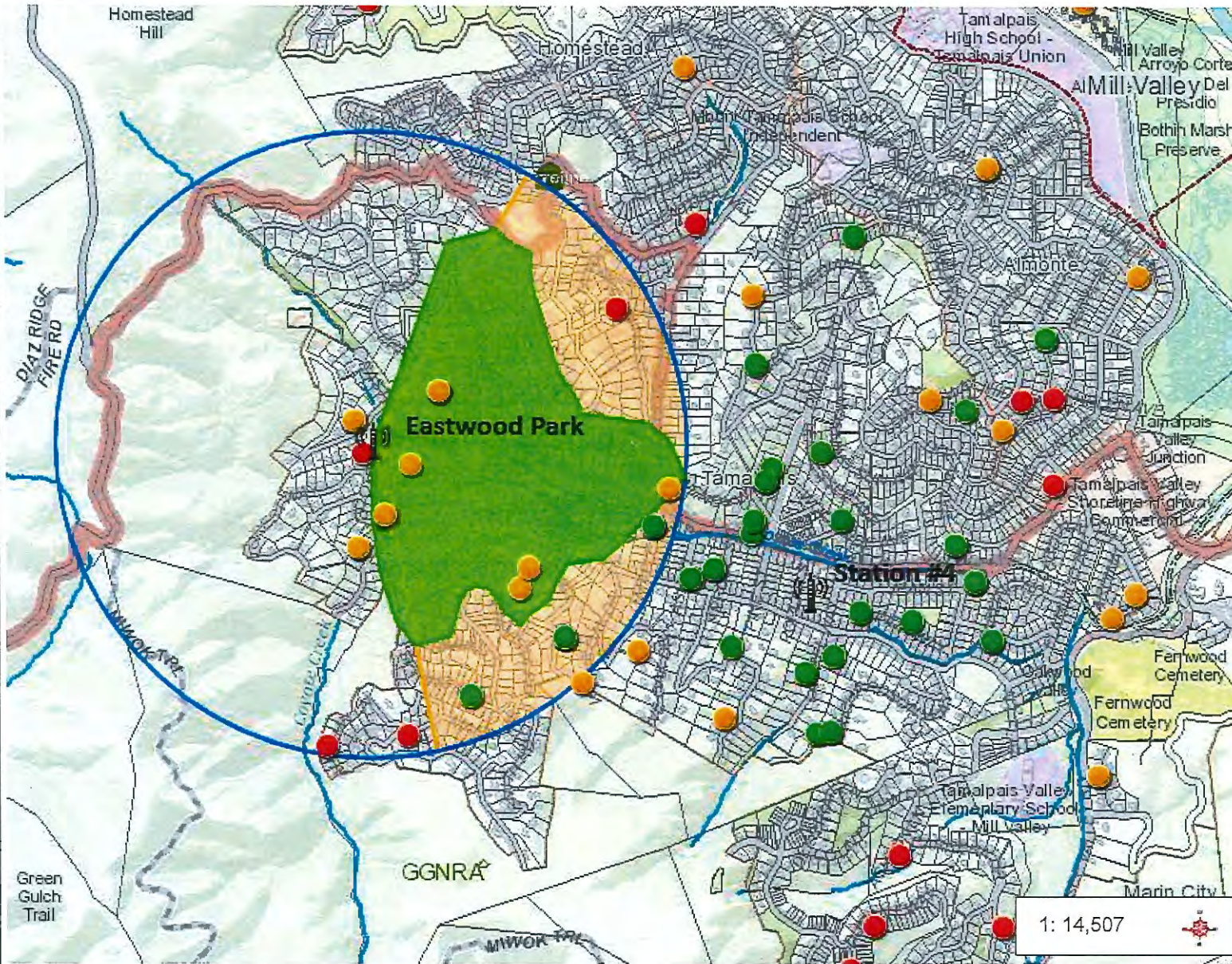
241.8 0 120.90 241.8 Feet

NAD\_1983\_HARN\_StatePlane\_California\_III\_FIPS\_0403\_Feet  
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

# Eastwood Park Sound Map 2023



**Legend**

- Parcel Note
  - easement
  - centerline
- Parcel
- Condominium Common Area
- Mobile Home Pad
- City
- Old-Community
- Marin County Legal Boundary
- Other Bay Area County
- Stream - Perennial (NHD)

**Notes**

- Blue= 0.5 mile radius
- Orange= 120 degree horns
- Green= Estimated coverage

2,417.9      0      1,208.96      2,417.9 Feet

NAD\_1983\_HARN\_StatePlane\_California\_III\_FIPS\_0403\_Feet  
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**



## LRAD® 60 Degree Horn

*Rugged, Modular Outdoor P.A. & Emergency Warning System*

### DIRECTIONALITY, POWER & RANGE

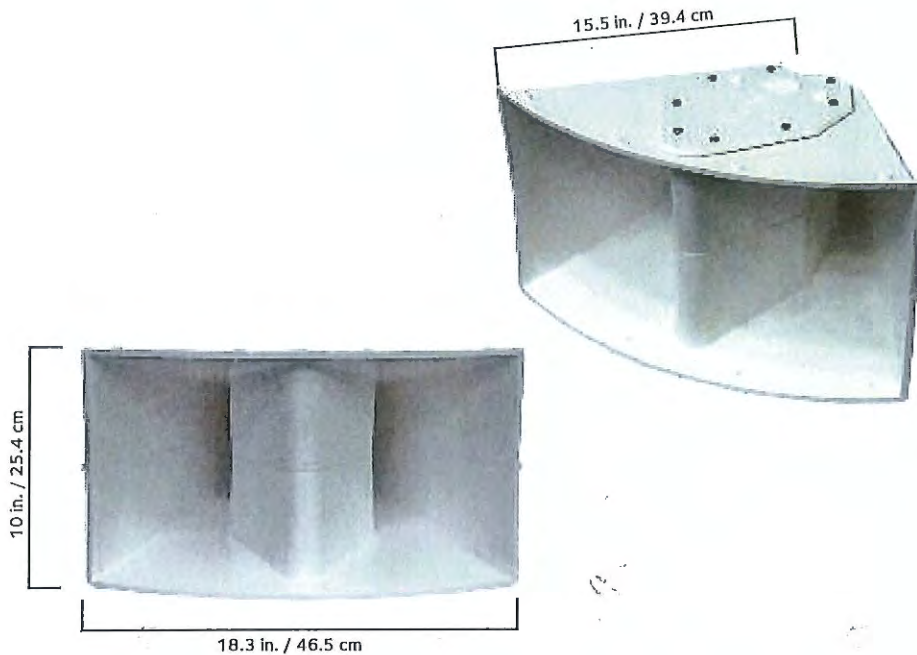
- › 60 degree beam width provides flexible area coverage for emergency warning and public address
- › LRAD's superior intelligibility and range
- › Efficient, low power consumption and design

### FEATURES

- › Rugged enclosure for permanent outdoor installation
- › Stainless steel mount with elevation adjustment
- › Optional all-weather electronics cabinet with integrated MP3 player, microphone and network streamer.
- › Available with 70 or 100V transformers for use with PA amplifiers (not included)

### MARKETS SERVED

- › Commercial Security
- › Homeland Security
- › Emergency Warning
- › Mass Communication & P.A.
- › Wildlife Preservation & Control





# LRAD® 60 Degree Horn

Rugged, Modular Outdoor P.A. & Emergency Warning System

## DS-60X - RUGGEDIZED ACOUSTIC HORN FOR WIDE AREA PUBLIC SAFETY & MASS NOTIFICATION

The LRAD DS-60X incorporates LRAD's highly intelligible, focused sound in a smaller form factor to cover wide areas for remotely operated public safety and emergency warning.

LRAD's optional compact, high-efficiency amplifier cabinet includes an Ethernet based audio streaming device to provide crystal clear live voice or prerecorded message transmission across a TCP/IP network.

The Ethernet interface provides a flexible communication and control interface for simple systems integration with IP enabled networks for access and control that modernizes mass notification installations and eliminates audio hissing and crackling.

Stream audio to one or more devices over a LAN using LRAD's Streamer software, or integrate your own solution using LRAD's easy-to-use software design libraries.



### ACOUSTIC PERFORMANCE

Maximum Continuous Output (RMS)	136 dB SPL at 3 KHz
Frequency Response	350Hz - 7.0kHz
Beam Width	60 degrees at 1kHz (-3dB)
Operational Range	650 meters

### ENVIRONMENTAL PERFORMANCE

Tested by National Technical Systems (NTS) following MIL-STD-810G, MIL-STD-167-1A & MIL-S-901D

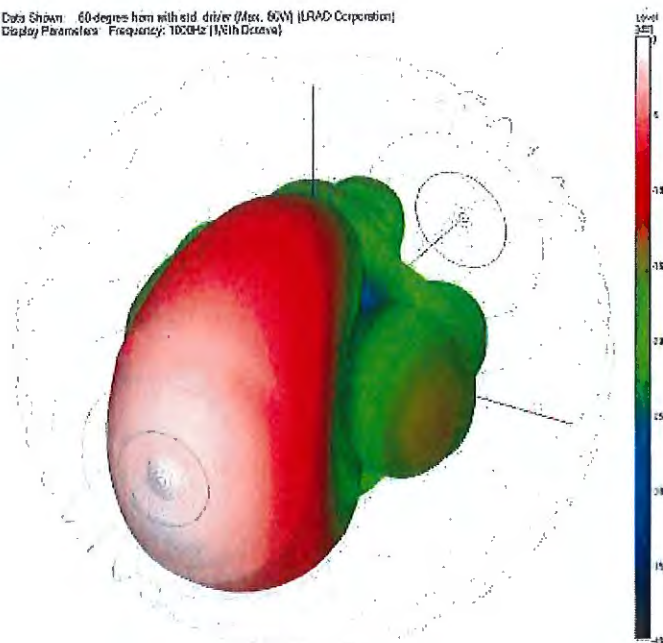


Hot Operating Temperature	MIL-STD-810G, Method 501.5, Procedure II, Design type Hot, 60°C
Cold Operating Temperature	MIL-STD-810G, Method 502.5, Procedure II, Design type Basic Cold, -33°C
Hot Storage Temperature	MIL-STD-810G, Method 501.5, Procedure I, 70°C
Cold Storage Temperature	MIL-STD-810G, Method 502.5, Procedure I, -40°C
Operating Humidity	MIL-STD 810G, Method 507.5, Procedure II - Aggravated Cycle
Rain	MIL-STD-810G, Method 506.5, Procedure I, Blowing rain
Salt Fog	MIL-STD-810G, Method 509.5
Shipboard Vibration	MIL-STD-167-1A
Shipboard Shock	MIL-S-901D, Class I, Shock grade B
Random Vibration	MIL-STD-810G, Method 514.6, Wheeled vehicles
SRS Shock	MIL-STD-810G, Method 516.6, Procedure I (Functional Shock)

### MECHANICAL

Dimensions	18.3" W x 10" H x 15.5" D (46.5cm x 25.4cm x 39.4cm)
Weight	17 lbs. (7.7kg) with mount
Construction	Injection Molded Plastic

Data Shown: 60-degree horn with std. driver (Max. 60W) (LRAD Corporation)  
Display Parameters: Frequency: 1000Hz (1KHz Octave)



LRAD products are available for purchase through multiple channels including: GSA Advantage, Federal and State grants, FEMA RKB Standardized Equipment List (SEL), and others. More information: info@LRAD.com

**LRAD.com**

TEL: 858-676-1112 | FAX: 858-676-1120 | SALES@LRAD.COM  
16262 WEST BERNARDO DRIVE · SAN DIEGO, CA 92127 USA

SPECIFICATIONS SUBJECT TO CHANGE ©2019 LRAD CORPORATION

170228 REV-01





## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
April 12, 2023

**TO:** BOARD OF DIRECTORS  
**FROM:** CAMILLE ESPOSITO, EVENT AND COMMUNICATIONS COORDINATOR  
**SUBJECT:** CONSIDER/DISCUSS COMMUNICATIONS AND EVENTS PLAN

### RECOMMENDATION

Consider/Discuss Communications and Events Plan

### BACKGROUND

The Events and Communications Coordinator position was permanently filled in September 2022. Since then, we have coordinated numerous events, experiencing these TCSD events for the first time. The attached memo is a report on the events completed, communication efforts to date and moving forward, and the proposed schedule for and type of upcoming events .

### DISCUSSION

Below is a brief summary of two key components of the Communications and Events Plan.

#### Communications

The Communications plan highlights our efforts to expand and enhance our outreach to the community using social media, email marketing, signage, printed materials, and website improvements. One key recommendation is that we plan to change the web host platform from Streamline to Proud City. Proud City will provide a more robust home and subpages for TCSD's uses as well as create a more interactive calendar and dynamic newsfeeds. Proud City provides websites for primarily municipalities. The attached memo provides more detail as to the benefits and costs of switching, which are reasonable.

#### Events

Since June of 2022 we have been bringing back the traditional Tam Valley events. We are happy to report that the events have been successful both for TCSD and for the community. We are rounding the bend now and have almost completed one year of programming. By June of 2023, our staff will be more familiar with the events and be ready to fine tune the current events as well as add more fun things! The attached memo details planned and proposed events for the remainder of 2023 with details that are available at this time.

### FISCAL IMPACT

Costs will either be absorbed in the current operating budget or proposed in the FY23-24 budget.

### ATTACHMENTS

Communications and Events Memo with attached Proud City Proposal



## TAMALPAIS COMMUNITY SERVICES DISTRICT MEMORANDUM

April 12, 2023

To: Board of Directors  
 From: Camille Esposito, Event and Communications Coordinator  
 SUBJECT: COMMUNICATIONS AND EVENTS PLAN

What a wonderful fiscal year it has been so far. I am getting to know all of our events and building our communications into a robust system to include our community in all we do. Please find my report below regarding our proposed communication strategy and proposed event schedule for the remainder of the year. In essence, I would like to continue to build on what we are already doing well, in addition, to new events and activities.

### Communications

#### Website

After working with the current website on the Streamline platform, I have realized that it has limited capacity for our needs. I have worked with Streamline to see if they can offer a more robust platform, but they are not planning to release new features for at least a year. While Streamline touts its special district clientele, its features are limited and not as user friendly for those districts wanting to provide its community better access to information on the website.

We met with Proud City recently to see if they would be a good fit for TCSD. They offer a robust Meetings Management system that would allow us to post and archive our meetings in a live, readable, accessible way. Specifically, Board agenda items can have separate links for each specific item as opposed to one large PDF file. They have a Newsfeed that would allow us to have ongoing updates on the homepage with a built-in system for keeping the news updated. Their calendar feature allows their clients to enter events, classes and meetings with re-occurring dates and limits staff time with data entry. They offer flexibility to customize all pages including the home page. Attached is the proposal for cost of transferring our site to the Proud City platform.

I have direct experience working with Proud City in Fairfax when we transferred our website in 2018. Their open-source model is much more affordable than larger platforms like Civic Plus and they train staff to update the site so we are not beholden to them for updates. My experience as staff liaison and trainee in Fairfax would allow me to "dive deep" (i.e., no learning curve) into their new updates and leverage all that they offer when building a site for TCSD. The goal is to customize our site for our unique service district. I would like to provide strong sub-

pages for each department with easy links from the home page as well as an interactive calendar, easily accessed news feed (with custom streams for each department).

We currently pay \$300/mo. for Streamline. The monthly cost for Proud City is \$200/mo. with an initial startup cost of \$4,500 for staff onboarding and set up of the new site.

Our goal with the website is for it to be user friendly and to serve our community while supporting our staff with extensive resources for residents to find what they need easily.

### Email Marketing

We are using Constant Contact with great success. We have maintained a high open rate (77%) while increasing our subscribers in an organic manner. We are currently at just under 1,000 subscribers. Our goal is to have an engaged audience of local residents who find the information helpful and relevant. We are aiming for 1500-2000 subscribers in the next year, while keeping our engagement high. We will continue include sign-up QR codes and links on all printed materials as well as include signage at Creekside to encourage sign ups. We are also finding that by including a link in all social media posts it is easy for community members to sign up each week when we post the newsletter or other updates.

### Social media

We have doubled our following on Instagram in the past few months and continue to post regularly to Facebook and Nextdoor. This is a great way to reach out community to alert them to the newsletter and give them updates during the week or when there is a weather update or other relevant information between newsletters. Photos of our beautiful open spaces, our community programs and our events keep this feed interesting and engaging. Only authorized staff, not volunteers, posts to the TCSD Facebook, Nextdoor and Instagram.

### Printed Materials Mailings.

We will do a Creekside postcard in late April/early May announcing the bands and sponsors. In the Fall, we will do a calendar of events for the rest of 2023 and early 2024. It is a great way for our residents to have something tangible to remind them of all the fun things we offer.

In addition, we will create a mailer with information about sewer and trash services as part of our ongoing educational efforts for the community.

### Signage

Our goal with signage is to communicate in a clear manner with large print, clear dates and bright, eye catching colors and consistent fonts. We are creating signs with the intent to reuse signs as much as possible by designing them to change the date from year to year.

### Survey

We currently subscribe to Survey Monkey and we plan to offer a community wide survey this spring. However, we are looking into firms who can help us conduct a more scientific survey to

solicit input regarding TCSD services, programs/classes, events, and/or park/facilities. A more statistically significant survey would reflect a broader swath of the community's demographics and limit the ability of any one interest group to influence the survey. We are aware that the Tam Valley demographic continues to shift especially post pandemic and we would like to make sure the survey reflects their preferences as well as maintain TCSD's beloved traditions.

### Role of PARC

We anticipate working with PARC to develop the preliminary survey questions before the draft would go to the Board for feedback. We would also work with PARC on other issues of mutual interest as opportunities present themselves.

### Events

Since June of 2022 we have been bringing back the traditional Tam Valley events. We are happy to report that the events have been successful both for TCSD and for the community. We are rounding the bend now and have almost completed one year of programming. By June of 2023, our staff will be more familiar with the events and be ready to fine tune the current events as well as add more fun things!

Below is a listing of the planned and proposed events for the remainder of 2023 with details that are available at this time.

#### Earth Day - 2023

April 22<sup>nd</sup> 10am-1pm

We are planning to clean-up at the Eastwood park. This is still in the planning stages and one of the last events that the "new" staff have not coordinated yet. I will be meeting with community members to listen to the needs and plan accordingly.

**Next 2-3 years** – I plan to make this more of an Earth Day Festival with a local band (perhaps youth band), cargo bike demos, food, unique beverages (hard kombucha and other local beverage brands), local organizations offering information, earth friendly crafts for kids and more!

#### Debris Day

May 6<sup>th</sup> and October 7<sup>th</sup>

8:00am to 1:00pm

We will continue to have our debris day and shredding event twice a year. In addition, we are exploring the feasibility of adding mattress collection and e-waste with a third-party vendor. Staff does not have the capacity to offer this service internally at Debris Day.

## Hazardous Waste Day

### Date TBD

We have been looking at options for a hazardous waste collection day later in the year. But so far have not had a good response from the organization who offered this service in West Marin. We will keep pursuing this option and provide updates as we have them.

## Creekside Fridays

June 16, 30, July 7, 28, August 11

5:30 – 8:00pm (band hours :6:00pm-7:30pm)

The bands are booked, the sponsors are rolling in, the volunteers are already asking what they can do to help, and we are looking forward to another fun summer filled with live music, great food, and community! We have received a \$2,500 grant from Marin County for Creekside. We are proposing an earlier start time because after all that set up, it seems like the community could enjoy the evening by arriving a little earlier, getting food and drink and getting settled in to watch the band. By moving up the start time of the music it allows them to play their last song and have the crowd disperse naturally vs breaking down tables right after the band is done. We anticipate increased sales of food and beverages as a result of the extra time. We will play a playlist of music when the band is not playing,

We would like to keep Creekside at the Community Center this year. The benefits are numerous to staff, operations, and the bands. The Community Center offers safe set up and breakdown with less labor costs as we refine our systems. ADA accessibility, easier access for the bands to unload and set up especially if they are bringing their own sound equipment. Safer kids area in the protected meadow at the Community Center, access to our new kitchen and the ability to follow all Health Department procedures closely.

In-lieu of Creekside Friday at the Cabin, we would propose smaller, less labor-intensive events. We recognize the role of the Cabin is to our community and we are proposing a smaller concert series at the Cabin in late summer/early fall.

## Creekside Unplugged

**Proposed Dates:** August 25, September 8

This is a smaller event at the Cabin is that would allow us to continue our concert series into September but it will be an acoustic series. We would invite the community to bring a picnic and enjoy the acoustic music on the lawn at the Cabin. This will require minimal staff, no health permit or ABC license, no sound set up. We are also considering having some TCSD goods for sale such as hats, mugs/reusable cups.

This event would take advantage of the lovely weather at that time of year. It also allows us to run the event with less staff and volunteers since school starts in late August. We will suggest

local restaurants (possibly with an incentive for purchase/discount) for take away and attendees can walk over to Tam Junction on the path to get to go food/support local vendors.

We have several musical performers who have reached out and would like to work with us. Many of them would be fine “unplugged.” This is an opportunity to work with smaller bands and share more musical variety with our community.

We would evaluate the results of the event and share our findings and recommendations with the Board to determine if this would be an ongoing event series.

### Oktoberfest

**Proposed date:** September 23, 2023

We are booking the bands and reserving the rentals for another great celebration of Oktoberfest. Oktoberfest 2022 was a successful event, and we will build on that. Food will be our focus for improvement. Ideally, we will have more of a food court with a booth for brats, hot dogs and sides (sauerkraut, potato salad, etc.), a dessert booth, a pretzel booth, snack booth (sodas, chips, popcorn, cotton candy and treats) and of course BEER!!! Having multiple booths will allow attendees to spread out a bit and have shorter wait times resulting in happy guests and more sales. The primary change is that all the booths would be operated by TCSD staff and volunteers. We would not have a third party vendor sell food.

### Volunteer Appreciation Event

**Proposed date:** Early October 2023

Date and Time TBD - considering a Friday dinner or Saturday lunch

We say it all the time, but it’s true that our events would not happen without our amazing volunteers. This is our chance to say “Thank you!” for all their hand work. While date and time are to be determined, we plan to gather in the Community Center for good food, fun drinks and volunteer appreciation awards.

### Spaghetti Bingo

**Proposed Dates:** October 20, November 10, Feb and April 2024 (dates TBD)

Our most requested event that we have not brought back yet! We are still figuring out the details, but we would like to bring this offering back in October of 2023 and run it through the late fall and into spring (with a possible break in December due to two events and the holidays). Seems like a pretty fun way to spend a Friday night when the weather isn’t great and we all need some friendly faces and good food.

### Jolly Jingles

**Proposed Date:** December 2

Looking forward to supporting this wonderful, family friendly, seasonal cheer inducing event!

### Breakfast with Santa

**Proposed Date:** December 9

Fun for the whole family, we will offer two seatings with a hearty breakfast and plenty of crafts.

### Next Steps

I look forward to discussing the items with the Board and receiving feedback that will go into solidifying our plans moving forward.

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## Add-ons (optional)

Meetings*	<ul style="list-style-type: none"> <li>● Subscription: \$600/year</li> <li>● Onboarding: \$500 (one-time)</li> <li>● Includes: <a href="#">ProudCity Meetings</a></li> <li>● * With purchase of ProudCity Standard plan</li> </ul>
Meetings stand-alone**	<ul style="list-style-type: none"> <li>● Subscription: \$600/year</li> <li>● Onboarding: \$2,000 (one-time)</li> <li>● Includes <a href="#">ProudCity Meetings</a></li> <li>● ** Without purchase of <a href="#">ProudCity Standard</a> plan</li> </ul>
Search***	<ul style="list-style-type: none"> <li>● Subscription: Free</li> <li>● Sitewide search</li> <li>● Type-ahead</li> <li>● Search widget</li> <li>● *** With purchase of <a href="#">ProudCity Standard</a> plan</li> </ul>
Search Plus	<ul style="list-style-type: none"> <li>● Subscription: \$200/month (subscription)</li> <li>● Onboarding: \$500 (one-time)</li> <li>● Search Standard</li> <li>● Multi-site search</li> <li>● Granicus integration</li> </ul>
Search+Docs	<ul style="list-style-type: none"> <li>● \$100 per month (up to 200 documents)</li> <li>● \$150 per month (up to 600 documents)</li> <li>● \$300 per month (up to 1200 documents)</li> <li>● 1,200 or more documents (will fall into enterprise pricing)</li> <li>● \$100 per month add-on to increase to 50MB file upload</li> </ul>
Documents****	<ul style="list-style-type: none"> <li>● Free</li> <li>● Unlimited files (under 25 MB per file)</li> <li>● Increase to 50 MB file upload - \$50/month add-on</li> <li>● **** With purchase of <a href="#">ProudCity Standard</a> plan</li> </ul>
Notifications	<ul style="list-style-type: none"> <li>● Subscription: \$200/month</li> <li>● Onboarding: \$500 (one-time)</li> </ul>

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## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
April 12, 2023

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: APPROVE UPDATED SOLID WASTE AND WASTEWATER BILLING ADJUSTMENT POLICY**

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### RECOMMENDATION

Adopt resolution approving updated wastewater and solid waste service bill adjustment policy.

### BACKGROUND

In December 1999, the Board adopted an adjustment policy due to billing error for wastewater and solid waste services. It was later revised in August 2004. The policy was to allow refunds up to 4 years for overcharge of services and bill up to 3 months if we undercharged for services.

### DISCUSSION

With recent bill adjustment requests from customers and, given the policy was last updated almost 20 years, staff believes it would be prudent to consider updates to the policy. Specifically, there is no provision for addressing water leaks and there is an extreme difference between the overcharge and undercharge time periods.

For the most part, the policy retained the previous language used for billing error and for overcharging and undercharging of customers. The key revisions are as follows:

- Limit a customer request for billing error adjustment to once per 12 month each for waste water and solid waste.
- The billing error must have occurred within the last 36-month period.
- The amount of the refund/credit for the overcharge and billing for the undercharge is up to three (3) years. The amount is subject to the discretion of the General Manager based on the specific circumstances and merits of the request. Under state statute, TCSD's obligation to refund for overcharge is 3 years. Similarly, TCSD can bill for undercharged services up to 3 years. We recommend for consistency purposes we use the 3 year limit for both under- and over charges.
- Added a section for addressing water leaks. Customer water usage data is used to calculate the annual sewer usage charge. As a result, a water leak can have a significant impact on a customer's sewer rate. The key provisions are: 1) one request per 12 months, 2) leak has to have occurred within the last 36-month period, 3) any out-of-pocket expenses or committed expenditures (e.g., SASM) associated with the account cannot be refunded, and 3) the determination and amount is subject to the discretion of the General Manager. It should be noted that Marin Water limits refunds from water leaks to no more than two billing periods (4 months). We thought that limitation was not as applicable to TCSD because the customer's water leakage may not have made into the sewer collection system.

- The General Manager would report annually to the Board on billing error adjustment requests, request granted, and the amounts.

In general, we receive very few requests a year to make adjustments due to billing errors. We have yet to discover an undercharging for service circumstance.

**FISCAL IMPACT**

It is dependent on the amount of the refund/credits approved and undercharges discover.

**ATTACHMENTS**

Resolution with policy



**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. 2023-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS  
COMMUNITY SERVICES DISTRICT TO APPROVE A  
REVISED WASTEWATER AND SOLID WASTE SERVICE BILL ADJUSTMENT  
POLICY**

**WHEREAS**, in December 1999, the TCSD Board adopted a policy to address bill adjustments due to billing errors for solid waste and wastewater service charges; and

**WHEREAS**, in August 2004, the Board revised the policy; and

**WHEREAS**, the policy was to allow refunds up to 4 years for overcharge of services and bill up to 3 months if TCSD undercharged for services.

**WHEREAS**, TCSD wishes to revise and update this policy.

**NOW, THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District approves the revised Wastewater and Solid Waste billing adjustment policy shown in Exhibit A and incorporated herein, and that this resolution supersedes any previous billing adjustment policies adopted by TCSD.

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 12h day of April 2023 by the following vote:

AYES:

NAYS:

ABSENT:

---

Steffen Bartschat, President

ATTEST:

---

Secretary, Tamalpais Community Services District



**TAMALPAIS COMMUNITY SERVICES DISTRICT**

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
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**WASTEWATER AND SOLID WASTE SERVICE BILL ADJUSTMENT POLICY****I. General Policy**

This policy is intended to address requested for billing adjustments due to billing errors for wastewater and solid waste collection services. It incorporates previous policies and practices into a formal adopted TCSD policy.

**II. Billing Error Defined**

Billing error is the incorrect billing of a Customer account due to an error by the TCSD or the Customer, which results in incorrect charges to the Customer. Billing error includes, but is not limited to, incorrect charges for special service, clerical errors, incorrect annual service charge, an incorrect billing calculation, or an inapplicable rate calculation. For wastewater, water leak adjustments requests are considered billing errors and will be considered pursuant to Section IV. below.

Billing error includes failure of the Customer to notify the TCSD of incorrect billing within the last 36-month period.

**III. Requests for Adjustments Due to Billing Error in Writing**

All requests by customers for adjustments due to billing errors must be in writing on TCSD approved forms. Customers may submit one billing error adjustment request once every 12 months. The billing error must have occurred within the last 36-month period.

**IV. Adjustments for Billing Error**

Where TCSD overcharges or undercharges a Customer as the result of a billing error, TCSD may render an adjusted bill to the Customer for the amount of any undercharge, and shall issue a refund or credit to the Customer for the amount of any overcharge in accordance with the procedures and limitations set below. Such adjusted bills shall be computed per this policy.

**1. Billing Error Resulting In Overcharges To The Customer**

If either a residential or nonresidential wastewater or solid waste service(s) is (are) found to have been overcharged due to billing error, the TCSD will calculate the amount of the overcharge for refund to the Customer(s) for a period of up to three (3) years from the date of the request. The overcharge will be calculated for only those months during which the billing error occurred.

## **2. Billing Errors Resulting In Undercharges To The Customer**

If a residential or non-residential wastewater or solid waste service(s) is (are) found to have been undercharged due to a billing error, the TCSD may bill the Customer(s) for the amount of the undercharge for a period of up to three (3) years. However, the undercharge will be calculated for only those months during which the billing error occurred.

## **V. Determining the Amount of Adjustment**

A determination of whether an adjustment is granted, the amount of the adjustment, and the form of the adjustment (i.e., refund or credit) shall be made at the sole discretion of the General Manager or his or her designee and shall be final. In making the determination, the District will take into account the reason for the adjustment, any District error, and any other factors deemed appropriate. TCSD shall inform customers of the General's Manager's determination in writing. Any adjustment that will exceed \$25,000 will require Board approval.

## **VI. Wastewater- Adjustment For Water Leaks**

1. Upon written request, the District may adjust customer's wastewater bill in the case of water leak, due to circumstances beyond the reasonable control of such customer.
2. Written request (using TCSD form) must be submitted and supported by repair bills, water loss report filed and approved by the Marin Municipal Water District (MMWD), or other appropriate documentation. Water leak adjustments will be limited to one adjustment every 12-month period.
3. A determination of whether an adjustment is granted, the amount of the adjustment, and the form of the adjustment (e.g., refund, adjustment to winter water usage) shall be made at the sole discretion of the General Manager or his or her designee and shall be final. In making the determination, the District will take into account the cause of water leak, the period during which it occurred, the customer's opportunity, if any, to detect it, any negligence or fault of the customer in connection therewith, the promptness with which the water leak was discovered, stopped and repairs made, and any water usage adjustments made by MMWD regarding water service. The water leak period must be within 36 months of the request for adjustment.
4. Any portion of the customer's wastewater charges paid toward out-of-pocket expenses and/or financially paid/committed toward sewage treatment (e.g., SASM) and/or capital repairs/maintenance attributed to the customer's usage are not eligible for financial refund/credit.
5. Per District Resolution 2021-02, the wastewater bill consists of two parts, the base sewer system charge, and the usage charge. The winter water usage (i.e., estimated wastewater flow) is based on water usage for the January and March bi-monthly billing periods (4 months total), as provided by the Marin Municipal Water District,

subject to a 60 CCF residential cap for each dwelling unit of single-family residential customers only.

The customer must prove the water leak to have significantly impacted the wastewater flow from their property. The District shall make the final determination on the amount of water loss, i.e., water that would not have reached the District's sewer system but for the water leak, and hence, not have contributed to the winter water usage that is used in the calculation of the wastewater bill, both retroactively and moving forward.

When applicable, the District may use the average single-family residential winter water use, during that fiscal year, to apply as the assumed wastewater flow from residential property.

## **VII. Annual Reporting**

Once a year the General Manager shall report to the Board the number of requests made, requests granted, and the adjustment amounts due to billing error.



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
April 12, 2023

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: AUTHORIZE THE GENERAL MANAGER TO PROCEED WITH THE INSTALLATION OF NEW SECURITY SYSTEMS FOR TCSD FACILITIES IN AN AMOUNT NOT TO EXCEED \$32,000 WHICH INCLUDES 5-YEAR SERVICE PLAN AND NEW FIRE SMOKE / ALARM SYSTEM FOR THE CORPORATION YARD BUILDING IN AN AMOUNT NOT TO EXCEED \$18,500**

### RECOMMENDATION

Authorize the General Manager to enter into two agreements: 1) an agreement not-to-exceed \$32,000, which include a 5-year service plan, to install a security alarm system into TCSD facilities and 2) an agreement not-to-exceed \$18,500 to install fire/smoke alarm system into the corporation yard building.

### DISCUSSION

With the recent break-in into the TCSD corporation yard building, we have obtained 3 quotes to install security alarm systems at the Community Center, TVIC building, Corporation Yard building, and the TCSD office. We also obtained one quote to install a fire/smoke alarm system into the Corporation Yard building.

The three quotes below all require initial five-year terms. In an effort to maintain an “apples to apples” comparison, the quotes are separated into approximate initial installation costs and total cost of the 5 year (60 mo. service plan). All proposals include two cameras in the corporation yard with “talk down” speaker capacity and 24/7 monitoring. Key exceptions are listed below each proposal.

#### Bay Alarm

Installation	\$12,100
5 yr service plan	\$43,200 (\$720/mo. x 60 mo.)
Total	\$55,300

Exceptions: does not include TVIC building, TCSD would not own camera system, includes prevailing wages

#### ADT

Installation	\$14,032
5 yr service plan	\$13,200 (\$222/mo.)
Total	\$27,232

#### Verkada

Installation	\$17,300
5 yr service plan	\$9,900 (\$165/mo.)
Total	\$27,200

Exception- one less motion detector; Verkada requires full payment; it does not have monthly payments as we would be purchasing 5- year licenses which is in essence is the same as the ADT 5-year service plan, but ADT bills on a monthly basis.

Additional service: card reader for sidedoor to Community Center which would open electronic lock; access to community center would be able to be controlled and monitored remotely total costs \$4,300; total with reader is approx. \$31,500.

The ADT and Verkada proposals are approximately the same. However, staff is recommending we move forward with Verkada which is an AI security/management company with very robust cloud based services and higher definition cameras. In addition, the card reader will provide staff with to ability to better control and monitor the access to the Community Center. We would be able to open and shut the door remotely and better control the hours by which people can access the community center. We will be able to either program cards and/or provide access via phone apps to customers.

After the initial 5-year (60 mo.) term, TCSD owns all the hardware, and we can choose to purchase 1 or 5 y-year license agreements moving forward.

#### Fire/Smoke Alarm System

We were only able to obtain one quote from ADT for \$18,005 to install a fire/smoke system in the Corporation Yard building. The cost is relatively high because of the need to install a fire panel. The fire/smoke detectors are designed to take account the welding and grinding that can occur from time to time in the shop. The monthly monitoring fee is \$147/mo. or \$8,820 for 5-years. ADT would also take over the monitoring from Johnson Control for the existing fire/smoke alarm system in the Community Center and TCSD office. ADT's service is approx. \$8 less per month (approx. \$210/mo. v. \$218/mo.) than Johnson Control. It's more efficient to have the same company monitor all the fire/smoke alarm systems.

#### FISCAL IMPACT

The initial installation costs would be absorbed into the operating budgets of the Wastewater, Solid Waste, and Parks & Recreation funds. However, we would use a portion of the Measure A funds reserved for the TVIC building to cover the initial installation costs for that building. TCSD would cover the 5-year license fees for the TVIC building since that fee cannot be separated out for the TVIC building. Similarly, we would also propose the use of Measure A funds to cover the initial installation costs and 5 year-license fees for the Community Center. The use of Measure A funds would require the Board to adopt an amendment to the Measure A workplan at a future meeting.



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
April 12, 2023

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

### RECOMMENDATION

Receive the report for activities in March 2023 and provide comments as appropriate.

### DISCUSSION

#### Wastewater Statistics and Work

- Mar. flow through Bell Lane Pump Station: 20,182,900 gallons
- Mar. flow through Bob Bunce Pump Station: 224,242 gallons
- Rain: 17 events totaling 11.39 inches
- Sewer System Overflows (SSO): 0
- Lateral Inspections Jan -Mar.: 15 (for resales, ADU's, CIP, other)
- Attached is the EPA 1<sup>st</sup> quarterly report for 2023

#### Solid Waste Statistics and Work

We are working to try find vendors to expand services for "debris day" in May.

#### SOLID WASTE CALLS FOR SERVICE 2023

TYPE OF SERVICE	Month		
	Jan	Feb	March
Missed pick-up	26	27	20
New Service request	2	2	5
Replacement carts	17	8	10
Dumpsters	14	11	5
Extra trash pick-up	17	20	17
late put out	2	4	2
Other	-	-	-
Total	78	72	59
YTD Total			211

Parks and Recreation Work

- Closed Kay Park to address fallen tree and to evaluate existing trees in the Park. Reopened the park after determining the Park was safe to reopen. The fallen tree has been removed and the contractor has repaired the grass area damaged by the removal of the tree.
- We are working to compile the revenues and expenses for Murder Mystery.

Administration

- MCE's vendor replaced the gas water heaters with electric heat pump water heaters in the Cabin and Corporation Yard building. The combination of grants from MCE and PG&E covered the cost of the installation.

Impact on TCSD Resources

n/a

FISCAL IMPACT

n/a



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
April 12, 2023

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

### RECOMMENDATION

Receive and file the March 2023 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	Jan or Feb

### DISCUSSION

As of March 31, 2023, TCSD had the following cash and investment balances:

Institution	Account	February 28, 2023	March 31, 2023
Wells Fargo	General Checking	\$ 104,474.06	\$ 289,749.43
Wells Fargo	General Savings	\$ 1,485,419.74	\$ 1,092,364.88
Wells Fargo	General Merchant Services	\$ 16,299.21	\$ 21,451.12
State of CA - LAIF	General Account	\$7,872,288.31	\$7,872,288.31
<b>TOTALS</b>		<b>\$9,478,481.32</b>	<b>\$9,275,853.74</b>

State of California Local Agency Investment Fund (LAIF) earned 2.07% as the quarterly apportionment rate for the quarter ending December 31, 2022. The LAIF interest rate for March 2023 was 2.831% which is 0.207 percentage points higher from the prior month and 2.466 percentage points higher from March 2022.



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 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.

### **Monthly Reports**

The disbursement reports (attachment A) for March 2023. The largest disbursement for the period was the payment to Roy's Sewer Service in the amount of \$20,662.50 for CCTV work and maintenance cleaning of multiple sewer pipelines.

The year-to-date annual budget report (attachment B) is through the end of March 2023, which represents 75% of the fiscal year. The annual budget report gives the cumulative totals for the fiscal year-to-date (YTD) with budget comparisons. YTD Parks and Recreation revenues are \$716,347, which is 64% of budget. YTD Wastewater revenues are \$3,257,900, which is 55% of budget. Finally, YTD Solid Waste revenues are at YTD \$1,570,760, which is 60% of budget.

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

### **Quarterly Reports**

Attachments C and D are reports for the third quarter of the fiscal year (FY 2022-23), which represents activity from January through March 2023. The Treasurer's quarterly report will be presented as a separate item at the next meeting when LAIF quarterly data is available.

The Wastewater Services current Capital Improvement Projects (CIP) are being funded by the Certificates of Participation (COP) issued in October 2020. The current fiscal year (FY22-23) CIP budget is \$9,942,035, of which \$1,972,282 (20%) has been spent through the end of the third quarter. Phase C is complete, while other projects are in the design and planning phase.

Measure A disbursements totaling \$73,491.07 were received in March 2023. \$13,149.55 was for the current fiscal year and \$60,341.52 was an allocation from FY21-22. Many of the Measure A projects are in the planning stage.

### **FISCAL IMPACT**

N/A

### **ATTACHMENTS**

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



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

Date	Name	Memo	Amount
03/07/2023	El Pollo Loco	Food for Muder Mystery (1st Weekend)	\$ 1,548.00
03/07/2023	El Pollo Loco	Food for Muder Mystery (1st Weekend)	\$ 1,548.00
03/15/2023	El Pollo Loco	Food for Muder Mystery (2nd Weekend)	\$ 1,296.73
03/15/2023	El Pollo Loco	Food for Muder Mystery (2nd Weekend)	\$ 1,274.88
03/14/2023	AT&T	Community Ctr Alarm Phone Lines	\$ 524.58
03/15/2023	Costco	Murder Mystery Food	\$ 517.60
03/14/2023	FasTrak	Bridge Account Replenishment	\$ 510.00
03/15/2023	Marin Municipal Water Dist. - MMWD	3" Meter for Hydroflush Truck 12/28 - 2/23/23	\$ 477.04
03/16/2023	Webstaurant Store	Powerchord for New Dishwasher at C.C	\$ 362.88
03/20/2023	Staples Business Credit	Copier Paper and Pens	\$ 332.37
03/27/2023	Amazon.com	Garbage Disposal for Comm. Center Kitchen	\$ 316.43
03/15/2023	World Centric	General Supply for events	\$ 305.06
03/01/2023	Streamline, Inc.	Streamline member fee- Mar 2023	\$ 300.00
03/01/2023	Microsoft	Software Licenses	\$ 275.00
03/14/2023	Costco	Food & Kitchen Supplies for Murder Mystery Dinner	\$ 268.99
03/06/2023	Verizon Wireless	Device & Data Plan for AGM, GM, and Staff	\$ 264.39
03/03/2023	Comcast	Internet Feb 13 - Mar 12 @ 305 Bell Ln.	\$ 256.52
03/05/2023	Go To Communications, Inc.	(415)388-6393 Voice & Data Lines and Wireless Services	\$ 253.47
03/08/2023	Costco	Murder Mystery Food; P&R Storage Container; Board Meeting Snacks	\$ 224.22
03/01/2023	Costco	Murder Mystery Food and Board Meeting Snacks	\$ 197.39
03/17/2023	Cost Plus World Market	Cast Gifts Murder Mystery	\$ 185.38
03/07/2023	Shutterfly	Gifts for Cast of Murder Mystery	\$ 182.02
03/21/2023	Safeway	Murder Mystery Food Champagne for Cast Party	\$ 180.18
03/29/2023	Mill Valley Auto Service	22: P/M Service	\$ 171.07
03/09/2023	Apple Store	Keyboard for iPad	\$ 162.32
03/16/2023	Grainger	General Supply	\$ 150.87
03/03/2023	Comcast	Internet Feb 13 - Mar 12 @ 203 Marin Ave.	\$ 141.59
03/10/2023	Verizon Wireless	Data Plan for Refuse Driver's iPads	\$ 120.48
03/08/2023	QuickBooks Time, Inc.	Online Time Card Service- Feb 2023	\$ 116.00
03/09/2023	County of Marin/Env.Health Services	Maint. Permit- Water Heater Replacement with Heat Pump	\$ 104.27
03/01/2023	Smart & Final	Food and Prizes for Murder Mystery	\$ 100.39
03/17/2023	Launder It	Laundry Week 1 of Murder Mystery	\$ 85.00
03/21/2023	Safeway	Murder Mystery Food	\$ 83.25
03/11/2023	El Pollo Loco	Food for Muder Mystery	\$ 80.82
03/14/2023	Safeway	Murder Mystery Food	\$ 79.98



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

03/01/2023	Kronberg's Flags and Flagpoles	Metal Perched Eagle for Flagpole at C.C	\$ 78.07
03/01/2023	Amazon.com	General Supply	\$ 74.59
03/14/2023	Safeway	Murder Mystery Food	\$ 68.69
03/27/2023	Amazon.com	iPad Cover for Parks iPad	\$ 45.43
03/06/2023	UPS Store	LiveScan for Clerk	\$ 35.00
03/05/2023	ConstantContact.com	E-newsletter Mar 2023	\$ 35.00
03/16/2023	O'Reilly Auto Parts	5: Wiper Blades	\$ 34.94
03/14/2023	Trader Joe's	Flowers and Food for Cast of Murder Mystery	\$ 34.54
03/21/2023	Eventbrite.com	Refund for Murder Mystery Ticket	\$ 30.00
03/08/2023	Amazon.com	M.M Decor - Wooden Beads	\$ 29.19
03/13/2023	Shutter Stock	Stock Images for P&R	\$ 29.00
03/06/2023	Target	Lava Lamp Murder Mystery Decor	\$ 27.38
03/04/2023	Lowes.com	Decor for Murder Mystery	\$ 27.35
03/17/2023	El Pollo Loco	Food for Muder Mystery	\$ 27.30
03/17/2023	El Pollo Loco	Food for Muder Mystery	\$ 27.30
03/12/2023	Amazon.com	M.M Props - envelopes for evidence packets	\$ 19.30
03/02/2023	Comedy Education, LLC	Online ABC RBS Certification Course by G.M	\$ 12.99
03/12/2023	Amazon.com	M.M Prizes - Labels	\$ 12.98
03/14/2023	Safeway	Murder Mystery Food	\$ 6.59
03/20/2023	Safeway	Office Food	\$ 4.31
03/02/2023	Comedy Education, LLC	ABC Responsible Beverage Server Exam for Certification	\$ 3.00



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account  
 March 2023

Date	Num	Name	Memo	Amount
03/24/2023		QuickBooks Payroll Service	Payroll on 03/24/2023	\$ 60,924.80
03/10/2023		QuickBooks Payroll Service	Payroll on 03/10/2023	\$ 52,488.67
03/23/2023	100099	Roy's Sewer Service, Inc.	CCTV and Multiple Maint. Cleaning Scheduled	\$ 20,662.50
03/01/2023		Kaiser Foundation Health Pln	Mar 2023 Medical	\$ 15,635.94
03/24/2023	100090	Marin County Employees Retirement Sys.	PP06 2023 Mar 11 - Mar 24, 2023	\$ 14,060.43
03/23/2023	100098	Perfect Timing Personnel Services, Inc.	Front Desk Subs and One-time Fee For Placement of Front Desk Sub to FT Employee	\$ 13,816.73
03/10/2023	100053	Marin County Employees Retirement Sys.	PP05 2023 Feb 25- Mar 10, 2023	\$ 12,773.69
03/23/2023	100095	J W Mobile/Napa Truck Service	7: Repair Brakes and Lights; 12: Check Engine Light Diagnosis; 6: Replace Switches and Radiator;...	\$ 12,182.49
03/10/2023	100068	Marin Sanitary Service	Feb 2023 Solid Waste 113.52 tons @\$106.52/T	\$ 12,092.15
03/09/2023	100048	Marin Resource Recovery Center	Green Waste, 81.55 Tons @ \$96.60/T, Feb 2023	\$ 7,877.81
03/09/2023	100081	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement February 22, 2023	\$ 7,565.04
03/10/2023	100072	Perfect Timing Personnel Services, Inc.	Front Desk Subs	\$ 5,452.26
03/10/2023	100066	Jorges Tree Services	Monthly Parks & Open Space Mani.- 3 days/week - February	\$ 5,400.00
03/24/2023	100088	Marin County Employees Retirement Sys.	PEPRA W/H PP06 2023 Mar11 - Mar 24, 2023	\$ 4,501.84
03/10/2023	100051	Marin County Employees Retirement Sys.	PEPRA W/H PP05 2023 Feb 25- Mar 10, 2023	\$ 4,216.20
03/23/2023	100108	Miller Starr Regalia	Greene Vs. Kenyon Litigation, Feb	\$ 3,390.13
03/23/2023	100092	Diesel Direct	703 gal Diesel, for Above Ground Tank	\$ 3,317.49
03/31/2023	100112	Jorges Tree Services	Kay Park - Grass Seeding	\$ 3,220.00



Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account  
March 2023

Date	Num	Name	Memo	Amount
03/10/2023	100062	Diesel Direct	663.5 gal Diesel, for Above Ground Tank	\$ 3,135.36
03/10/2023	100073	R3 Consulting Group	Solid Waste Consulting - Financial Plan & 5 Year Rate Study, Feb 2023	\$ 2,698.75
03/10/2023	100070	Pacific Gas & Electric	Gas & Electricity: Cabin, Office, Shop, Comm Ctr. Electricity: Kay Park	\$ 2,645.03
03/10/2023	100060	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Feb 2023, 8 Trips, 7.89 tons	\$ 2,317.77
03/23/2023	100093	East Bay Tire Co.	20: Tire Change	\$ 2,305.06
03/10/2023	100082	Nute Engineering	Engineering Services: 8988 GIS and Mapping Services; 531 & 515	\$ 2,075.50
03/10/2023	100059	Bartle Wells Associates	EDU Analysis for SASM	\$ 2,046.00
03/10/2023	100071	Pacific Window Cleaning & Janitorial, Inc	Cleaning Services Feb 2023	\$ 1,800.00
03/23/2023	100110	Friends of Tam Valley	Murder Mystery Beverage Sales	\$ 1,676.00
03/10/2023	100080	Grainger	Tool Set 50 Pc. (Replacement of Stolen Tools); PPE Gloves for All Dept. and Protective Cover for...	\$ 1,632.69
03/10/2023	100076	Roto-Rooter Plumbers	Cleaning near Deertrail Ln	\$ 1,600.00
03/31/2023	100113	Knight Electric	Office Remodel work and C.C. work during Oktoberfest	\$ 1,394.10
03/10/2023	100058	AT&T	Community Ctr Alarm Phone Lines and Office Data Lines, Wireless Services	\$ 1,309.98
03/21/2023	100085	Janice Clement Event Planning & Mgmt.	Event Support & Kitchen Supervisor for Murder Mystery	\$ 1,280.00
03/10/2023	100078	Cintas	Uniforms, Carpets, Towels, Soap	\$ 1,174.57
03/10/2023	100083	Nute Engineering	Engineering Services Project #9067 : Corp. Yard Fence Replacement Project	\$ 826.00
03/10/2023	100075	Wells Fargo Fin. Lse. - RMC	Copier Lease 2/20- 3/19/23	\$ 650.90
03/23/2023	100097	Pace Supply Corp.	Bell Lane P.S Spare Parts	\$ 610.60



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account  
 March 2023

Date	Num	Name	Memo	Amount
03/10/2023	100074	Rocky Soil Landscaping, Inc.	Irrigation Check at Kay Park	\$ 602.16
03/10/2023	100069	North Bay Bottling	Drinking Water Feb'23	\$ 568.75
03/10/2023	100052	Mission Square	Employee Personal W/H	\$ 500.00
03/24/2023	100089	Mission Square	Employee Personal W/H	\$ 500.00
03/10/2023	100063	e-Recycling of California	Misc e-waste picked up 2/28/23	\$ 388.50
03/22/2023	44110	California Dep of Tax and Fee Admin	2022 Q3 Sales Tax on Event Sales	\$ 377.22
03/23/2023	100087	Johnson Controls Security Solutions Laugs, Mick (Instructor)	Apr-Jun 2023, Monitoring Alarm - 203 Marin Ave Instructor Improv Class- 65% share of fees from Improv Show (50 x \$10 ticket) Deposit 712594	\$ 345.37
03/31/2023				\$ 325.00
03/23/2023	100086	Johnson Controls Security Solutions	Apr-Jun 2023, Monitoring Alarm - 305 Bell Ln	\$ 305.18
03/29/2023	100111	California Dep of Tax and Fee Admin	Underground Tank Maintenance Fee for 2022	\$ 302.00
03/03/2023	100047	US Postal Service	Bulk Mail Permit	\$ 290.00
03/23/2023	100107	Esposito, Camille (v)	Reimbursement for Travel for Events Work (443.8 miles Sept'22-Mar'23)	\$ 284.81
03/23/2023	100109	XIO, Inc.	Flow Meter Monitoring at Bob Bunce Pump Station, Apr-Jun 2023	\$ 282.00
03/23/2023	100096	Napa Auto Parts- DNG Enterprises	Tools for Shop, For Rodder Trailer- Filter and Oil Service and 9: Battery	\$ 280.20
03/23/2023	100091	AT&T	415-389-8722, 3/11-4/10/23	\$ 264.69
3/9/2023	100050	Goodman Building Supply Co.	Bigger Tarp to cover E-waste	\$ 257.69
3/23/2023	100106	Marin County Registrar of Voters	Fee Setup for 11/8/22 Election	\$ 250.00
3/10/2023	100064	Friends of Tam Valley	Crab Feed Beverage Sales	\$ 236.00
3/10/2023	100079	Atco Pest Control	Pest Control for Parks	\$ 225.00
3/1/2023	100046	Caldwell, Zphyna	Lunch for Cast Rehearsal Murder Mystery	\$ 134.97



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account  
 March 2023

Date	Num	Name	Memo	Amount
3/10/2023	100077	Schwartz, Jack (v)	Reimbursement Seniors' Lunch and Online Hosting	\$ 111.41
3/10/2023	100067	Kaiser - COBRA	COBRA Balance for Group	\$ 107.75
3/20/2023	100084	Brown, Jeffrey A.	Reimburse for Murder Mystery Expenses	\$ 104.99
3/31/2023		Schwartz, Jack (v)	Reimbursement Seniors' Lunch and Online Hosting	\$ 101.18
3/31/2023		Goodman Building Supply Co.	Cleaning Supplies for Rec.Dept.; Light Controls and Door Stop for Front Office	\$ 93.84
3/10/2023	100057	Access Answering Service	Answering Service - March	\$ 92.00
3/10/2023	100061	Central Marin Sanitation Agency	F.O.G. Services for TCSD Food Service Establishments, Oct - Dec 2022	\$ 72.00
3/10/2023	100054	State of California D.O.J.	Fingerprinting Apps	\$ 32.00
3/10/2023	100065	Jackson's Hardware	Rear Door Plate	\$ 17.43
3/23/2023	44132	Optum Financial (COBRA)	Feb- COBRA Administration for TCSD Staff	\$ 4.44



TAMALPAIS COMMUNITY SERVICES DISTRICT  
Budget Year-to-Date Report  
FY 2022-23

	WASTEWATER DEPT.		% of Budget Spent	Comments
	Mar '23 (75% of FY)	Budget 2022-23		
Ordinary Revenue/Expense				
Revenue				
4101 · Sanitation Service Charges	\$ 3,147,227.75	\$ 5,848,600	54%	
4103 · Permits/Lateral Connection Fees	\$ 27,922.00	\$ 34,100	82%	
4104 · Muir Woods Sanitaion Svc. Chrg.	\$ 53,756.43	\$ 35,100	153%	Flow variation
4420 · Interest Revenue	\$ 28,994.20	\$ 10,000	290%	
Total Revenue	<u>\$ 3,257,900.38</u>	<u>\$ 5,927,800</u>	55%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 292,973.44	\$ 384,600	76%	
5012 · Overtime Pay	\$ 1,754.70	\$ 5,200	34%	
5013 · Performance Recognition	\$ 7,450.00	\$ 7,700	97%	
5014 · Temporary Help	\$ 16,504.36	\$ 7,900	209%	Front Desk Sub.
Total 5010 · Salaries	<u>\$ 318,682.50</u>	<u>\$ 405,400</u>	79%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 29,373.50	\$ 67,100	44%	
5022 · Retirement Contributions	\$ 61,581.35	\$ 95,200	65%	
5023 · Social Security and Medicare	\$ 23,031.79	\$ 31,100	74%	
5024 · Other Employee Benefits	\$ -	\$ 1,000	0%	
5025 · Retiree Medical Insurance	\$ 13,016.40	\$ 23,200	56%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 22,600	0%	
Total 5020 · Employee Benefits	<u>\$ 127,003.04</u>	<u>\$ 240,200</u>	53%	
5110 · Wastewater Treatment Expense				
5111 · SMCSO Sewage Treatment O&M	\$ 1,294,713.90	\$ 2,606,800	50%	
5121 · SASM Sewage Treatment & Capital	\$ 86,685.00	\$ 173,400	50%	
5131 · Alnonte and Homestead Svc Fees	\$ -	\$ 9,000	0%	
Total 5110 · Wastewater Treatment Expense	<u>\$ 1,381,398.90</u>	<u>\$ 2,789,200</u>	50%	
5140 · Sewer System Maint. & Repair	\$ 104,603.45	\$ 303,900	34%	
5400 · TCSD Board Fees	\$ 3,514.00	\$ 7,000	50%	
5401 · Professional Services	\$ 19,587.50	\$ 131,100	15%	
5420 · Staff Training & Travel Expense	\$ 3,839.49	\$ 6,500	59%	
5425 · Office and Technology	\$ 12,116.80	\$ 18,900	64%	
5430 · Telephone and Alarms	\$ 9,339.42	\$ 11,300	83%	
5431 · Public Communications	\$ 959.11	\$ 7,000	14%	
5432 · Insurance	\$ 50,643.45	\$ 50,500	100%	
5437 · Miscellaneous	\$ 233.12	\$ 1,000	23%	
5438 · Fees and Permits	\$ 18,724.15	\$ 27,900	67%	
5439 · Utilities	\$ 7,007.63	\$ 7,500	93%	
5440 · Fuel Expense	\$ 20,734.36	\$ 12,000	173%	
5450 · Maintenance and Supply	\$ 82,348.05	\$ 80,000	103%	Incl. Office Remodel
5483 · Debt Issuance Costs	\$ 1,026,800.00	\$ 1,338,600	77%	
Total Expense	<u>\$ 3,187,534.97</u>	<u>\$ 5,438,000</u>	59%	
Contribution to Capital Reserve	\$ -	\$ 118,000	0%	Occurs at FYE
Available for Operating Reserves	\$ -	\$ 371,800	0%	Occurs at FYE





TAMALPAIS COMMUNITY SERVICES DISTRICT  
Budget Year-to-Date Report  
FY 2022-23

**SOLID WASTE DEPT.**

	Mar'23 (75% of FY)	Budget 2022-23	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 1,539,305	\$ 2,611,000	59%	
4202 · Other Solid Waste Services	\$ 6,538	\$ 9,000	73%	
4410 · Donations/Fundraising/Grants	\$ 10,420	\$ 5,000	208%	SB1383 Compliance Grant
4420 · Interest Revenue	\$ 14,497	\$ 7,000	207%	
<b>Total Revenue</b>	<b>\$ 1,570,760</b>	<b>\$ 2,632,000</b>	<b>60%</b>	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 487,677	\$ 630,100	77%	
5012 · Overtime Pay	\$ 37,164	\$ 58,500	64%	
5013 · Performance Recognition	\$ 11,756	\$ 12,400	95%	
5014 · Temporary Help	\$ 18,107	\$ 26,200	69%	
<b>Total 5010 · Salaries</b>	<b>\$ 554,704</b>	<b>\$ 727,200</b>	<b>76%</b>	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 94,371	\$ 140,700	67%	
5022 · Retirement Contributions	\$ 145,086	\$ 224,900	65%	
5023 · Social Security and Medicare	\$ 40,964	\$ 51,600	79%	
5024 · Other Employee Benefits	\$ (1,031)	\$ 2,100	-49%	
5025 · Retiree Medical Insurance	\$ 24,874	\$ 44,600	56%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 25,400	0%	
<b>Total 5020 · Employee Benefits</b>	<b>\$ 304,264</b>	<b>\$ 489,300</b>	<b>62%</b>	
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 139,797	\$ 214,100	65%	
5212 · Recycling Fees	\$ 1,403	\$ 50,000	3%	
5213 · Green Waste Disposal Fees	\$ 84,861	\$ 127,800	66%	
5214 · Debris Day Expenses	\$ 1,752	\$ 3,000	58%	
<b>Total 5210 · Solid Waste Disposal Expense</b>	<b>\$ 227,813</b>	<b>\$ 394,900</b>	<b>58%</b>	
5400 · TCSD Board Fees				
5401 · Professional Services	\$ 2,914	\$ 3,400	86%	
5401 · Professional Services	\$ 46,522	\$ 116,000	40%	
5420 · Staff Training & Travel Expense	\$ 3,588	\$ 3,200	112%	
5425 · Office and Technology	\$ 11,203	\$ 19,000	59%	
5430 · Telephone and Alarms	\$ 5,143	\$ 7,000	73%	
5431 · Public Communications	\$ 959	\$ 20,000	5%	
5432 · Insurance	\$ 67,733	\$ 75,900	89%	
5437 · Miscellaneous	\$ 458	\$ 1,000	46%	
5438 · Fees and Permits	\$ 22,017	\$ 41,600	53%	
5439 · Utilities	\$ 2,137	\$ 3,500	61%	
5440 · Fuel Expense	\$ 34,831	\$ 85,500	41%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 3,771	\$ 4,100	92%	
5452 · Maint. & Supply Contract Svc	\$ 9,801	\$ 11,600	84%	
5454 · Vehicle Repair & Maint.	\$ 177,848	\$ 138,000	129%	
5456 · Bridge Tolls	\$ 3,762	\$ 4,000	94%	
5457 · Solid Waste Carts & Bins	\$ 22,798	\$ 50,000	46%	
5461 · Meeting Supplies	\$ 565	\$ 700	81%	
5470 · Yard & Bldg. Improvements	\$ 20,137	\$ 8,500	237%	Office Remodel
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 238,682</b>	<b>\$ 216,900</b>	<b>110%</b>	
5471 · Minor Equipment	\$ -	\$ 4,400	0%	
5472 · Donations/Grants Paid Expenses	\$ 565	\$ 5,000	11%	
Vehicle Lease	\$ 44,804	\$ 44,900	100%	
<b>Total Expense</b>	<b>\$ 1,568,338</b>	<b>\$ 2,258,700</b>	<b>69%</b>	
Contribution to Capital Reserve				
Contribution to Capital Reserve	\$ -	\$ 193,700	0%	Occurs at FYE
Available for Operating Reserves				
Available for Operating Reserves	\$ -	\$ 179,600	0%	Occurs at FYE



TAMALPAIS COMMUNITY SERVICES DISTRICT  
Budget Year-to-Date Report  
FY 2022-23

PARKS AND RECREATION DEPT.

	Mar'23 (75% of FY)	Budget 2022-23	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4301 · Taxes	\$ 580,309	\$ 975,800	59%	
4303 · Tia's After School Program Rev	\$ 29,875	\$ 15,000	199%	
4310 · Facilities Rental & Fees	\$ 22,403	\$ 26,000	86%	
4320 · Park Rentals	\$ 1,733	\$ 3,900	44%	
4330 · Class Fees	\$ 23,610	\$ 11,900	198%	
4350 · TCSD Event Revenue	\$ 47,381	\$ 66,500	71%	
4410 · Donations/Fundraising/Grants	\$ 4,303	\$ 15,000	29%	
4420 · Interest Revenue	\$ 4,832	\$ 5,000	97%	
4430 · Miscellaneous Revenue	\$ 1,900	\$ 1,000	190%	
Total Revenue	\$ 716,347	\$ 1,120,100	64%	
Expense				
5011 · Wages and P.T.O	\$ 290,144	\$ 406,700	71%	
5012 · Overtime Pay	\$ 4,037	\$ 7,500	54%	
5013 · Performance Recognition	\$ 7,253	\$ 7,800	93%	
5014 · Temporary Help	\$ 25,977	\$ 36,600	71%	
Total 5010 · Salaries	\$ 327,412	\$ 458,600	71%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 49,418	\$ 58,500	84%	
5022 · Retirement Contributions	\$ 60,483	\$ 164,200	37%	
5023 · Social Security and Medicare	\$ 24,945	\$ 32,500	77%	
5024 · Other Employee Benefits	\$ -	\$ 2,100	0%	
5025 · Retiree Medical Insurance	\$ 2,474	\$ 5,900	42%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 8,500	0%	
Total 5020 · Employee Benefits	\$ 137,321	\$ 271,700	51%	
5300 · Events Expense	\$ 55,411	\$ 63,500	87%	
5330 · Tree & Landscaping Services	\$ 11,090	\$ 18,100	61%	
5331 · Landscaping Contract Svc	\$ 34,650	\$ 35,000	99%	
5332 · McGlashan Trail Maintenance	\$ 2,800	\$ 5,400	52%	
5340 · Instructor Fees	\$ 14,650	\$ 7,600	193%	
5341 · Tia's Afterschool Program Exp	\$ 9,188	\$ 10,000	92%	
5400 · TCSD Board Fees	\$ 3,472	\$ 4,200	83%	
5401 · Professional Services	\$ 14,532	\$ 19,900	73%	
5420 · Staff Training & Travel Expense	\$ 670	\$ 5,700	12%	
5425 · Office and Technology	\$ 15,538	\$ 25,100	62%	
5430 · Telephone and Alarms	\$ 10,506	\$ 11,700	90%	
5431 · Public Communications	\$ 2,909	\$ 5,100	57%	
5432 · Insurance	\$ 35,808	\$ 32,800	109%	
5437 · Miscellaneous	\$ 311	\$ 1,100	28%	
5438 · Fees and Permits	\$ 12,078	\$ 13,900	87%	
5439 · Utilities	\$ 14,018	\$ 22,000	64%	
5440 · Fuel Expense	\$ 2,624	\$ 4,600	57%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 8,568	\$ 9,300	92%	
5452 · Maint. & Supply Contract Svc	\$ 15,490	\$ 16,100	96%	
5454 · Vehicle Repair & Maint.	\$ 1,070	\$ 5,800	18%	
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 5,500	\$ 4,000	137%	
5459 · Park Maint.	\$ 7,228	\$ 19,000	38%	
5461 · Meeting Supplies	\$ 592	\$ 700	85%	
5470 · Yard & Bldg. Improvements	\$ 6,809	\$ 8,500	80%	
Total 5450 · Maintenance and Supply	\$ 45,256	\$ 63,400	71%	
5471 · Minor Equipment	\$ -	\$ 3,300	0%	
5472 · Donations/Grants Paid Expenses	\$ -	\$ 8,000	0%	
Total Expense	\$ 750,243	\$ 1,090,700	69%	
Contribution to Capital Reserve	\$ -	\$ 26,500	0%	Occurs at FYE
Available for Operating Reserves	\$ -	\$ 2,900	0%	Occurs at FYE



TAMALPAIS COMMUNITY SERVICES DISTRICT  
 WASTEWATER DEPARTMENT  
 Certificates Of Participation (C.O.P.) Funds

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

Accelerated CIP - Comparing Budgeted Plan to Progress Completed							
	Budgeted	FY 20/21 Complete	FY 21/22 Complete	FY 22/23 Progress	FY 22/23 Planning	Forecast Total	% Complete Today
Line A	\$ 375,000	\$ 48,577.63	\$ 327,135.50	-	\$ -	\$ 375,713.13	100%
Line B	\$ 1,300,000	\$ 491,589.93	\$ 978,666.01	-	\$ -	\$ 1,470,255.94	100%
Line C	\$ 2,900,000		\$ 839,264.39	\$ 1,802,079.82	\$ -	\$ 2,641,344.21	100%
Line PS	\$ 3,865,000		\$ 91,474.65	\$ 127,029.00	\$ 4,345,196	\$ 4,563,700.00	5%
Line n. Force Main Rehab.			\$ 10,617.50	\$ 43,173.70	\$ 3,244,557	\$ 3,298,348.29	2%
Line o-Vactor Truck	\$ 350,000				\$ 380,000	\$ 380,000.00	-
Line Spent+Forecast		\$ 540,167.56	\$ 2,247,158.05	\$ 1,972,282.52	\$ 7,969,753	\$ 12,728,307.07	37%

Line items estimates and total budget have small differences, that will be resolved as project details are fleshed out.



**TAMALPAIS COMMUNITY SERVICES DISTRICT  
WASTEWATER DEPARTMENT  
Certificates Of Participation (C.O.P.) Funds**

**Project Scopes**

Project A	Sewer main lining and rehabilitation in steep and heavily wooded areas near Erica Road and Melaleuca Lane, and an area that requires frequent cleaning near a creek in the area of Ash, Spruce, and Pine Streets. An additive alternative includes similarly challenging terrain near Midvale Way and Pine Streets. An additive alternative in steep and heavily wooded areas near Erica Lane, Trillium Lane and Midvale Way, and an area that requires frequent cleaning near a creek in the area of Ash, Spruce, and Pine Streets totaling about 4500 linear feet. An additive alternative includes similarly challenging terrain near Brookline, Northern Ave, Dolan and Lowell of about 1500 linear feet.
Project B	Sewer main lining and rehabilitation of estimated 12,000 linear feet in steep and heavily wooded areas near Dolan, Sheffield, Lowell, Peralta, Fern and areas that require frequent cleaning with hand equipment. An additive alternative includes the sewer main on Morning Sun.
Project C	Sewer main lining and rehabilitation on Poplar, Pine, Marin, Spruce, Ash, in alignment with August 2020 adopted CIP.
Project D	Major rehabilitation of TCSD's main pump station for safety, reliability, modernization of controls and Rehabilitate FM to reduce leakage risk, reduce corrosion, increase protection from external damage, new thick wall HDPE lining material is easier to repair.
Project E	Local staged sewer truck for reduced SSO response time, better access to small streets, improve maintenance of pump stations and trouble spots due to sanitary wipes.



**Tamalpais Community Services District**  
**MEASURE A FUNDS**  
**Fiscal year 2022-2023**

<b>Mar 2023</b>	<b>Budget</b>
<b>(75% of FY)</b>	<b>FY 22/23</b>

**Sources of Funds**

Estimated Balance from Prior Years	\$ 175,555.09	\$ 175,555.09
FY22/23 Disbursements	\$ 73,491.07	\$ 49,118.87
<b>Total Funds</b>	<b>\$ 249,046.16</b>	<b>\$ 224,673.96</b>

**Planned Work**

Community Center Stage Accessibility Improvements**	\$ -	\$ 50,000.00
Replace Community Center Kitchen Cabinets**	\$ 36,533.00	\$ 80,000.00
Community Center Bathroom Remodel Design	\$ 2,250.00	\$ -
T.V.I.C Historical Archive Bldg. - Landscaping **	\$ -	\$ 10,000.00
Tree & Landscaping Services	\$ 2,825.00	\$ 60,000.00
Cabin & Community Center Maintenance	\$ 6,181.83	\$ 24,673.96
<b>Total Expenses</b>	<b>\$ 47,789.83</b>	<b>\$ 224,673.96</b>

<b>Measure A Balance at Fiscal Year End</b>	<b>\$ 201,256.33</b>	<b>\$ -</b>
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\*\*Projects carried over from previous year

**Garrett Toy**

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**From:** Steve Levine <stevenmlevine@comcast.net>  
**Sent:** Tuesday, April 4, 2023 1:09 PM  
**To:** Garrett Toy; Steffen Bartschat  
**Cc:** Alan Shear; stevenmlevine@comcast.net  
**Subject:** SMCD Board of Directors Meeting April 4, 2023

I attended the SMCSD Board of Directors meeting on April 4, 2023.

1. Newly appointed director: Dr. Shirley Thornton.

2. Authorized GM to execute Professional Services agreement with HF&H Consultants to conduct a 5 year (2024-2029) rate study for NTE \$43,600.

Draft report in March 2024; final report in May 2024. Prop 218 hearings required for July 1, 2024 implementation. We'll need to keep a close eye on this as it will impact future budgets.

3. Reviewed 2022 Wastewater Treatment Agency of Marin County Public Education Program Report which is submitted annually to the National Pollutant Discharge Elimination Systems Agency. Report available on their website. Excellent report, some of which may be suitable for inclusion into our Tam Valley newsletters. SMCSD more than willing to man an informational booth at an upcoming TCSD community event.

4. GM Report.

a. No SSO's; no blending events

b. Projects:

Complete: Coloma Pump Station. Generator Reliability. Clarifier Rehab. (all with minor close-out items remaining)

TCSD Flow Meter: project scheduled for summer 2023.

Steve Levine  
4/4/23



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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

## TCS D BOARD OF DIRECTORS MEETING

### MINUTES

WEDNESDAY, MARCH 8, 2023, 7:00 PM

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:03pm on Wednesday, March 8, 2023.

#### 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;

Others Present: Michael Bogart, Valerie Jordan, Erin Rosenblatt and Michael Wisner;

Sharon Rushton, President, Sustainable TamAlmonte

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

M/S: J. BROWN/S. LEVINE

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:

- Sharon Rushton, President, Sustainable TamAlmonte, spoke about the Saving Community Plans effort and requested the Board agendize a potential endorsement of a petition entitled “Reverse the Needless Destruction of Community Plans in Marin County”.
- Jennifer Duffy, resident of Parma Way, requested to be on the Board’s April agenda to request funding towards their culvert repair project.
- Another Parma Way resident made similar comments.

#### 5. REGULAR BUSINESS: Board Actions

A. Meet with the applicants for the Parks and Recreation Commission (PARC) and consider the next steps in the process.

GM Toy provided a summary of the process of seeking applications to serve on PARC.

The Board called each of the applicants individually up to the podium and asked them questions regarding their background and interest in serving on the Commission. No Commission appointments were made during the meeting as the Board considered the next steps in the process.

The Board discussed the matter and asked questions of staff

There was no public comment.

The Board directed staff to agendaize appointments to the Commission at the April Board meeting.

**B. Review and adopt TCSB goals and priorities for FY22-23**

GM Toy summarized the process the Board has undertaken since June and July of 2022 to establish its goals and priorities, culminating at the February 11, 2023 Board retreat. After a Board discussion, the following changes were made:

- Change goal #6 to "Explore the concept of a central gathering park/plaza."
- Include goal #9 as a part of goal #2
- Goals are for the calendar year of 2023
- Prioritized goals in the following order:  
3,1,4,6,2,5,7 & 8

There was no public comment.

**MOTION TO ADOPT GOALS AND PRIORITIES FOR 2023 AS AMENDED**

**M/S: S.BARTSCHAT /M.McMAHON**

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

**C. Consider approval of revised job descriptions/classifications for Facility Attendant and Solid Waste Driver**

AGM Shear summarized the need and purpose of revising the job descriptions. He also summarized the changes to both job descriptions.

The Board discussed the matter and asked questions of staff.

There was no public comment.

**MOTION TO ADOPT THE RESOLUTION APPROVING THE REVISED JOB DESCRIPTIONS/CLASSIFICATIONS FOR FACILITY ATTENDANT AND SOLID WASTE DRIVER.**

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

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

**D. Consider approval of revised operating and capital reserve policies for solid waste, wastewater, and parks and recreation departments.**

AGM Shear summarized the revisions in both operating and capital reserves for each of the three department funds.

The Board discussed the matter and asked questions of staff. After discussion, the Board removed the capital reserve designation of "Emergency Capital Reserve".

There was no public comment.



**MOTION TO ADOPT THE RESOLUTION APPROVING THE REVISED OPERATING AND CAPITAL RESERVE POLICIES FOR SOLID WASTE, WASTEWATER, AND PARKS AND RECREATION DEPARTMENTS, AS AMENDED**

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

**AYES: 4**

**NAYS: 1 (McMAHON) ABSENT: 0**

**6. REGULAR BUSINESS: Information Items**

**A. General Manager report**

GM Toy reviewed his report for the Board including the additional information contained such as the number of laterals inspected and the number and types of calls received for solid waste service.

There was no public comment.

**B. Receive monthly financial reports**

The Board discussed the matter and asked questions of staff.

There was no public comment.

**C. Receive Sewer treatment plant update reports: SASM and SMCSB**

SASM: Dir Jacobs reported on the February 16, 2023 SASM meeting and mentioned that prior to the meeting, the SASM General Manager conveyed his concern over a cross-over diversion valve along Ross near Linda in the Kay Park area and the potential to divert sewage flow in certain circumstances to SASM.

Staff conveyed there was a recent incident in which a minimal amount of flow was diverted to SASM during the recent storms. The valve is necessary to avoid sewer back-up and spills of wastewater flow during times of heavy rainfall.

SMCSB: Dir Levine reported on the March 7 meeting that the possible merger between SMCSB and the Marin City Sanitary District are still on hold.

There was no public comment.

**D. 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 January 11, 2023 meeting

B. Approve minutes of February 8, 2023 meeting

C. Approve minutes of February 11, 2023 annual Board retreat

**MOTION TO APPROVE THE CONSENT CALENDAR**

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

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

**8. FUTURE AGENDA ITEMS**

A. Review of meeting

B. Board input for future Board Meeting Agendas

- Schedule a discussion of priorities once the PARC commissioners are seated
- Schedule Supervisor Moulton-Peters to provide an update on County projects

There was no public comment.

**9. ADJOURNMENT**

**THE MEETING WAS ADJOURNED AT 9:39PM**

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

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

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



# 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 WORK SESSION

### MINUTES

WEDNESDAY, MARCH 22, 2023, AT 8:30 A.M.

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Work Session was called to order by President Bartschat at 8:35 am on Wednesday, March 22, 2023.

#### 2. ROLL CALL

President Steffen Bartschat

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

Staff Present: General Manager, Garrett Toy; Assistant General Manager, Alan Shear; Finance and Programs Manager, Sarah Mehtar; Recording Secretary, Natalie Callahan

Others present: Pam Keon

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

M/S/C: AYES: 5 - Bartschat, Brown, Jacobs, Levine, McMahon NAYS: 0 ABSTAIN: 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. Met applicant, Pam Keon, for the Parks and Recreation Commission (PARC).

B. Conducted study session regarding draft Five-Year Capital Improvement Program, proposed uses of capital reserves and other revenue sources and operating and capital budget formats.

-Board asked questions and provided feedback on CIP material. Staff will incorporate Board Members suggestions in the material for the May Budget Workshop.

#### 6. CONSENT CALENDAR

Adopted resolution nominating TCSD General Manager for California Special Districts Association Board.

##### MOTION TO APPROVE

M/S/C: S. BARTSCHAT / S. LEVINE

AYES: 5 – Bartschat, Brown, Jacobs, Levine, McMahon

NAYS: 0

ABSENT: 0

**7. ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING**

**M/S/C: AYES: 5 – Bartschat, Brown, Jacobs, Levine, McMahon NAYS: 0 ABSTAIN: 0**

**MEETING ADJOURNED AT 10:10 A.M.**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**NEXT TCSD BOARD OF DIRECTORS MEETING  
APRIL 12, 2023, 7:00 PM.  
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
April 12, 2023

**TO:** BOARD OF DIRECTORS

**FROM:** GARRETT TOY, GENERAL MANAGER

**SUBJECT:** AUTHORIZE GENERAL MANAGER TO SIGN LETTER OF SUPPORT FOR GOVERNOR NEWSOM'S STATE BUDGET PROPOSAL TO PROTECT \$345 MILLION IN GRANT FUNDING FOR IMPLEMENTING SB 1383

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### RECOMMENDATION

Authorize General Manager to sign letter of support for Governor Newsom's State Budget proposal to protect \$345 million in grant funding for implementing SB 1383.

### DISCUSSION

Governor Newsom's January State Budget proposal includes \$345 million in grant funding for implementing SB 1383. Attached is coalition letter signed by California Special Districts Association (CSDA) and California League of Cities, among others, encouraging the Legislature to maintain funding in the State budget.

The Costa Mesa Sanitary District is coordinating an effort for those special districts that previously received SB 1383 grant money to also send a similar letter of support. Attached is a draft of the proposed letter. Collectively, this group received over \$1 million from the SB 1383 grant program. Typically, the General Manager could sign such letters without Board approval, but because it includes the use of the TCSD logo, we thought it would be prudent to obtain Board pre-approval.

### FISCAL IMPACT

n/a

### ATTACHMENTS

Coalition letter  
Draft letter



March 29, 2023

The Honorable Gavin Newsom  
 Governor, State of California  
 1021 O St., Room 9000  
 Sacramento, CA 95814

The Honorable Toni Atkins  
 Senate President pro Tempore  
 1021 O St., Room 8518  
 Sacramento, CA 95814

The Honorable Nancy Skinner  
 Chair, Senate Committee on Budget  
 Legislative Office Building, Room 502  
 Sacramento, CA 95814

The Honorable Josh Becker  
 Chair, Senate Budget Subcommittee #2  
 Legislative Office Building, Room 502  
 Sacramento, CA 95814

The Honorable Anthony Rendon  
 Speaker of the Assembly  
 State Capitol, Room 219  
 Sacramento, CA 95814

The Honorable Phil Ting  
 Chair, Assembly Committee on Budget  
 1021 O St., Room 8230  
 Sacramento, CA 95814

The Honorable Steve Bennett  
 Chair, Assembly Budget Subcommittee #3  
 1021 O St., Room 4710  
 Sacramento, CA 95814

Re: Support Governor's Proposal to Maintain \$345 Million from FY 21-22 and FY 22-23 for SB 1383 Implementation Grants and the Organic Waste Infrastructure Program

On behalf of the undersigned organizations, we write in support of Governor Newsom's January budget proposal to protect the \$345 million from FY 21-22 and FY 22-23 for SB 1383 Implementation Grants and the Organic Waste Infrastructure Program. This funding is critical to support local governments to comply with SB 1383 and to spur much-needed organic waste recycling infrastructure development.

Organic waste recycling is a key component of California's Short-Lived Climate Pollutant (SLCP) Reduction Strategy and the state's overall climate plan. Under SB 1383 (Lara, 2016), the state must achieve a 75 percent reduction in the amount of organic waste disposed of in landfills by 2025. Implementing these regulations is a massive undertaking which requires significant recycling infrastructure to effectively transform how organic waste is managed. CalRecycle estimates that implementation will cost local governments \$20 billion to implement over ten years.

If implemented with the proper resources, SB 1383 will not only reduce methane emissions, improve air quality, and cut greenhouse gas emission by 4 million tons annually, but is also projected to generate \$17 billion in economic benefits and create 4,500 temporary and 11,700 permanent jobs.

The \$345 million allocation will go a long way to help local governments further develop and implement the organic waste collection and recycling programs that are vital to achieving the SB 1383 organic waste diversion goals. The first compliance obligations for local governments began in early 2022 and many local governments are still working to develop a comprehensive suite of local collection, enforcement, and funding programs.

Local assistance funding must be combined with state investment in infrastructure development. Historically, state-level investment in CalRecycle's organic waste recycling program has been severely underfunded and oversubscribed, despite the program being one of the top ten most cost-effective California Climate Investment programs for reducing GHG emissions (\$52 per MTCO<sub>2e</sub>). CalRecycle estimated that 50 to 100 new and upgraded organic waste recycling facilities will be needed to manage and recycle the organic waste expected to be collected under the SB 1383 regulations. This funding will also offer economic relief to families across the state by offsetting the dramatic increase in rates for waste collection and processing services that would otherwise be needed to fund SB 1383 infrastructure. Without this funding, local governments and ratepayers will bear the brunt of these costs in the midst of an economic recovery and the state risks losing several projects already in the development pipeline.

We support the Administration's proposal to maintain the \$345 million from FY 21-22 and FY 22-23 for SB 1383 Implementation Grants and the Organic Waste Infrastructure Program. We

respectfully request the Legislature not reduce funds for these programs, which will be critical to the success of SB 1383.

Sincerely,



Joe La Mariana  
Executive Director  
RethinkWaste



Robert C. Ferrante  
Chief Engineer & General Manager  
Los Angeles County Sanitation Districts



Nick Romo  
Legislative Representative  
League of California Cities



Alex Oseguera  
Director of Government Affairs (CA, HI)  
WM



Jean Kinney Hurst  
Legislative Advocate  
Urban Counties of California



Nick Lapis (he/him)  
Director of Advocacy  
Californians Against Waste



John McNamara  
VP of Environmental Compliance  
CR&R Environmental Services



Jessica Gauger  
Director of Leg. Advocacy & Public Affairs  
California Association of Sanitation Agencies



Garen Kazanjian  
Public Policy & Reg. Affairs Manager  
Recology



Ada Waeider  
Legislative Advocate  
California State Association of Counties (CSAC)



Susan Vandelinder  
Division Vice President  
Waste Connections




Neil Edgar  
Executive Director  
California Compost Coalition



John Davis  
Administrator  
Mojave Desert & Mountain Recycling Authority

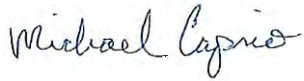


Leslie Lukacs  
Executive Director  
Zero Waste Sonoma



Laura J. Ferrante  
Government Affairs Advocate  
Resource Recovery Coalition of CA





Michael Caprio  
Director, Government Affairs  
Republic Services



Tyrone Jue  
Acting Director  
San Francisco Environment Department



David Krueger  
Executive Director  
Central Contra Costa Solid Waste  
Authority



Timothy Burroughs  
Executive Director  
StopWaste



Christina Hanson  
Chair  
SWANA CA Chapters Legislative Task Force



Felipe Melchor  
General Manager  
ReGen Monterey



Heidi Hannaman  
Legislative Representative  
California Special Districts Association



Gary Clifford  
Executive Vice President  
Athens



M. Michael Mohajer  
Commissioner  
Los Angeles County Integrated Waste  
Management Task Force

April 6, 2023

The Honorable Gavin Newsom  
Governor, State of California  
1021 O St., Room 9000  
Sacramento, CA 95814

The Honorable Toni Atkins  
Senate President pro Tempore  
1021 O St., Room 8518  
Sacramento, CA 95814

The Honorable Nancy Skinner  
Chair, Senate Committee on Budget  
Legislative Office Building, Room 502  
Sacramento, CA 95814

The Honorable Josh Becker  
Chair, Senate Budget Subcommittee #2  
Legislative Office Building, Room 502  
Sacramento, CA 95814

The Honorable Anthony Rendon  
Speaker of the Assembly  
State Capitol, Room 219  
Sacramento, CA 95814

The Honorable Phil Ting  
Chair, Assembly Committee on Budget  
1021 O St., Room 8230  
Sacramento, CA 95814

The Honorable Steve Bennett  
Chair, Assembly Budget Subcommittee #3  
1021 O St., Room 4710  
Sacramento, CA 95814

**Re: Support of Proposal to Maintain \$345 Million from FY 21-22 and FY 22-23 for SB 1383 Implementation Grants and the Organic Waste Infrastructure Program**

California's special districts have been providing a wide array of essential services in their communities for over 100 years, including water delivery, fire protection, hospital care, wastewater collection and treatment, flood control, collection of solid waste and recycling, and much more. These districts ensure local and state programs are implemented for the betterment of their communities and for the well-being of future generations.

The coalition of special districts authoring this letter provide solid waste and recycling collections services to more than \_\_\_\_\_ Californians. We are responsible for implementing the strategies outlined in SB 1383 that will enable the State to achieve its goal of reducing by 75 percent the amount of organic waste being disposed of at landfills by 2025. Attaining this goal will reduce greenhouse gas emissions, protect the environment and enhance the quality of life within our communities.

As you are aware, implementing SB 1383 has become one of the most challenging regulations for local governments and the solid waste industry to implement since the Integrated Waste Management Act (AB 939) was passed 34 years ago. Extensive and comprehensive outreach efforts, modifying existing facilities to become certified "high-diversion facilities", and resources needed for enforcement, capacity planning, recordkeeping, and reporting are just some of the challenges we face in our efforts to realize the goals of SB 1383.

We greatly appreciate Governor Newsom and his Administration recognizing the necessity for local government, the private sector, and the State to work together to achieve greenhouse gas emission goals. The Governor's January budget proposal to protect the \$345 million from FY 2021-22 and FY 2022-23 for SB 1383 Implementation Grants and the Organic Waste Infrastructure Program will ensure we can stay on course to achieving SB 1383 goals.

This coalition strongly supports the Administration's proposal to maintain the \$345 million from FY 21-22 and FY 22-23 for SB 1383 Implementation Grants and the Organic Waste Infrastructure Program. We respectfully request that the Legislature not reduce funds for these programs, which will be critical to the success of SB 1383. Thank you for your consideration of this extremely important matter and best regards.

Sincerely,

Scott Carroll  
General Manager  
Costa Mesa Sanitary District

Roland Williams  
General Manager  
Castro Valley Sanitary District

Robert Housley  
General Manager  
Midway City Sanitary District

Sandeep Karkal  
General Manager  
Novato Sanitary District

Jimmy Dang  
General Manager  
Oro Loma Sanitary District

Bill Hansell  
General Manager  
Alto Sanitary District

Garrett Toy  
General Manager  
Tamalpais CSD

Jeff Sims  
General Manager  
Rubidoux CSD

Don Bartz  
General Manager  
Phelan Piñon Hills CSD

Ray Dienzo  
General Manager  
Cambria CSD

Mike Niccum  
General Manager  
Pebble Beach CSD

Steven Beall  
General Manager  
Rodeo Sanitary District

Shonn Dougherty  
General Manager  
Almonte Sanitary District

Curtis Paxton  
General Manager  
Las Gallinas Valley SD

Madeline Dessert  
General Manager  
Heber Public Utility District

Steven Pinkerton  
General Manager  
Mountain House CSD

Kevin Loewen  
General Manager  
El Dorado Hills CSD

C: California Special Districts Association Advocacy