



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

TCSD BOARD OF DIRECTORS MEETING AGENDA WEDNESDAY, MAY 10, 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. Conduct Proposition 218 public hearing on proposed rate increases of solid waste service charges for the next five years
- B. Consider request from Palma Way residents regarding financial contribution for the repair/renovation of the Palma Way bridge project
- C. Approve \$36,005 refund to Tam Junction Commercial Center per wastewater billing adjustment policy
- D. Discuss/consider options for remodeling the Tam Community Center bathrooms

6. REGULAR BUSINESS: Information Items

- A. General Manager's report
- B. Receive monthly financial reports
- C. Receive quarterly treasurer's report
- D. Receive Sewer treatment plant update reports: SASM and SMCSO
- E. 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 April 12, 2023, meeting
- B. Approve minutes of April 26, 2023, work session
- C. Approve Letter of Support for AB 557(Hart)

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
May 24, 2023
8:00am
Tam Valley Community Center

NEXT REGULAR BOARD MEETING
June 14, 2023
7:00pm
Tam Valley Community Center



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
May 10, 2023

TO: BOARD OF DIRECTORS

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

SUBJECT: PROPOSITION 218 PUBLIC HEARING ON PROPOSED RATE INCREASES OF SOLID WASTE SERVICE CHARGES FOR THE NEXT FIVE YEARS

RECOMMENDATION

- 1) Conduct Proposition 218 public hearing to consider and adopt the proposed rate increases of solid waste service charges for the next five years (FY23-24 through FY27-28) based on the 5-Year Rate Study and 10-year Financial Plan prepared by R3 Consulting Group.
- 2) Adopt resolution.

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 (Attachment 2) 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 the informal community informational meeting. The letter/notice was mailed in mid-March to all Tam Valley property owners. (Attachment 3). We also posted the notice on the TCSD website and on the bulletin boards at all our facilities.

On April 12, 2023, the Board conducted the informal community informational meeting (Attachment 4).

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.

Tonight's Board meeting of May 10, 2023 will serve as the public hearing to consider and adopt 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 during tonight's hearing, the new solid waste service charges would take effect July 1, 2023 and reflected in the Marin County property tax bills typically mailed in October. As of the posting of tonight's agenda, staff received one (1) written protest (Attachment 5).

FISCAL IMPACT

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

ATTACHMENTS

1. Resolution
2. 10-Year Financial Plan Prepared by R3
3. Notice of Public Hearing
4. April 12 Community Meeting presentation slides
5. Written Protest from Chad Andrews Dated March 21, 2023



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. 2023-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT
TO ADOPT AND ESTABLISH REVISED SOLID WASTE SERVICE CHARGES EFFECTIVE JULY 1, 2023 AND TO PROVIDE FOR THE COLLECTION AND ENFORCEMENT OF THOSE RATES AND OTHER CHARGES**

RECITALS

1. Tamalpais Community Services District (the "District") provides solid waste collection service to its customers at the rates presently set forth in District Resolution No. 2018-06, adopted on May 9, 2018 for fiscal years 2018-19, 2019-20, 2020-21, 2021-22, & 2022-23.
2. Government Code Section 61115 authorizes the District to establish by resolution, rates and other charges for services and facilities that the District provides and to provide for the collection and enforcement of those rates and charges.
3. Presently, the solid waste service charges under District Resolution No. 2018-06 are fixed at an amount that does not yield sufficient revenue to reflect increased operation and maintenance costs.
4. It is therefore necessary that the solid waste service charges be increased to yield sufficient revenues to pay the operating expenses of the District's solid waste operation, including the processing of recyclable materials, compostable materials and solid waste for landfilling, to provide for repairs and depreciation of solid waste collection works owned and operated by the District, and to pay the interest and principal on District debt associated with the solid waste system.
5. The proposed and existing rates spread the District's costs to customers based on a minimum usage. The basis for the proposed rates is described Refuse Financial Plan and Rate Study Presentation, dated April 6, 2023.
6. In accordance with Section 6 of Article XIII D of the California Constitution, the District provided mailed notice to recorded owners, conducted a Proposition 218 Public Hearing, considered the protests against the proposed rate increase, and determined that a majority of the owners of the identified parcels did not present written protests against the proposed rates.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. **Schedule of Charges for Solid Waste Service.**

For fiscal years 2023-24, 2024-25, 2025-26, 2026-27, 2027-28 and later fiscal years, annual solid waste service charges for residential and commercial dwellings shall be as set forth in Exhibit A, incorporated by this reference as though fully set forth herein.

2. **Collection of Solid Waste Service Charges.**

A. The District hereby elects to collect the foregoing charges and any applicable penalties on the tax roll in the same manner as property taxes. Accordingly, each year, the District General Manager shall cause to be prepared the report specified by subdivision (b) of Government Code section 61115 and schedule the necessary Board actions to permit the final report to be filed with the County Auditor by August 1 of that year.

B. In the event that the District bills an individual customer for refuse collection, the District may discontinue either service in the event that all or part of the bill is not paid within 30 days of the bill's due date.

C. In the event that a particular customer does not pay service charges when due, a basic penalty equal to 10% of the charges shall be imposed. An additional penalty equal to 1% of the amounts of the unpaid charges and basic penalty remaining unpaid shall be imposed for each month the charges and penalties remain unpaid.

3. **Effective Date.** This resolution shall become effective immediately, however the schedules of charges set forth in Exhibit A to this resolution shall not become effective until July 1, 2023.

4. **Effect on Prior Legislation Setting Service Charges.** On July 1, 2023, this resolution shall supersede any prior resolution or ordinance setting solid waste service charges, except that, in the event that this resolution or any portion of the foregoing schedules of charges for solid waste services are for any reason invalidated or declared inapplicable to any customer by a court of law, the rates set forth in Resolution 2018-06 shall be deemed to have remained in effect.

5. **Exempt from CEQA.** In accordance with the California Environmental Quality Act ("CEQA"), Public Resources Code section 21000 et seq. and the regulations promulgated pursuant to CEQA ("the State Guidelines"), the District Board finds that this resolution establishes and modifies rates and charges for the purposes of meeting operating expenses of the District, meeting financial reserve needs and requirements of the District, and/or obtaining funds for capital projects that are necessary to maintain services within existing service areas in the District. (State Guidelines §15273.)

[Signature Page Follows Immediately]

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Services District at a duly noticed meeting held in said District in the County of Marin, California on the 10th day of May 2023 by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President, Board of Directors

ATTEST:

Garrett Toy, Secretary, Tamalpais Community Services District

EXHIBIT A

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	\$ 996.23	\$ 1,016.15
A2 Flat (one @ 65 Gallon)	\$ 1,389.58	\$ 1,417.37	\$ 1,445.72	\$ 1,474.63	\$ 1,504.13	\$ 1,534.21
A3 Flat (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,885.32	\$ 1,923.03	\$ 1,961.49	\$ 2,000.72	\$ 2,040.73	\$ 2,081.55
A4 Flat (Two @ 65 Gallon)	\$ 2,359.84	\$ 2,407.04	\$ 2,455.18	\$ 2,504.28	\$ 2,554.37	\$ 2,605.45
B1 Hill (one @ 35 Gallon)	\$ 958.58	\$ 977.75	\$ 997.31	\$ 1,017.25	\$ 1,037.60	\$ 1,058.35
B2 Hill (one @ 65 Gallon)	\$ 1,427.80	\$ 1,456.36	\$ 1,485.48	\$ 1,515.19	\$ 1,545.50	\$ 1,576.41
B3 Hill (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,923.54	\$ 1,962.01	\$ 2,001.25	\$ 2,041.28	\$ 2,082.10	\$ 2,123.74
B3 Hill (two @ 65 Gallon)	\$ 2,398.06	\$ 2,446.02	\$ 2,494.94	\$ 2,544.84	\$ 2,595.74	\$ 2,647.65
C1 Flat & Private (one @ 35 Gallon)	\$ 1,009.52	\$ 1,029.71	\$ 1,050.30	\$ 1,071.31	\$ 1,092.74	\$ 1,114.59
C2 Flat & Private (one @ 65 Gallon)	\$ 1,478.74	\$ 1,508.31	\$ 1,538.48	\$ 1,569.25	\$ 1,600.64	\$ 1,632.65
C3 Flat & Private (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,974.48	\$ 2,013.97	\$ 2,054.25	\$ 2,095.33	\$ 2,137.24	\$ 2,179.99
C4 Flat & Private (two @ 65 Gallon)	\$ 2,449.00	\$ 2,497.98	\$ 2,547.94	\$ 2,598.90	\$ 2,650.88	\$ 2,703.89
D1 Hill & Private (one @ 35 Gallon)	\$ 1,047.74	\$ 1,068.69	\$ 1,090.07	\$ 1,111.87	\$ 1,134.11	\$ 1,156.79
D2 Hill & Private (one @ 65 Gallon)	\$ 1,516.96	\$ 1,547.30	\$ 1,578.25	\$ 1,609.81	\$ 1,642.01	\$ 1,674.85
D3 Hill & Private (one @ 35 Gallon & one @ 65 Gallon)	\$ 2,012.70	\$ 2,052.95	\$ 2,094.01	\$ 2,135.89	\$ 2,178.61	\$ 2,222.18
D4 Hill & Private (two @ 65 Gallon)	\$ 2,487.22	\$ 2,536.96	\$ 2,587.70	\$ 2,639.46	\$ 2,692.25	\$ 2,746.09
Additional Cart (65 Gallon)	\$ 1,415.06	\$ 1,443.36	\$ 1,472.23	\$ 1,501.67	\$ 1,531.71	\$ 1,562.34
1.44 Cubic Yard Bin (Commercial)	\$ 6,097.58	\$ 6,219.53	\$ 6,343.92	\$ 6,470.80	\$ 6,600.22	\$ 6,732.22
*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.						

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*
R3 Consulting Group, Inc.
916.655.2104 | jmuratsuchi@r3cgi.com



Garth Schultz | *Principal*
R3 Consulting Group, Inc.
510.292.0853 | gschultz@r3cgi.com

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	\$ 996.23	\$ 1,016.15
A2 Flat (one @ 65 Gallon)	\$ 1,389.58	\$ 1,417.37	\$ 1,445.72	\$ 1,474.63	\$ 1,504.13	\$ 1,534.21
A3 Flat (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,885.32	\$ 1,923.03	\$ 1,961.49	\$ 2,000.72	\$ 2,040.73	\$ 2,081.55
A4 Flat (Two @ 65 Gallon)	\$ 2,359.84	\$ 2,407.04	\$ 2,455.18	\$ 2,504.28	\$ 2,554.37	\$ 2,605.45
B1 Hill (one @ 35 Gallon)	\$ 958.58	\$ 977.75	\$ 997.31	\$ 1,017.25	\$ 1,037.60	\$ 1,058.35
B2 Hill (one @ 65 Gallon)	\$ 1,427.80	\$ 1,456.36	\$ 1,485.48	\$ 1,515.19	\$ 1,545.50	\$ 1,576.41
B3 Hill (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,923.54	\$ 1,962.01	\$ 2,001.25	\$ 2,041.28	\$ 2,082.10	\$ 2,123.74
B3 Hill (two @ 65 Gallon)	\$ 2,398.06	\$ 2,446.02	\$ 2,494.94	\$ 2,544.84	\$ 2,595.74	\$ 2,647.65
C1 Flat & Private (one @ 35 Gallon)	\$ 1,009.52	\$ 1,029.71	\$ 1,050.30	\$ 1,071.31	\$ 1,092.74	\$ 1,114.59
C2 Flat & Private (one @ 65 Gallon)	\$ 1,478.74	\$ 1,508.31	\$ 1,538.48	\$ 1,569.25	\$ 1,600.64	\$ 1,632.65
C3 Flat & Private (one @ 35 Gallon & one @ 65 Gallon)	\$ 1,974.48	\$ 2,013.97	\$ 2,054.25	\$ 2,095.33	\$ 2,137.24	\$ 2,179.99
C4 Flat & Private (two @ 65 Gallon)	\$ 2,449.00	\$ 2,497.98	\$ 2,547.94	\$ 2,598.90	\$ 2,650.88	\$ 2,703.89
D1 Hill & Private (one @ 35 Gallon)	\$ 1,047.74	\$ 1,068.69	\$ 1,090.07	\$ 1,111.87	\$ 1,134.11	\$ 1,156.79
D2 Hill & Private (one @ 65 Gallon)	\$ 1,516.96	\$ 1,547.30	\$ 1,578.25	\$ 1,609.81	\$ 1,642.01	\$ 1,674.85
D3 Hill & Private (one @ 35 Gallon & one @ 65 Gallon)	\$ 2,012.70	\$ 2,052.95	\$ 2,094.01	\$ 2,135.89	\$ 2,178.61	\$ 2,222.18
D4 Hill & Private (two @ 65 Gallon)	\$ 2,487.22	\$ 2,536.96	\$ 2,587.70	\$ 2,639.46	\$ 2,692.25	\$ 2,746.09
Additional Cart (65 Gallon)	\$ 1,415.06	\$ 1,443.36	\$ 1,472.23	\$ 1,501.67	\$ 1,531.71	\$ 1,562.34
1.44 Cubic Yard Bin (Commercial)	\$ 6,097.58	\$ 6,219.53	\$ 6,343.92	\$ 6,470.80	\$ 6,600.22	\$ 6,732.22

*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%

2023/03/06 15:04:53



Tamalpais Community Services District

305 Bell Lane, Mill Valley, CA 94941 • 415 388-6393 • Fax: 415 388-4168
info@tcsd.us • www.tcsd.us

March 20, 2023

Dear TCSD Neighbor,

This letter and attached notice are to inform you that the District is considering new solid waste rates for the next five-year period (Fiscal Years 2023-24 to 2027-2028). If adopted, these new rates will appear on your property tax bill for the period beginning July 1, 2023.

The last rate increases were needed to address three main issues: a) increasing costs of refuse disposal, recycling sortation, and organics processing, b) the historical underfunding of repairs and maintenance to refuse collection vehicles and equipment, and c) unique terrain, including steep and narrow streets within Tamalpais Valley, that is difficult to provide solid waste collection services to.

The good news is that District reserves and expenses have stabilized, and we are now able to keep increases over the next five years to a nominal amount of **2% per year**. In comparison, over the past five years, the Bay Area CPI (consumer price index) averaged approximately 3.6% per year. We believe the proposed annual increase of 2% in solid waste rates will be the lowest in Marin County, and among the lowest in California, over the same time period.

While Tam Valley, with its steep and narrow streets, remains a uniquely difficult area to serve, the proposed rates will allow the District to continue to provide the same level of collection service, meet the organic waste requirements under State law (SB 1383 Regulations), continue to fund reserves for significant unforeseen or emergency expenses, and provide program enhancements to customers (e.g., expanded Debris Day programs).

The proposed new rates are based on a multi-year financial plan for the solid waste collection in this area. If adopted, residents of the area will be able to plan for their solid waste costs for the next five fiscal years. In addition to the two study sessions the Board has already held, we invite you to participate in the upcoming community meetings regarding solid waste rates:

- An informal community meeting on **April 12, 2023 at 7:00 p.m.** at the Tam Valley Community Center, 203 Marin Ave., Mill Valley, CA 94941. This is a great opportunity to ask questions and discuss any concerns you may have.
- A formal public hearing is scheduled for **May 10, 2023 at 7:00 p.m.** at the Tam Valley Community Center at which time the Board will consider adopting the solid waste rate increases.

We hope that you will attend these meetings to familiarize yourself with the issues surrounding this rate increase. Should you have questions before these meetings, please call 415.388.6393 or email me at info@tamcsd.org.

Sincerely,

Garrett Toy

GARRETT TOY
General Manager





**TAMALPAIS COMMUNITY SERVICES DISTRICT
NOTICE OF PUBLIC HEARING
PROPOSED INCREASE IN SOLID WASTE SERVICE CHARGES**

NOTICE IS HEREBY GIVEN that the Tamalpais Community Services District ("District") will hold a Public Hearing on **May 10, 2023, at 7:00 p.m.** at the Tamalpais Valley Community Center, at 203 Marin Avenue, Mill Valley, California 94941, to consider adopting increases in rates for solid waste collection services within the District (collectively, "Solid Waste Services"). All members of the public are invited to attend. The purpose of the public hearing is to consider all oral testimony and written protests to, and the adoption of, the proposed rates.

PROPOSED SOLID WASTE SERVICE CHARGES BEGINNING JULY 1, 2023

The District provides Solid Waste Services, which includes the collection of trash, recycling, and organic waste, within its jurisdiction, is proposing an increase for fiscal years 2023-24, 2024-25, 2025-26, 2026-27, and 2027-28 for annual solid waste service charges to the property for which you are shown as the current property owner and ratepayer.

The rate structure for monthly Solid Waste Services has two customer classes: (i) residential and (ii) commercial. The rates for Solid Waste Services imposed on each customer class are determined on the basis of (i) the size of the container serving the property, (ii) the number of containers serving the property, (iii) the material types of the containers (e.g., trash, recycling, and organic waste) serving the property, and (iv) the frequency of pickups per week.

1. *Basis for Calculation of Service Charges.* The proposed District solid waste service charges are fixed so as to yield sufficient revenue to pay the operating expenses of the District's solid waste collection operation, to provide for repairs and depreciation of vehicles owned and operated by the District, to pay for the costs of disposal, and to pay the interest and principal on District debt associated with the solid waste collection operation. The proposed service charges spread the District's costs to customers based on the costs of collection and the amount of solid waste generated. Some costs, in particular disposal costs, are directly dependent upon the amount of waste generated.
2. *Purpose of Rate Increase.* The purpose of the solid waste rate increases is to generate sufficient revenues to pay for the administration, operation and maintenance of the District's solid waste collection operation, to provide for repairs and depreciation of the solid waste operation, to provide for unforeseen emergencies, and to pay for other lawful obligations and expenses of the District associated with solid waste collection. The proposed rate increases are necessary for the District to provide mandatory organic waste collection services pursuant to regulations implementing Senate Bill 1383 (Chapter 395, Statutes of 2016). The increase in the solid waste services charges will allow the District to adapt to rapidly changing market conditions for recyclables and implement organic waste collection services. Specifically, the increases to the solid waste service charges will provide for the replacement of collection trucks on a modest schedule, contractual services to implement increased landfill diversion activities required by the State, gradual repayment of existing liabilities, and continued funding of a prudent reserve to help the solid waste enterprise cover significant unforeseen and unexpected service charge expenditures.

Proposed residential and commercial service charges beginning July 1, 2023 are as follows:

SERVICE*	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
	CURRENT CHARGES	PROPOSED CHARGES	PROPOSED CHARGES	PROPOSED CHARGES	PROPOSED CHARGES	PROPOSED CHARGES
SMALL CART SERVICE RESIDENTIAL (35-GAL)	\$920.36/YR (\$76.70/MO)	\$938.77/YR (\$78.23/MO)	\$957.54/YR (\$79.80/MO)	\$976.69/YR (\$81.39/MO)	\$996.23/YR (\$83.02/MO)	\$1,016.15/YR (\$84.68/MO)
LARGE CART SERVICE RESIDENTIAL (1, 65-GAL OR 2, 35-GAL)	\$1,389.58/YR (\$115.80/MO)	\$1,417.37/YR (\$118.11/MO)	\$1,445.72/YR (\$120.48/MO)	\$1,474.63/YR (\$122.89/MO)	\$1,504.13/YR (\$125.34/MO)	\$1,534.21/YR (\$127.85/MO)
1 LG & 1 SM CART SERVICE RESIDENTIAL (1, 65-GAL + 1, 35-GAL)	\$1,885.32/YR (\$157.11/MO)	\$1,923.03/YR (\$160.25/MO)	\$1,961.49/YR (\$163.46/MO)	\$2,000.72/YR (\$166.73/MO)	\$2,040.73/YR (\$170.06/MO)	\$2,081.55/YR (\$173.46/MO)
TWO LARGE CART SERVICE RESIDENTIAL (2, 65-GAL)	\$2,359.84/YR (\$196.65/MO)	\$2,407.04/YR (\$200.59/MO)	\$2,455.18/YR (\$204.60/MO)	\$2,504.28/YR (\$208.69/MO)	\$2,554.37/YR (\$212.86/MO)	\$2,605.45/YR (\$217.12/MO)
ADDTL 65-GAL CARTS (3+)	\$1,415.06/YR (\$117.92/MO)	\$1,443.36/YR (\$120.28/MO)	\$1,472.23/YR (\$122.69/MO)	\$1,501.67/YR (\$125.14/MO)	\$1,531.71/YR (\$127.64/MO)	\$1,562.34/YR (\$130.20/MO)
1.44 CUBIC YARD BIN	\$6,097.58/YR (\$508.13/MO)	\$6,219.53/YR (\$518.29/MO)	\$6,343.92/YR (\$528.66/MO)	\$6,470.80/YR (\$539.23/MO)	\$6,600.22/YR (\$550.02/MO)	\$6,732.22/YR (\$561.02/MO)
**HILL (SURCHARGE)	\$38.22/YR (\$3.19/MO)	\$38.98/YR (\$3.25/MO)	\$39.76/YR (\$3.31/MO)	\$40.56/YR (\$3.38/MO)	\$41.37/YR (\$3.45/MO)	\$42.20/YR (\$3.52/MO)
**PRIVATE DRIVEWAY (SURCHARGE)	\$89.16/YR (\$7.43/MO)	\$90.94/YR (\$7.58/MO)	\$92.76/YR (\$7.73/MO)	\$94.62/YR (\$7.88/MO)	\$96.51/YR (\$8.04/MO)	\$98.44/YR (\$8.20/MO)

*Service charges for commercial and large apartment buildings requiring multiple collections per week are based on the maximum service charges for solid waste carts and bins as shown above, times the number of solid waste 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 charges shall be calculated using the following factors: 2 pickups or 2 bins per week: 1.8 x the weekly charge; 3 pickups or 3 bins per week: 2.3 x the weekly charge; 4 pickups or 4 bins per week: 2.8 x the weekly charge; 5 pickups or 5 bins per week: 3.3 x the weekly charge.

**Because of the locations of their properties, certain customers are subject to hill and private driveway surcharges or both. The surcharges will be added to the base charge for applicable customers. For example, in fiscal year 2023-24, a small cart customer subject to a hill charge will see an annual charge of \$938.77 + \$38.98 = \$977.75, a small cart customer subject to the private driveway charge will see an annual charge of \$938.77 + \$90.94 = \$1,029.71, and a small cart customer subject to both the hill and private driveway surcharge will see an annual charge of \$938.77 + \$38.98 + \$90.94 = \$1,068.69.

ADDITIONAL INFORMATION

Additional information on the proposed solid waste service charges and the estimated future financial needs and obligations of the District's solid waste system are provided in the 2023 10-Year Financial Plan and 5-Year Rate Study (Study), presented to the Board on January 25, 2023. The Study is available for review at the District's office and is also available at www.tamcsd.org (see agenda packet for 1/25/23 Board meeting). You may also contact our office at (415) 388-6393 if you have questions or concerns.

FILING A WRITTEN PROTEST

Any affected property owner whose property is to be subject to the proposed increases to the rates for the Solid Waste Services and any tenant directly responsible for the payment of such fees (i.e., a customer of record) may submit a written protest to the proposed increases to the solid waste service charges; provided, however, only one protest will be counted per parcel. Each protest must (1) be in writing; (2) state that the identified property owner opposes the proposed increases to the solid waste service charges; (3) identify the parcel for which the protest is made (by assessor's parcel number or street address); and (4) include the signature of the property owner or tenant.

Protests submitted by email, facsimile, or other electronic means *will not be counted*. Written protests may be submitted by mail to the District at 305 Bell Lane, Mill Valley, CA 94941, by 5:00pm on May 9, 2023 or at the Public Hearing on May 10, 2023, so long as the protests are received before the Public Hearing ends. Please identify on the envelope for any written protest, whether mailed or submitted in person to the District, that the enclosed written protest is for the Public Hearing on the Proposed Increase of Solid Waste Service Charges.

During the Public Hearing on May 10, 2023, the District Board of Directors will hear all public testimony and consider all written protests. At the conclusion of the Public Hearing, the District Board of Directors will consider adoption the proposed solid waste service charges. Oral comments at the Public Hearing will not qualify as formal protests unless accompanied by a written protest, but the District welcomes your input. If, written protests against the proposed increases to the solid waste service charges are not presented by a majority of affected property owners of the identified parcels upon which they are proposed to be imposed and tenants directly responsible for the payment of the solid waste service charges, the District will be authorized to adopt the proposed service charges. If adopted, the proposed service charges will take effect beginning July 1, 2023, and will be increased annually thereafter, as set forth above.

Filename:Public Notice TCSD Prop. 218 for Solid Waste Rate Increases (2023)



TCS D Solid Waste 10-year Financial Plan

Community Meeting






April 12, 2023 / Jordan Muratsuchi



CONSULTING GROUP, INC.

RESOURCES • RESPECT • RESPONSIBILITY

AGENDA

1. **Updates from Board Session** 
2. **Expense Projections** 
3. **Route Vehicle Replacement** 
4. **Recommended Rate Increases** 
5. **Risks and Unknowns** 

Updates from Board Session

As a result of BOD feedback, R3 made the following updates to the 10-Year Plan:

- Separated medical insurance, social security, and retirement expenses (originally combined as labor benefits)
 - Projected 7% annual increases for medical, 4% for social security and retirement expenses
- Increased contributions to vehicle replacement fund and included purchase of a rear-loader in the vehicle replacement schedule.
- Added the following additional programs with rough cost estimates
 - Compost Education Program (\$5,000/yr)
 - Mattress Collection on Debris Days (\$4,000/yr)
 - HHW Drop Off Day (\$3,000/yr)
 - Residential Kitchen pails, replacement pails, distribution, and education and outreach for pails (\$70,000 in year 1, \$3,500 ongoing)
- Updated nomenclature of reserve funds and added a row to show total reserves as a percentage of operating expenses.
- Added in rate comparisons for several bay area counties including Marin County.

➤ Assumptions Used to Project Future Solid Waste Fund Expenses

- 5% annual increases to Salaries
- Benefits
 - 7% Medical annual increases
 - 4% Social Security, 4% Retirement
- Updated disposal expense projections using actual tonnages and tip fees
- 4% annual increases to all other expenses
- Replace 2 route trucks every five years (starting in FY 23/24), replacement of Rear Loader FY 26/27
- Continue to paydown OPEB liability
- Always maintain 8-month Operating Reserve
- Preserve additional contingency cash balance to account for unknowns (e.g., inflation, cost of recycling, etc.)

Programs for BOD Consideration

➤ **Currently Funded:**

- Debris Day (\$3,000/day)
- E-Waste drop off in Debris Day (\$2,000/yr)
- Medical Waste Disposal (\$3,000/yr)
- Christmas Tree collections

➤ **Additional Added**

- Compost Education Program – (\$5,000/yr)
- Mattress Collection on Debris Day (\$4,000/yr)
- HHW Drop Off Day (~\$3,000/yr)
- Residential Kitchen Pails (\$70,000 year 1, \$3,500 ongoing)
 - Includes full purchase plus distribution cost
 - Education and Outreach Program
 - Annual replacement stock costs

Route Vehicle Replacement

➤ Replacement Plan

- Replaces full-time vehicles every 10 years (industry standard)
- Purchasing 2 at a time is more efficient, limits amount of different parts

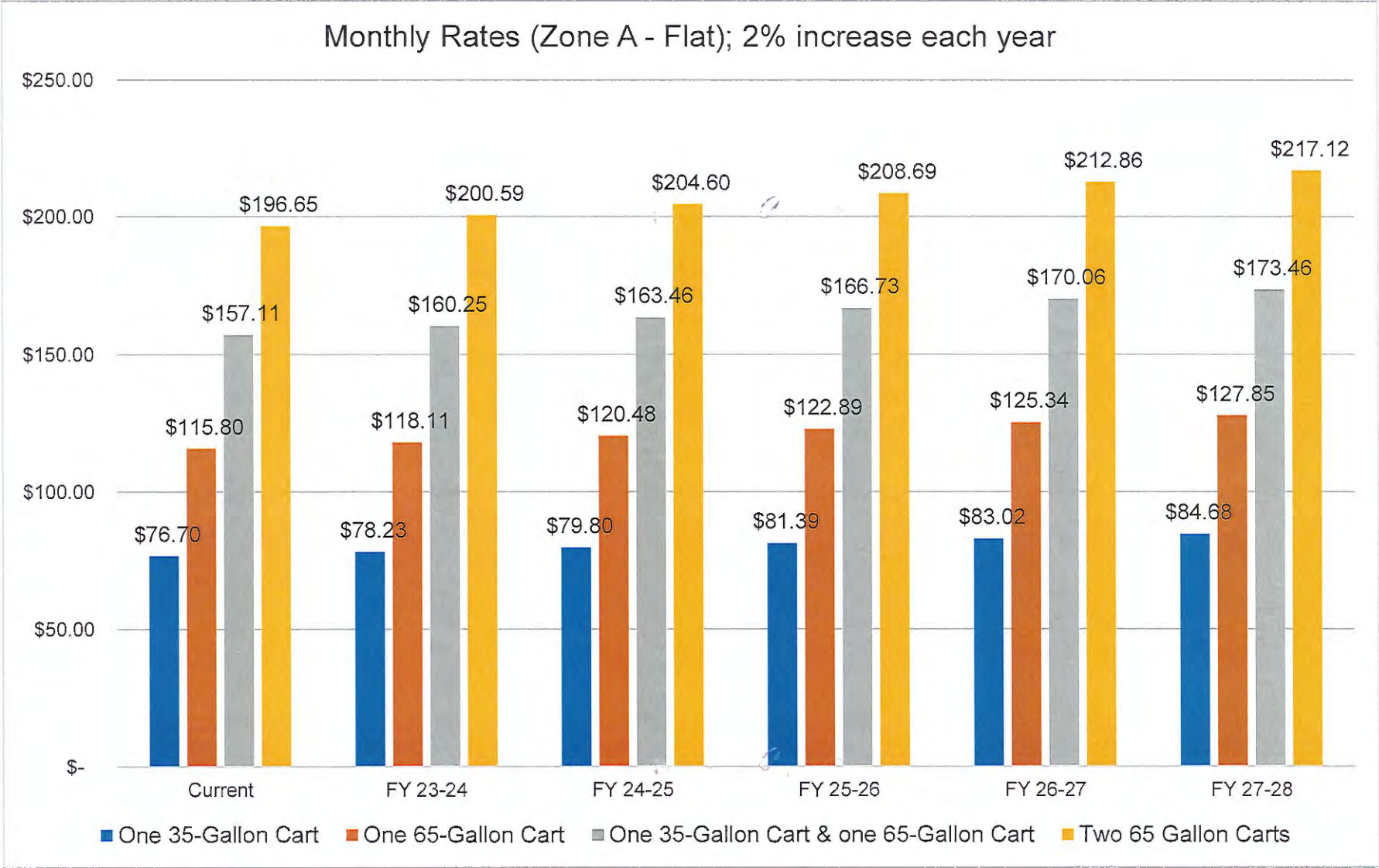
➤ Replacement Schedule

- 2023-24 (~\$340,000 for 2 collection vehicles)
- 2026-27 (\$500,000 for 1 rear loader)
- 2028-29 (~\$400,000 for 2 collection vehicles)
 - Possible that CARB Advanced Clean Fleet Rule may require purchase of ZEVs by this time
- 2033-34 (beyond 10-year projection)
 - Reason to keep ~+\$500,000 in available cash balance at the end of the 10-year forecast
- Replace support vehicles as needed using undesignated cash balance

Recommended Rate Increases

- **Recommending 2% increase in solid waste rates each year**
 - Well below inflation
 - Maintains 8-month Operating Reserve
 - Funds 50% collection fleet replacement every 5 years starting in FY 23/24
 - Preserves available cash balance to account for unknown factors (e.g., inflation, recycling costs, ZEVs, support vehicles if needed)

Recommended Rate Increases

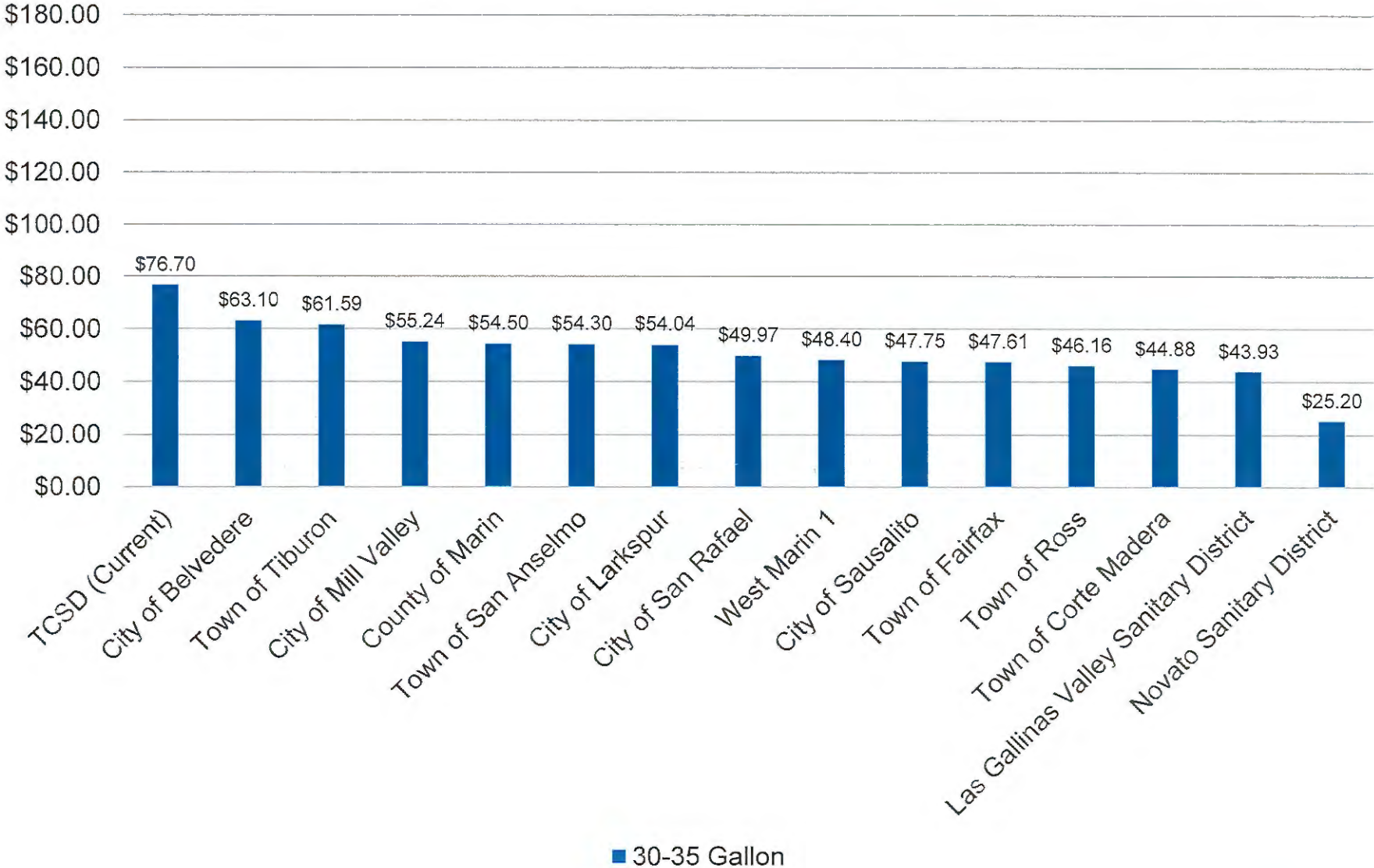


Conducted Rate Comparison of Marin County

- **TCSD currently has highest rates across subscription sizes**
- **Due to unique service topography, street size, and low-impact service delivery, TCSD's rates are comparably high.**
- **Comparison assumes 5.5% annual increases for all other Marin jurisdictions**

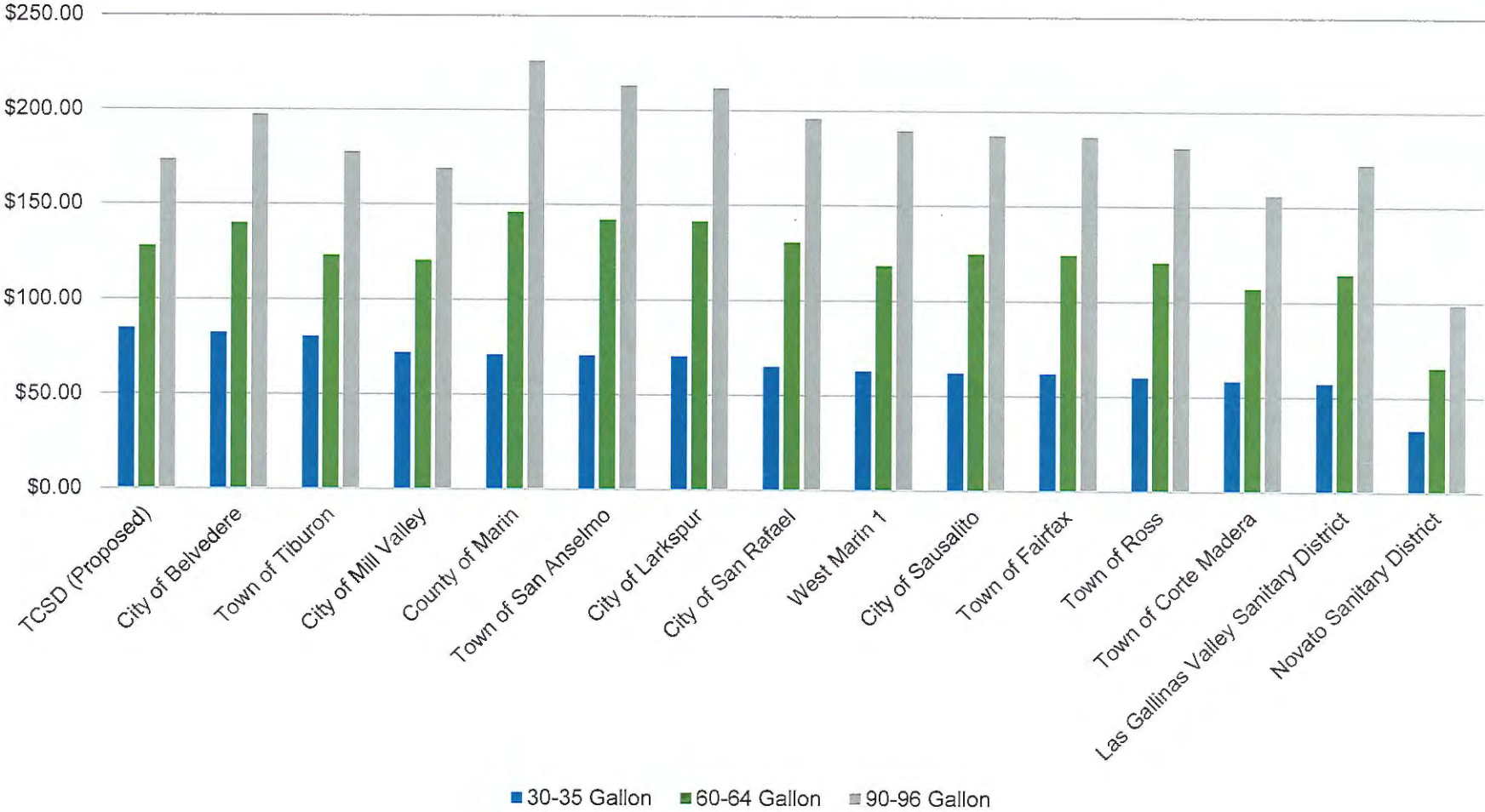
Recommended Rate Increases

FY 22-23 (Current) Rate Comparison



Recommended Rate Increases

FY 27-28 (Future) Rate Comparison



Risks and Unknowns

➤ Inflation

- Operating costs may exceed annual escalation assumptions
- Includes labor, benefits, supplies, and maintenance costs
- Could also extend to composting and disposal costs

➤ Recyclables Processing Costs

- Currently, TCSD bears no cost for processing most recyclables
- While the model doesn't project these costs, that could change
- Annual costs for processing could exceed \$50,000 annually (\$250,000 over the five-year term)
- Investigate a Contingency plan should TCSD begin being charged

➤ Zero Emission Vehicles

- CARB's Advanced Clean Fleets Rule under development
- Could require public fleets to purchase ZEVs (electric or hydrogen) starting in 2024 or 2027
- Unknown (but likely high) costs of vehicles and associated charging / fueling infrastructure as well as maintenance

- **Recommended Annual 2% increase in rates:**
 - Maintain 8-Month Operating Reserves
 - Funds vehicle replacement
 - Maintains healthy undesignated cash balance sufficient to cover a variety of risks and unknowns (Year 6 starting at ~\$1.6 M after truck replacement)



Questions?

**April 12, 2023 /
Jordan Muratsuchi**

jmuratsuchi@r3cgi.com

R3 CONSULTING GROUP, INC.
RESOURCES • RESPECT • RESPONSIBILITY



Rec'd 3/24/23
-AS

3/21/23

WRITTEN PROTEST FOR PROPOSED INCREASES TO RATES FOR SOLID WASTE SERVICES

Sadly, I believe our services have been badly mismanaged and overly costly since the 10+ years I have lived here which is why I am protesting these proposed increases.



Chad Andrews





TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
May 10, 2023

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: CONSIDER REQUEST FROM PALMA WAY RESIDENTS REGARDING FINANCIAL CONTRIBUTION FOR THE REPAIR/RENOVATION OF THE PALMA WAY BRIDGE PROJECT

RECOMMENDATION

Consider residents' requests and provide direction to staff.

BACKGROUND

At the April 12th meeting, residents from Palma Way submitted a letter from their attorney (see attached) requesting the Board consider: 1) making a financial contribution of \$20,000 toward the repair/renovation of the Palma Way bridge and culvert (Project) and 2) act as the Lead Agency for environmental review compliance (CEQA) for the project.

The Board agreed to discuss/consider the request at the April 26th meeting (work session). At the meeting, John Sharpe, the residents' spokesperson discussed the request.

DISCUSSION

At the April 26th meeting, the Board authorized staff to act as the lead agency for the Notice of Exemption (NOE) per CEQA, subject to the residents' indemnifying TCSD for the NOE and the residents' environmental consultant submitting their analysis to TCSD in support of the NOE. The Board did not commit to any financial contribution toward the project, but the Board requested staff to research the level of funding TCSD allocated to the sewer pipeline project in 2015.

Staff further researched the Board minutes from 2015 to determine what actions the Board took with regard to reconstruction of the Palma Way sewer pipeline. We have summarized the Board's direction below. Much of the information below is the same as what was provided to the Board at its April 26th meeting, except we added information on project cost estimates discussed at the meetings.

- In March 2015, the Board reviewed proposed options from Nute Engineering with regard to sewer line repairs on Palma Way. The Board authorized Nute Engineering to submit a request for proposals for Option 3 which was a permanent casing around the sewer line with pipe support footings. The engineer's estimate for Option 3 was approximately \$85,000. Attached are the minutes from the meeting.
- In September 2015, the Board received an update report from Nute Engineering regarding the Palma Way sewer line. The engineer concluded the road "...was unstable and sewer pipe was sagged and badly settling." The engineer provided an update on the recommended permanent repair (Option 3) which would make the sewer line independent of the road repair or not affected by the continuing erosion in the area. The design

incorporated a 12" steel casing of the pipe spanning the creek and 4 helical pier footing drilled down approximately 25 ft into the bedrock. The initial design did not include the helical piers which added \$35,000-\$40,000 to the costs. The Board directed staff to proceed with emergency repair of the sewer line as TCSD could not wait for the road to be repaired by the neighborhood.

The engineer indicated the most effective and efficient method of getting the emergency work done was via a change order with D & D Pipelines, who was already working on the Kay Park Trunk Line project. The Contractor proposed a change of order of \$133,000 for the work. The Board authorized a change order in the amount of \$133,000. The engineer also recommended a change order amount of up to \$140,000 to cover unforeseen field conditions. However, the Board only approved the change order of \$133,000. The project was completed for \$134,000 which included one minor charge order.

There were no additional contingency funds allocated to the project and, thus, no "unused" funds from the project.

- In November 2015, TCSD authorized staff and its engineer to support the residents' Project at no cost to TCSD beyond staff support). The Board requested that legal counsel prepare an agreement with the residents that would clarify TCSD's role and indicate that TCSD assumes no liability for the project. As far as we can tell, no agreement was ever prepared nor signed by TCSD or the residents.

As requested by the Board, Nute Engineering has confirmed the sewer line is stable. Attached is a memo and photos from the engineer regarding the previous TCSD repair and his inspection. However, the engineer does have concerns and recommendations regarding the line with respect to the Palma Way road repair. It should also be noted that the material "hanging" from the bottom of the exposed concrete caps is "sluff" from the initial concrete pour and not a structural covering for the pipe or piers. The engineer will be at the meeting to discuss his concerns and recommendations.

The April 26th staff report provided much of the background regarding Palma Way. Specifically, attached to the staff report were the minutes from the September 9th, September 30th, and November 10th Board meetings; the technical memo from Nute Engineering which includes photos of the repair area prior to any work being done; photos showing the condition of the area after the repair work. Staff indicated at the April 26th meeting that TCSD restored the area after construction to a better condition than pre-construction. The work to repair the sewer line was not intended to prevent any further erosion in the area, but to make the sewer line independent of any future road work.

While the Board discussions regarding Palma Way predates current staff, our continuing research has not found any action taken by the Board to commit funding other than in-kind services. Obviously, road repair is not the responsibility of TCSD. Any contributions should be considered in light of any precedent it may establish for similar requests from residents living on non-publicly maintained roads. Should the Board choose to offer a financial contribution to the Project, staff recommends it should be related to improvements to provide additional stability and support for the sewer line and/or provided after the Project has been completed so as not to trigger any State

public works requirements or regulations. The characterization of the contribution would need to be developed in conjunction with TCSD legal counsel.

Options

The Board has the following options with regard to the residents' request:

- 1) Take no action with regard to the financial contribution,
- 2) Offer a financial contribution with construction requirements regarding the sewer line and direct staff to prepare an agreement with the residents for the contribution with a waiver of any future claims against TCSD regarding the Project,
- 3) Continue to discuss the matter at a future meeting, and/or
- 4) A variation of the above options.

Depending on the Board's direction, staff would work with TCSD legal counsel to prepare the necessary agreements and documents for the residents' signature prior to making any financial contribution.

FISCAL IMPACT

The total sewer line replacement cost was approximately \$191,000: \$45,000 for design/engineering, \$11,000 for geotechnical services, \$134,000 for construction which includes a \$1,000 change order. Any financial contribution would be in addition to these costs.

ATTACHMENT

- A. Letter from resident's attorney
- B. Minutes from 3/18/15 meeting
- C. Nute Engineering Memo regarding inspection

Law Offices of
JOHN E. SHARP
24 Professional Center Parkway, Suite 110
San Rafael, CA 94903

John E. Sharp
john@johnsharplaw.com

Telephone: (415) 479-1645
Facsimile: (415) 295-7020

April 12, 2023

Tamalpais Community Services District
305 Bell Lane
Mill Valley, CA 94941

Attn: President of Board Steffen Bartschat and Board Members Matt McMahan; Jeff Brown;
Steven Levine and Jim Jacobs

RE: Palma Way Neighbors v. County of Marin, California Dept. of Transportation, et al

Dear President Bartschat and Members of the Board:

As you know, this office represents the owners and residents of Palma Way, which lies within the District's jurisdictional boundaries. At your meeting of March 8, 2023, some of the residents spoke during open time regarding a request that the District contribute to the repair of the Palma Way bridge and culvert, for which permits are currently being processed by the Army Corps of Engineers, California Department of Fish and Wildlife, Regional Water Quality Control Board and related entities.

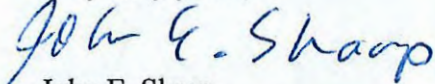
The purpose of this letter is twofold:

1. The residents of Palma Way request that the district reconsider their request for contribution to the repair, in so far as the district maintains sewer lines and provides garbage collection services on Palma Way, thus using the right-of-way for a public purpose. With reference to the sewer line, as you know, the district repaired that line in 2015, having assured the neighbors during legal proceedings at that time, that the district would contribute to renovation of the bridge and culvert which, at least in part, support the district's activities. (Attached please find photographs from January of this year, depicting the deteriorating condition of repairs made eight years ago by the district). Taken from January through March, this year, the photos show additional erosion under and along the area of repair, occurring in the last two months. The erosion appears to be in the area of work done by the District.

Moreover, the district's sewer lines, running through and under Palma Way, require periodic maintenance, and have been known to overflow, establishing that the district has obligations regarding its watercourse in the vicinity.

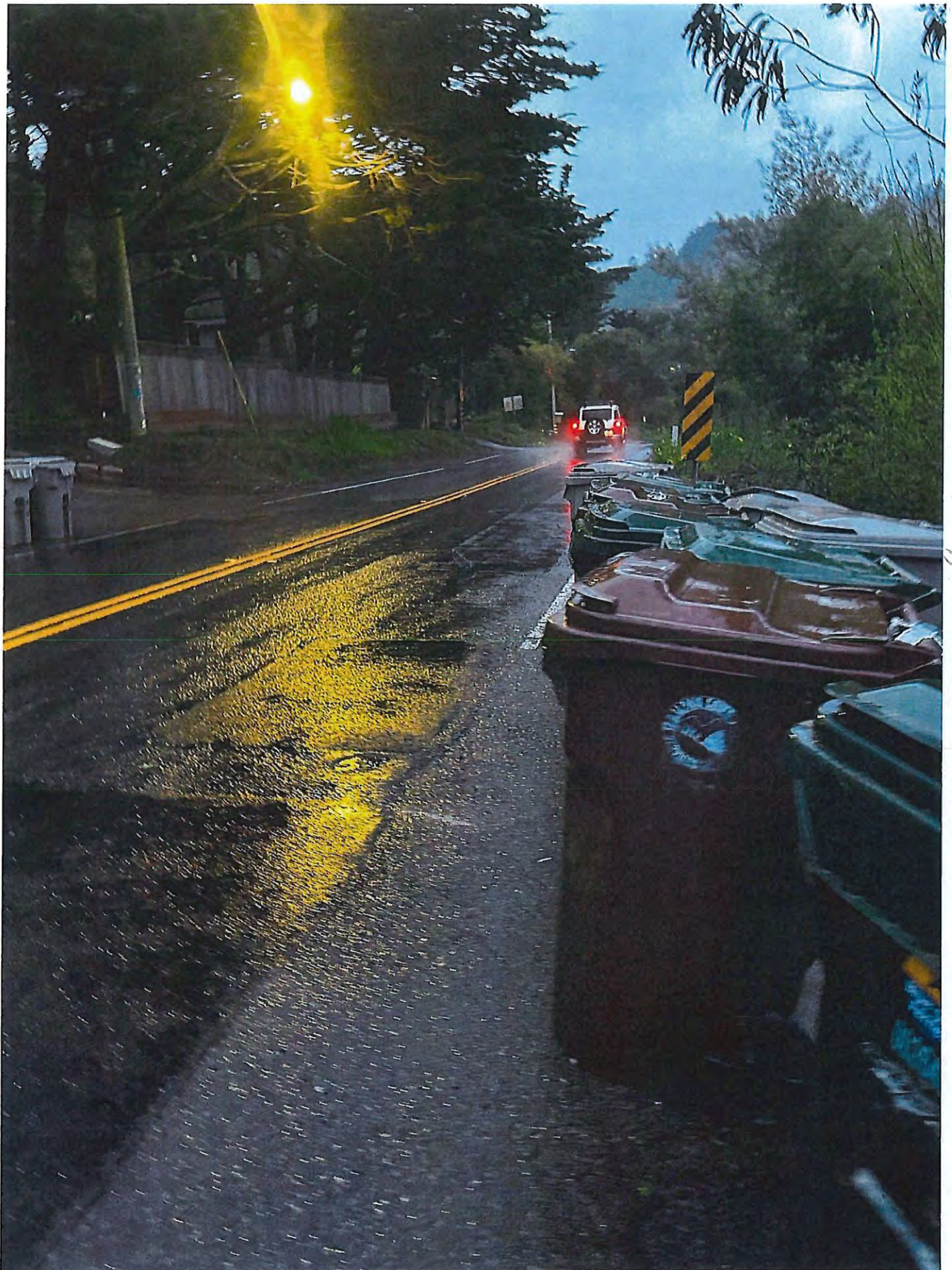
As always, thank you for your time and consideration. Please feel free to contact the undersigned with any questions or comments.

Very truly yours,

A handwritten signature in blue ink that reads "John E. Sharp". The signature is written in a cursive style with a large initial "J".

John E. Sharp





10/10/10

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: Marin
3501 Civic Center Dr #234
San Rafael, CA 94903

From: (Public Agency): Tamalpais Community Services District
305 Bell Ln
Mill Valley, CA 94941
(Address)

Project Title: Palma Way Culvert Replacement

Project Applicant: Law Offices of John E. Sharp Representing Homeowner's Group

Project Location - Specific:

Palma Way crossing immediately West of Highway 1

Project Location - City: Unincorporated Mill Valley Project Location - County: Marin

Description of Nature, Purpose and Beneficiaries of Project:

Replacement of existing culvert in failed condition and reconstruction of earthen roadway embankment crossing damaged by culvert failure.

Name of Public Agency Approving Project: Tamalpais Community Services District

Name of Person or Agency Carrying Out Project: Law Offices of John E. Sharp Representing Homeowner's Group

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
Categorical Exemption. State type and section number: Cal. Code Regs. tit. 14 Section 15301 - Existing Facilities
Statutory Exemptions. State code number:

Reasons why project is exempt:

Project is for repair of existing private structures involving negligible or no expansion of existing or former use. Army Corps of Engineers determined the work automatically qualified for non-reporting Nationwide Permit 3a "Maintenance".

Lead Agency

Contact Person: Area Code/Telephone/Extension:

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: Date: Title:

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR:



Tamalpais Community Services District

305 Bell Lane, Mill Valley, CA 94941 • 415 388-6393 • Fax: 415 388-4168
 info@tesd.us • www.tesd.us

Minutes of the Regular Meeting of TCSD Board of Directors
 Wednesday - March 18, 2015
 7:00pm
 Tam Valley Community Center - 203 Marin Avenue, Mill Valley

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Brown at 7:00 pm on Wednesday, March 18, 2015.

2. ROLL CALL President Jeff Brown; Vice President Steven Levine; Directors Jim Jacobs, and Steffen Bartschat (arrived 7:10 pm)

Absent: None

As four of the four Board members were present at Roll Call, a quorum was constituted.

Staff Present: General Manager Jon Elam, Finance Manager Jerry Taylor, Sewer Supervisor Bob Bunce, Park & Rec Director Carol Buchholz and Recording Secretary Claudia Laughter

Others Present: Pippin Cavagnaro-Nute Engineering, Craig Justice-SMCSO, Elise Holland-Park & Rec Advisory Commission, Dan McDonald, Nancy McDonald, Andy Allen

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S/C: J. JACOBS/S. LEVINE AYES: 3 NAYS: 0 ABSENT: 1 (BARTSCHAT)

4. PUBLIC EXPRESSION

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

- Mr. Andy Allen - Mr. Allen stated he would like to know if any unnecessary spending being done could be held back because there is a loan that needs to be made and he was not sure for what project. He was concerned about being priced out of the community.

Special Needs: In compliance with the Americans with Disabilities Act (28 C.F.R. 35.102-35.104, ADA Title II) if you need special assistance to participate in this meeting, please contact the TCSD at (415)-388-6393, x10. Notification 48 hours prior to meeting enables TCSD to make reasonable arrangements to ensure accessibility. In compliance with Senate Bill 343 the law requires writings subject to the Public Records Act to be available for public inspection at the time the writing is distributed to the member of the legislative body
 In compliance with Senate Bill 343 materials or writings subject to the Public Records Act is available for public inspection at 305 Bell Lane, Mill Valley, California between the hours of 8:00 a.m. through 4:30 p.m. Monday through Friday.

5. **PARK & RECREATION ADVISORY COMMISSION UPDATE** - Chair Elise Holland updated the Board on the March Public Meeting to discuss options for the Kay Park small playground. Results were presented to a variety of playground equipment providers and they will be submitting proposals by April 1st. The Commission is also receiving applications for a recent vacancy and will be interviewing candidates in April.

6. **GENERAL BUSINESS**

A. **REVIEW DESIGN PLANS FOR THE KAY PARK TRUNK SEWER PROJECT LOCATED ADJACENT TO SHORELINE HIGHWAY AND APPROVE THE DESIGN SPECIFICATIONS AND SOLICIT PUBLIC BIDS FOR REVIEW AT THE APRIL 8, 2015 BOARD MEETING** - Mr. Pippin Cavagnaro with Nute Engineering reviewed the design plans in detail with the Board for the Kay Park Trunk Sewer Project. There are several pipes that are in need of repair and Mr. Cavagnaro is recommending several options to replace six sections with E2 being the most critical. The repairs need to be completed before the new grocery store is completed as to not have to disturb new landscaping being installed. GM Elam stated that the next step will be to solicit quotes from contractors.

MOTION TO AUTHORIZE NUTE ENGINEERING TO COMPLETE PROJECT DESIGN AND SOLICIT BIDS AND RETURN TO THE BOARD FOR CONSIDERATION A1/A2 WITH OPTION FOR A3, LINE B1 FOR OPTION OF B2/B3 WORK

PUBLIC COMMENT:

- Mr. Allen asked if the project could be sized in a way to influence a more competitive bid. Mr. Cavagnaro stated that bids of this nature are advertised at clearing houses for this type of work and it is also published in the Marin IJ. He stated there are a limited number of contractors who can complete this type of work. He stated it is a well sized challenging project and needs contractors who have skill at excavating. He was confident they would receive qualified recommendations.

M/S/C J. JACOBS/S. LEVINE AYES: 4 NAYS: 0

B. **REVIEW PROPOSED OPTIONS TO UNDERTAKE SEWER LINE REPAIRS ON PALMA WAY** - GM Elam reviewed the issues with the Palma Way private road settlement that has been occurring with 25% of the roadway having fallen into the creek. Mr. Cavagnaro recommended Options 2 or 3 to secure the sewer line to avoid a potential break. Option 2 would be a semi-permanent above ground pipe anchor and Option 3 would be a permanent casing with pipe support footings.

MOTION TO AUTHORIZE NUTE ENGINEERING TO SUBMIT A REQUEST FOR PROPOSALS FOR OPTION 3 PALMA WAY REPAIR

Mr. Allen supported a casing and pipe support permanent repair.

M/S/C S. LEVINE/S. BARTSCHAT AYES: 4 NAYS: 0

C. REVIEW FINAL BILLING STATEMENT FROM SMCSO FOR FY 2013-14 - GM Elam reported that TCSO had received the final billing statement from SMCSO and TCSO will be receiving a credit for \$145,378. SMCSO GM Craig Justice addressed the Board stated that they would like the credit to be towards future payments but left it to the Board's discretion. The Board continued to discuss with GM Justice how the refund would be either credited or a check issued with both agreeing to consult the contract agreement. Informational item only.

D. REVIEW OF MEASURE A FY 2015-16 EXPENDITURE PLAN - GM Elam reminded the Board that the project list for Measure A funds for FY 2015-16 is to be submitted soon and reviewed the items to be included in this year's proposal including allocations for the Community Center Kitchen Remodel Project and open space fire mitigation management.

MOTION TO AUTHORIZE THE GENERAL MANAGER TO SUBMIT THE FY 2015-16 MEASURE A PROJECTS FOR SUBMISSION TO MARIN COUNTY

PUBLIC COMMENT:

- Mr. Allen stated he hoped that the weed removal was being put to competitive bid and would like to see a breakdown of how the funds are spent. GM Elam stated that the funds are being used to help with fire mitigation on the District's 59 parcels. President Brown called the meeting to order and asked that comments stayed on topic and on agenda item.

M/S/C J. JACOBS/S. LEVINE AYES: 4 NAYS: 0

E. ACCEPT A WORK PLAN FOR TCSO-OWNED PARCELS AND AUTHORIZE TCSO STAFF TO SOLICIT QUOTATIONS FROM LOCAL CONTRACTORS TO CARRY OUT WORK FOR THE FY 2014-15 MAINTENANCE IN SUPPORT WITH MARINVIEW COMMUNITY ORGANIZATION FIRE MITIGATION EFFORTS - GM Elam presented the annual maintenance partnership with Marinview to help manage TCSO parcels within the area. Marinview will contribute \$5,000 towards the fire mitigation work and additional funds will come from Measure A.

MOTION TO ACCEPT A WORK PLAN FOR TCSO-OWNED PARCELS AND AUTHORIZE TCSO STAFF TO SOLICIT QUOTATIONS FROM LOCAL CONTRACTORS TO CARRY OUT WORK FOR THE FY 2014-15 MAINTENANCE IN SUPPORT WITH MARINVIEW COMMUNITY ORGANIZATION FIRE MITIGATION EFFORTS

PUBLIC COMMENT:

- Mr. Allen asked about an individual who was volunteering that was paid. Director Bartschat called for order and asked that public comment on items not on the agenda was to be made during the beginning of the meeting at Public Expression.

M/S/C S. BARTSCHAT/J. JACOBS AYES: 4 NAYS: 0

F. PRESENTATION & DISCUSSION OF SMCSO FIVE-YEAR STRATEGIC SEWER TREATMENT PLAN - SMCSO GM Craig Justice addressed the Board and distributed a budgeted versus actual expenses chart and reviewed the figures and that SMCSO was doing well with new administrative staff. They recently finished a rate study and have a 5-year plan in place and are at a secure financial point. Employees have recently initiated the process to form a union and their board passed the first MOU comprehensive package. Looking ahead, there is a \$26 million EPA compliant upgrade project that will be going out to bid in January 2016 and they will continue to work on a JPA with TCSD.

G. REVIEW BALLOTS FOR MARIN LAFCO SPECIAL DISTRICT REPRESENTATIVE ELECTIONS - GM Elam presented ballots for LAFCO nominations to represent two special districts.
MOTION TO NOMINATE LEW KROUS AND JOHN CARAPIET FOR THE LAFCO SPECIAL DISTRICT BOARD AND LEW KROUS AND RON KOSCIUSKO AS ALTERNATES

No public comment.

M/S/C J. JACOBS/S. LEVINE AYES: 4 NAYS: 0

H. REVIEW AND REPORT ON LAFCO CHANGES AND UPDATES FOR FY 2015-16 - GM Elam presented the LAFCO rate plan for FY 2015-16 as an informational item.

7. STAFF REPORTS

PARK AND RECREATION - Director Buchholz was absent so Ms. Laughter gave a brief summary:

- CPRS Annual Conference - Attended and distributed the Kay Park information to play equipment vendors and are expecting proposals back by April 1st. There is a budget of \$30,000 from Measure A funds for the equipment and \$25,000 for resurfacing which is being researched due to EPA concerns over Pour-n-Play surfaces. She also solicited information from pre-fabricated restroom vendors for Kay Park.
- Kitchen Remodel - Met with the Health Department and the architect to review plans and requirements. Will be working with the architect to make any necessary changes.
- Creekside Fridays - Submitted application to the Health Department which is unchanged from previous years. Wells Fargo is confirmed as a sponsor and is continuing to contact band sponsors.
- Parks - Park Worker Josh Everhart has taken over the mowing responsibilities and is currently working on making sure all irrigation is functioning properly.

SANITATION: Bob Bunce gave the following updates:

- New 20HP pump has been running for three weeks and experienced its first plug up. The variable frequency will save the District on electricity costs. The old pump that was removed will be sold.

FINANCE: Finance Manager Jerry Taylor gave the following updates:

- Budget figures are 67% which is in line with this time of year.
Mr. Taylor requested the Board's approval of the disbursement schedule and consent calendar.

No public comment was given.

REFUSE: GM Elam gave the following updates:

- Refuse Update - 119 tons of garbage and there will be a green collection day on March 21st. Chipper days have been completed in Marinview and another on Smith Road may be scheduled shortly.
- Waiting for estimated costs for the noise mitigation project.
- Setting up a meeting with the District's Legal Counsel to discuss the Prop 218 sewer rate process.

8. BOARD REPORTS

- SASM - Director Jacobs - no report.
- Director Bartschat - Attended the Muir Woods meeting an agreement was reached that over time, there will be establishment of a reservation system for parking spaces and buses will also be regulated.

9. OTHER ISSUES

None.

10. CONSENT CALENDAR

MOTION TO APPROVE THE CONSENT CALENDAR

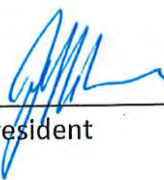
M/S/C J. JACOBS/S. LEVINE AYES: 4 NAYS: 0

11. ADJOURNMENT

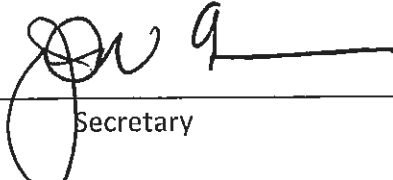
MOTION TO ADJOURN

M/S/C J. JACOBS/J. BROWN AYES: 4 NAYS: 0

MEETING ADJOURNED AT 9:40pm



President



Secretary

Special Needs: In compliance with the Americans with Disabilities Act (28 C.F.R. 35.102-35.104, ADA Title II) if you need special assistance to participate in this meeting, please contact the TCSB at (415)-388-6393, x10. Notification 48 hours prior to meeting enables TCSB to make reasonable arrangements to ensure accessibility. In compliance with Senate Bill 343 the law requires writings subject to the Public Records Act to be available for public inspection at the time the writing is distributed to the member of the legislative body
In compliance with Senate Bill 343 materials or writings subject to the Public Records Act is available for public inspection at 305 Bell Lane, Mill Valley, California between the hours of 8:00 a.m. through 4:30 p.m. Monday through Friday.



Memorandum

To: Garrett Toy, General Manager, TCSD
From: Pippin Cavagnaro, PE, Nute Engineering
Date: May 4, 2023
Re: Update on Palma Way Slide

Per your request we have compiled a brief history of the Palma Way slide and road failure and its effects on the TCSD sewer main. Since about 2010 there have been several soil slides and movements on the downstream side of the perpendicular culvert crossing under the East end of Palma Way where Palma Way connects with Shoreline Highway. There are at least three utilities including PG&E Gas, TCSD Sanitary Sewer, and MMWD water main buried in Palma way. These soil movements appear to have adversely affected all the buried underground utilities, including the recent failure and blockage of the drainage channel culvert under the roadway.

Year 2010: The earliest record we located in our files was the resident's complaint of their mailboxes falling over due to excessive soil movement or erosion in 2010, See Figure 1. At that time TCSD asked Nute Engineering to take a topo of the area to document the condition so TCSD could prepare to protect or repair the sewer if needed, See Figure 2.



Figure 1: Customer Mailboxes slid off bank before Aug. 10, 2010.

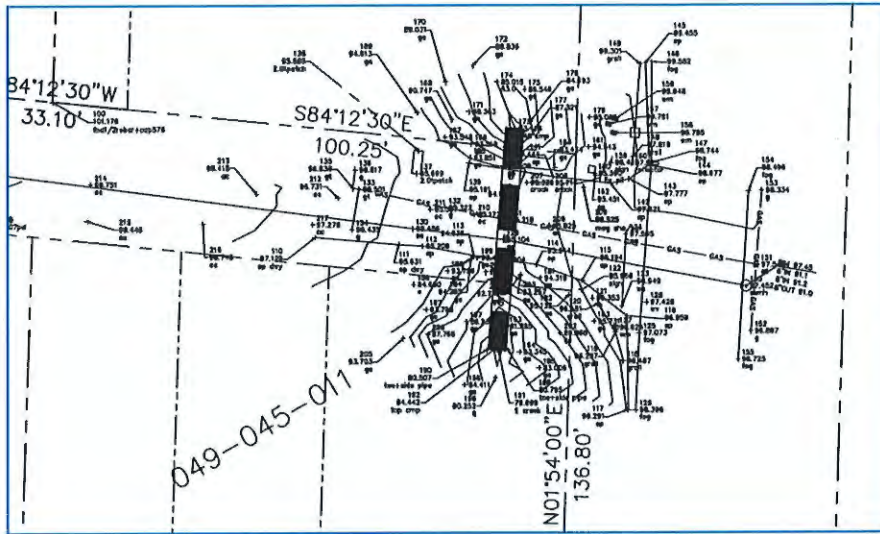


Figure 2: Topo performed by TCSD, Aug. 10, 2010. Erosion on left side of culvert shows evidence of street runoff damaging slope.

The District reviewed the sewer pipeline and found no damage or evidence of movement or leaking at that time, so no action was taken to upgrade the sewer main pipeline in 2010.

Year 2015: Soil movement caused the bank to slip away on the South side of Palma way, the downstream side, causing damage to the water and sewer utility main (See Figure 3). Soil fell away exposing the sewer main and causing a shift in the pipe with a significant sag and deformation restricting sewer flow. Water services were capped off and replaced with above ground hoses at that time. In-fact the water services may have been switched to flexible hoses as early as 2014, but TCSD may not have been notified of this. During the spring and summer months, the residents had legal representation and an independent bridge engineer trying to negotiate with the County of Marin and Caltrans regarding drainage management and road repairs.

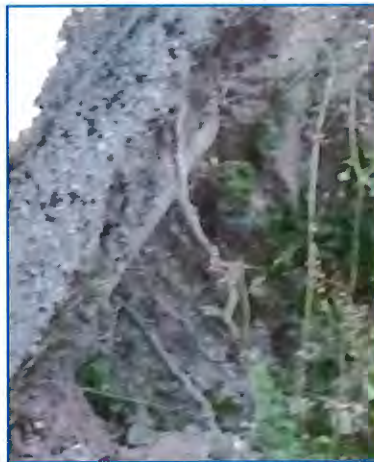


Figure 3: Gray diagonal line above the green ivy is the exposed TCSD sewer pipe before any repairs were made, Spring 2015.

Our initial design to repair the sewer was to shift the sewer about 6' South to run close to the southern property lines, and elevate the sewer in free span steel casing South of the unstable soil, then reconnect to the manhole on the East end of the pipe in Shoreline Hwy. This was a preferred repair at the time because the free span sewer could be supported at only each end and TCSD would not have to repave as much the Palma Way surface.

After the residents and their consultants negotiated with all agencies who would engage and be involved, they requested TCSD try to repair the sewer in place to help repave the road. The advantage to TCSD for this approach was that there would be less construction required in Shoreline Hwy and the belief was the extra paving and pipe footing support costs would be offset by not having to trench across the Caltrans right of way. Nute Engineering and Miller Pacific Engineering were asked to design a casing to support the pipe replacement that was directly alongside the existing sewer (~8" South of the previous sewer alignment). The details of this design plan and profile can be found in Figures 4, 5 and 6, below. Miller Pacific Engineering Groupe performed two soil borings to determine soil load bearing capacity. The pipe support casing was designed to be free standing so if the road failed in the future, the sewer pipe would remain active.

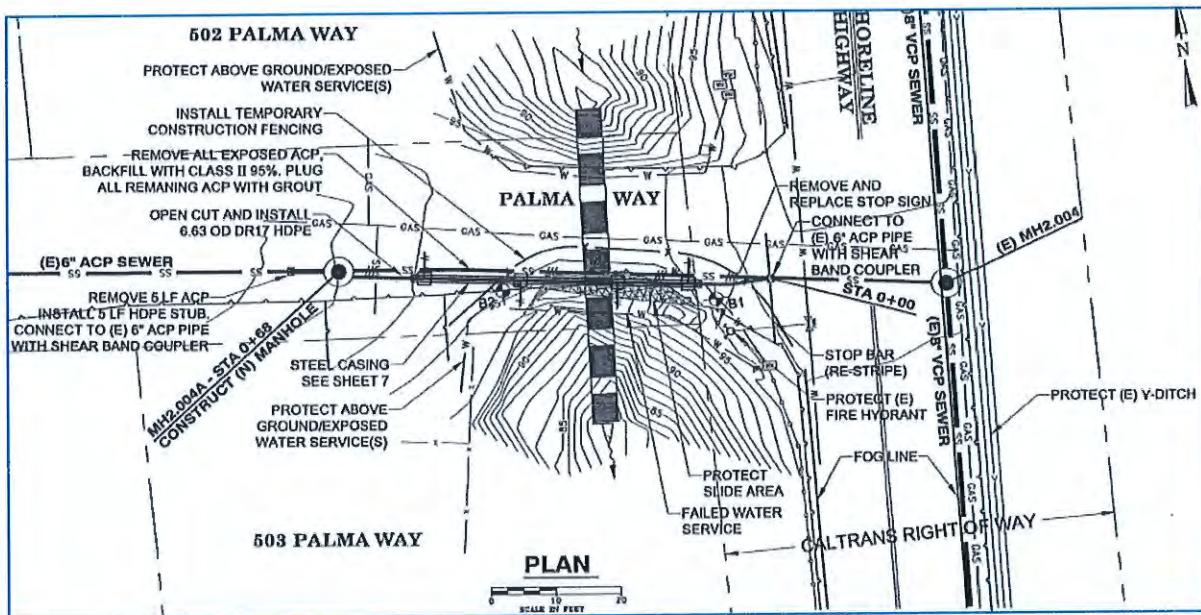


Figure 4: August 2015 Plan for TCSD Sewer Replacement with steel casing and drilled pier footings in the roadway to repair sag and deformed sewer main pipe. The repair extended from Station 0+00 at the edge of the Caltrans Roadway/Stop Bar of Palma Way to Station 0+68 where a new manhole was installed. The old pipe was plugged and abandoned.

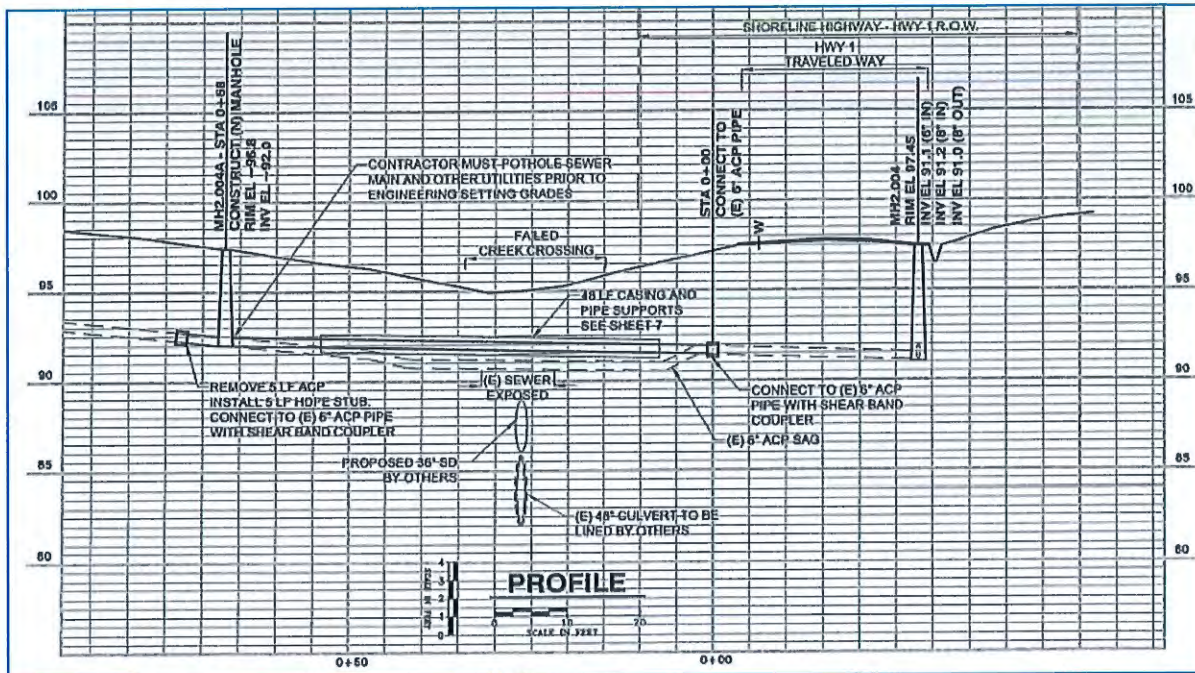


Figure 5: August 2015 Profile for TCSD Sewer Replacement with steel casing and drilled pier to repair sag in sewer main, and support new sewer. Note additional culvert repairs proposed by resident's consultants. Work was to include CIPP repair of existing culvert, installation of one or two new culvert pipes above as a bypass for the existing culvert.

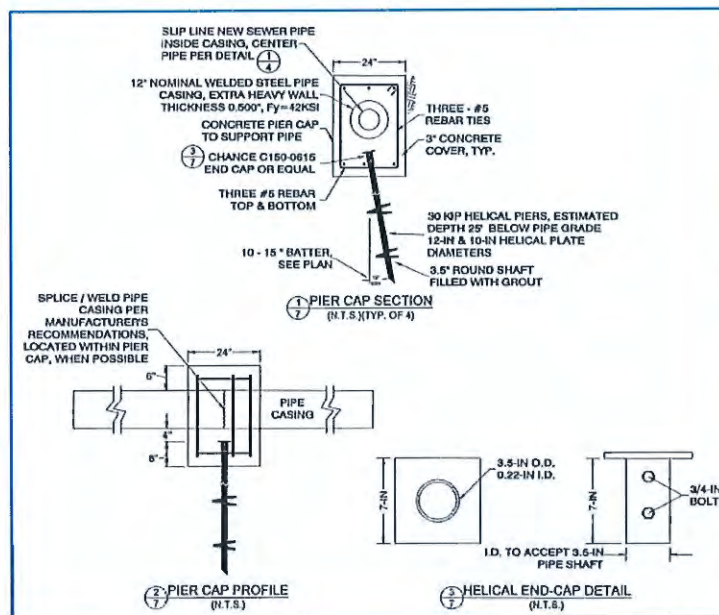


Figure 6: The Casing was designed with 4 helical piers drilled down to a refusal depth into hard ground, angled at ~15 degrees to give triangulated stability, and then secured to the welded steel casing with welded and bolted top flanges, steel rebar and concrete encasement. Details 2015.

Urgent construction repairs to the Palma Way sewer pipe were performed by change order to an active contract with D&D Pipelines in August 2015, and was completed September 22, 2015. The sub-contractor hired by D&D was Hillside Drilling who installed the helical anchors. Then D&D placed the steel casing on top of the supports and tied it all together with steel rebar and concrete. The step-by-step process for the new span can be seen in Figures 7, 8 and 9. The repair encased the new sewer main, the sag was largely removed, but the pipe segment across Shoreline Hwy remained very flat because of existing elevations of the downstream pipe.



Figure 7: Approximately 1/4 of the AC was removed from Palma way to allow for re-compaction of the sub-base, and the AC was removed an additional 12 to 18 inches to a T-trench per the County of Marin paving standards. This allowed clear access to install the new welded steel casing, August 2015.



Figure 8: Drilling Machine attached to an excavator, set to drill in the support piers at approximately 15 degrees from vertical. Two end piers angle North, and two center piers angle South, August 2015.



Figure 9: After the sewer pipe was installed in the steel casing and the old pipe was grouted off and sealed, the road was finish paved and then striped. Erosion control in the form of plastic and straw waddles were installed. Work was completed in September 2015.

Year 2023: The end of the 2022 winter and beginning of 2023 had significant storms which may have impacted the drainage area running under Palma Way. The District does not have any data on the condition of the culvert under Palma Way between year 2015 and 2023 because TCSD does not maintain storm drainage channels or manage road drainage. Staff did perform occasional inspections of Palma Way and their sewer system, at least one annually to be sure the sewer pipe remained functional. Over the last several years some soil bank sluffing has been visible, but this past winter movement was extreme. The following are pictures taken April 2023, Figures 10-13 below, are of the Palma Way earthen crossing over the water drainage channel.



Figure 10: View looking East from Palma Way toward Shoreline Hwy. Compare the location of the silver steel above ground utility that is visible in free span in this image, but was partially buried in Figure 9 above. Also notice the culvert in the middle of the image which has plugged, broken, and tipped down because it was undermined. The concrete block and angled steel pipe visible in the middle of the image is one of the casing pipe supports visible after being exposed.



Figure 11: View looking West from Shoreline Highway up Palma Way. The base rock off the edge of the pavement is still in place from the TCSD 2015 sewer repair. Also, the two “fire hose” lines may be water services. There are two water hoses on the South side of Palma Way and two water hoses on the North side.



Figure 12: Water leak on one of two hoses serving water to homes on the North side of Palma Way. The forces of the high water and debris may have contributed to hose damage.



Figure 13: View looking inside the culvert under Palma Way, blocked by debris and rocks. Also the water supply hose was leaking and sitting in septic water which could pose a health risk to residents.

TCSD Garbage service crew had asked homeowners to bring their cans down to the end of Palma Way so they could pick up the cans without driving on Palma Way. The Garbage crew also noted after some big rains, that the culvert must have become plugged because the water had filled up approximately 14 feet (see elevations on Figure 5) and was spilling over the roadway and down the bank back into the drainage channel.

The culvert conveying water along the west edge of the Caltrans Right of Way picks up a large drainage area including areas from County of Marin to the North. The pipe diameter is estimated to be 48 inches in diameter. At that size with a design slope of 1.5% could flow over 50,000 gallons per minute, according to Largeculvert.com, "Tinhorn Culvert Corrugated Metal Pipe" tables. The local surface drainage into the channel from Palma Way drains into the channel downstream of the culvert across the dirt slope which has now failed. Although the exact flow during recent storms is not known, the channel has seen significant water accumulation, and the plugging of the pipe reportedly caused water to back up to the top of the channel and spill over the road. This resulted in high head pressure of water against the earthen roadway crossing. Additionally, the high winter rainfall totals this year, along with the head pressures likely lead to super saturating the soil. This saturation likely weakened the soils, coupled with high-speed scouring action of very high volumes of water flowing over the top of the natural earth road bridge and down the soil bank caused South on the south side of Palma Way appears to have caused the soil bank to liquify and flow downstream approximately 6 feet and up to 30 feet in some places. We estimate that the volume of soil that has slid is approximately 125 cubic yards.

The TCSD district staff had an independent close circuit television video (CCTV) completed of the pipe crossing on Palma Way the first week May, 2023. The pipe is flowing normally as it was at the end of the construction project in 2015 and not suffering from any deformation or evidence of movement.



Figure 14: Video capture of the sewer main inside the steel casing mid span over the drainage channel of Palma Way.

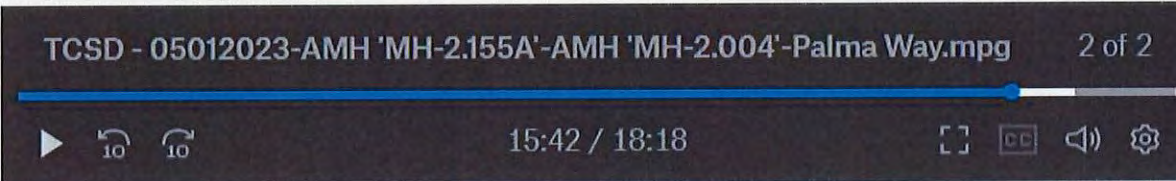


Figure 15: Video capture of the shear band coupler that joins the HDPE pipe to the remaining downstream VCP pipe at the edge of Shoreline Highway. The edge of the HDPE pipe is visible because the diameter of the HDPE pipe and the VCP pipe do not match exactly, but the pipe joint appears tight at the bottom in the flow line.

CONCLUSIONS

The TCSD sewer support casing and sewer main appear to be un-damaged at this time and has not moved as a result of the Palma Way drainage channel crossing soil failure, but the sewer is acting as a retaining wall holding up one side of the roadway. Based on recent visual inspection of the casing and CCTV, there is no apparent damage or change to the sewer as a result of the recent soil movement this winter and spring 2023, but this continued side loading could cause the pipe to shift toward the south, and bend or overturn the pipe supports.

It is possible that if the additional culvert pipe(s) and improvements to the existing culvert pipe had been completed by the residents as proposed by their consultants in 2015 this damage would likely not have occurred, at least not to this extent. Even if the lower culvert became plugged, the 2015 upgrade design was to include one or two overflow pipes to allow the water to pass and thus mitigate flood damage.

Looking to the Future, if the roadway continues to fail the sewer casing was designed to be free standing and to resist vertical and lateral movement and therefore the sewer should continue to function so long as the water remains in a culvert and is routed between the casing supports. But as the helical piers become exposed, they were not designed to take side loading or side impact in the middle of the support-shafts from high flowing water forces. If the culvert is removed completely and the channel re-graded such that the middle supports are in the water flow channel, the support shafts are at risk of being damaged by side forces and debris impacts that would cause the sewer to shift. We consulted with Miller Pacific Engineering (MPEG) who mentioned these risks and suggested a redesign of the pipe casing support for exposed open channel flow would be required. MPEG also mentioned alternatives may exist for correcting this issue but need to be researched for feasibility and then designed. One possible example is the existing piers could be encased with rebar inside a Sono tubes and concrete piers poured around the 3.5" steel support shafts. A second alternative is the exposed shafts be removed and sewer casing suspended from a free span road bridge should one be installed. Or third may be to remove the supports and install an I-Beam over the existing casing supported in a headwall on each end; this option would be significantly taller than the existing roadway. The concrete piers option would likely require an environmental permit because work would be required in the flow line of the drainage channel. Perhaps the simplest option for protecting the sewer crossing is to replace the culvert and backfill the soil around the sewer and rebuild the back supports on both sides of the Palma Way crossing.

Additionally, if nothing is done to repair the soil slide the pipe is at risk. The pipe casing was designed to be in the in a roadway subjected to some vertical loading where the traffic was to be fully supported by compacted soil and the casing was not designed to bear the full load of the entire or even half of the roadway which may carry heavy trucks. The 2015 Plan indicates that the ~48 foot long casing was designed for 42 Kips vertical force as installed and backfilled, but because the bottom and one side of the casing is now exposed, this load limit would be maxed out or even exceeded and even cause overturning if a large vehicle like a fire truck were to need to cross over the drainage channel onto Palma Way. At this time with the undermining observed, we believe the roadway is not safe for emergency vehicles because a sink hole could form at any movement causing road failure and a crash.

In Summary, If the roadway is the Palma Way crossing is left unrepaired, damage to the sewer may occur from large truck loading or future soil slides or floods due to the plugged culvert. If the soil road crossing is repaired in kind with new culvert(s), proper soil compaction will be required under and on both sides of the sewer casing to maintain long term reliability to truck traffic if the roadway encases the sewer utility in the future. However, if the Palma Way drainage crossing is either abandoned, or if a spanning bridge is installed over the drainage channel in the future, it would be necessary to have any remaining soil and/or AC roadway surface removed off the top of the sewer span. And if the culvert was removed to create an open channel sewer casing would then require either additional pier support stabilization mention above if the supports are subject to open channel water flow forces, or the casing supported from above from a road bridge or I-beam with the central helical supports removed. For sewer protection perspective, keeping the pipe buried in stable soil is the preferred option.



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
May 10, 2023

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: APPROVE \$36,005 REFUND TO TAM JUNCTION COMMERCIAL CENTER PER WASTEWATER BILLING ADJUSTMENT POLICY

RECOMMENDATION

Approve wastewater refund of \$36,005 to the Tam Junction Commercial Center and authorize the General Manager to do everything necessary and appropriate to issue the refund.

BACKGROUND

In December 1999, the Board adopted an adjustment policy due to billing error (refund policy) 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.

On April 12, 2023, the Board adopted updates to the policy which included a provision for addressing water leaks.

DISCUSSION

At the April 12th meeting, staff indicated to the Board that the Tam Junction Commercial Center (Center) experienced a water leak for approximately 18 months. They finally found and repaired the leak in June 2022. The leak was due to a broken underground pipe between the buildings and water meter.

The revised refund policy recognizes that 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 refund 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. Any refunds above \$25,000 require Board approval.

Based on the refund policy, we are recommending a refund of wastewater overpayment in the amount of \$36,005. TCSD billed the Center for 67.4 EDUs based on the water usage. If we adjusted the Center's water usage for the leak using post leak MMWD data, the Center would have had a base EDU total of 35.5 and water usage of 780 ccf. The base EDU difference is 31.9 EDU and the difference in water usage is 702 ccf (1482 ccf less 780 ccf). The proposed refund reflects the difference in base EDUs as well as water usage.

However, the refund reflects the deduction of any payments made to SASM prorated for the Center (\$16,244) due to the higher water usage, the cost for Bartle Well Associates, and staff

administrative costs. Specifically, we had to retain an engineering firm, Bartle Wells Associates (BWA), to analyze the discharge to SASM from TCSD to show that TCSD did not exceed its gallons per day maximum allocation. The Center's total EDUs caused TCSD to exceed its EDU allocation from SASM and, created concern from SASM staff that TCSD would be exceeding its allocation on an on-going basis. In addition, there was significant staff time involved with working with BWA and SASM staff as well as the time needed to revise the refund policy and calculate the refund. The BWA fee was approximately \$7,000 and the staff administrative fee is s 20% (approx. \$10,750) of the total refund. It should be noted that prior to revising the TCSD refund policy, there was no policy to address water leaks.

FISCAL IMPACT

TCSD would issue a refund in an amount of \$36,005. However, the water from the leak never entered the sewer collection system and, thus, had no impact on operations.



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
May 10, 2023

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: DISCUSS/CONSIDER OPTIONS FOR REMODELING THE TAM COMMUNITY CENTER BATHROOMS

RECOMMENDATION

Discuss/consider options for remodeling the restrooms in the Tam Valley Community Center and provide direction to staff as appropriate.

BACKGROUND

The current Community Center restrooms are original from when the building was constructed approximately thirty years ago. Similar to any public facility, the bathrooms have been heavily used over the years for both District and private events. Due to age, level of usage and ADA accessibility, remodeling the restrooms is needed and highly desired.

At its February 2022 meeting, the TCSD Board established a Community Center Repairs Ad Hoc Subcommittee with the purpose of prioritizing repairs to the Community Center. The subcommittee has met several times during the previous months to review and discuss proposed repair projects. Remodeling the restrooms and making them ADA compliant has been a goal of the Board for many years.

In February 2023, the TCSD Board reviewed three options to remodel the bathrooms. All three options maintained the current fixtures count (men's room = one urinal and one toilet; women's room = two toilets) while meeting current ADA-accessibility requirements. ADA guidelines require a minimum turnaround radius of sixty (60) inches. All three design options incorporated that necessity, as well as the current accessibility requirements for grab bar, mirror, bath accessories, soap and towel dispensers. All three design options included replacing the existing drinking fountain in the lobby with a new accessible high-low drinking fountain with bottle filler and a cane-detectable rail.

The Board directed staff to revise the three options to utilize a design with a single gender-neutral restroom with individual toilet compartments and a common sink.

DISCUSSION

Staff engaged Robert Hayes Architect + Associates to update a remodel design from several years ago. Attached to this report are three (3) revised design options based upon the direction from the Board in February. The three different layout options provide for a single gender-neutral restroom with a common sink.

All three options have these features in common:

- one gender neutral restroom with full height partitions at each toilet compartment (i.e., floor to ceiling walls and door) , within the existing footprint of the two existing restrooms
- the existing wall separating the two existing restrooms would be demolished (this is not shown on the plans for graphic clarity)
- four fixtures to match the existing fixture count. One of these four fixtures could be a urinal.
- one of the four fixtures is an ADA-accessible toilet compartment
- a common trough-style sink with two faucets over 48" long serves as the two required lavatories. This would be wall-hung for knee and toe space below.
- one of the existing door openings is being used for the new door to the single restroom, and the other door is being removed and infilled.

As mentioned above, all three options meet the ADA guidelines requiring a minimum turnaround radius of sixty (60) inches. All three design options have incorporated that necessity, as well as the current accessibility requirements for grab bar, mirror, bath accessories, soap and towel dispensers. All three design options also include replacing the existing drinking fountain in the lobby with a new accessible high-low drinking fountain with bottle filler and a cane-detectable rail.

The main differences between the three options are the following:

- where to place the trough-style sinks with faucets,
- the location of the ADA-accessible toilet compartment,
- whether one of the toilet compartments is a urinal and,
- which existing door to remain and which door to remove with the wall reframed.

Staff presented all three options to the Ad Hoc Subcommittee on May 2. After a thorough discussion and consideration of each option, the Subcommittee recommended design Option A with changing the smallest toilet compartment (30") to a urinal. The subcommittee asked questions on topics addressed below.

Regarding the floor-to-ceiling partitions, there are a couple of different choices. The first is a small gap between the floor and the ceiling, which may be sufficient for airflow, although this requires confirmation. If this is not acceptable, each toilet compartment will need a supply and exhaust air register provided at the ceiling.

Also, to ensure adequate lighting in the individual toilet compartments, each would need their own ceiling mounted light fixture, unless the gap at the top of the partition was sufficient to provide suitable light from fewer fixtures.

The toilets can be floor mounted, as they are currently, if that is preferred. However, the architect has stated they will need to meet the current standards for water efficiency.

A mechanical / plumbing engineer will assist on the construction drawings to help address every item above.

Finally, if the Board selects Option A, additional space is possible around the door and sinks if the door opening was re-framed in a slightly different location farther to the right on the plan, rather than using the existing door opening.

After the Board selects an option, staff will work with the architect to design, permit, and bid the project. Staff will provide design, fixtures, and other project-related options to the Subcommittee for direction as the work progresses. All budgetary decisions will come to the full Board for direction and action.

FISCAL IMPACT

Measure A funds are the source of funding.

ATTACHMENT

Three Design Options for Restrooms

This document is the sole property of the Architect, and is not to be used or reproduced without their consent.



OWNER:
Tampa's Community Services District
305 Bell Lane
Mill Valley, CA 94941

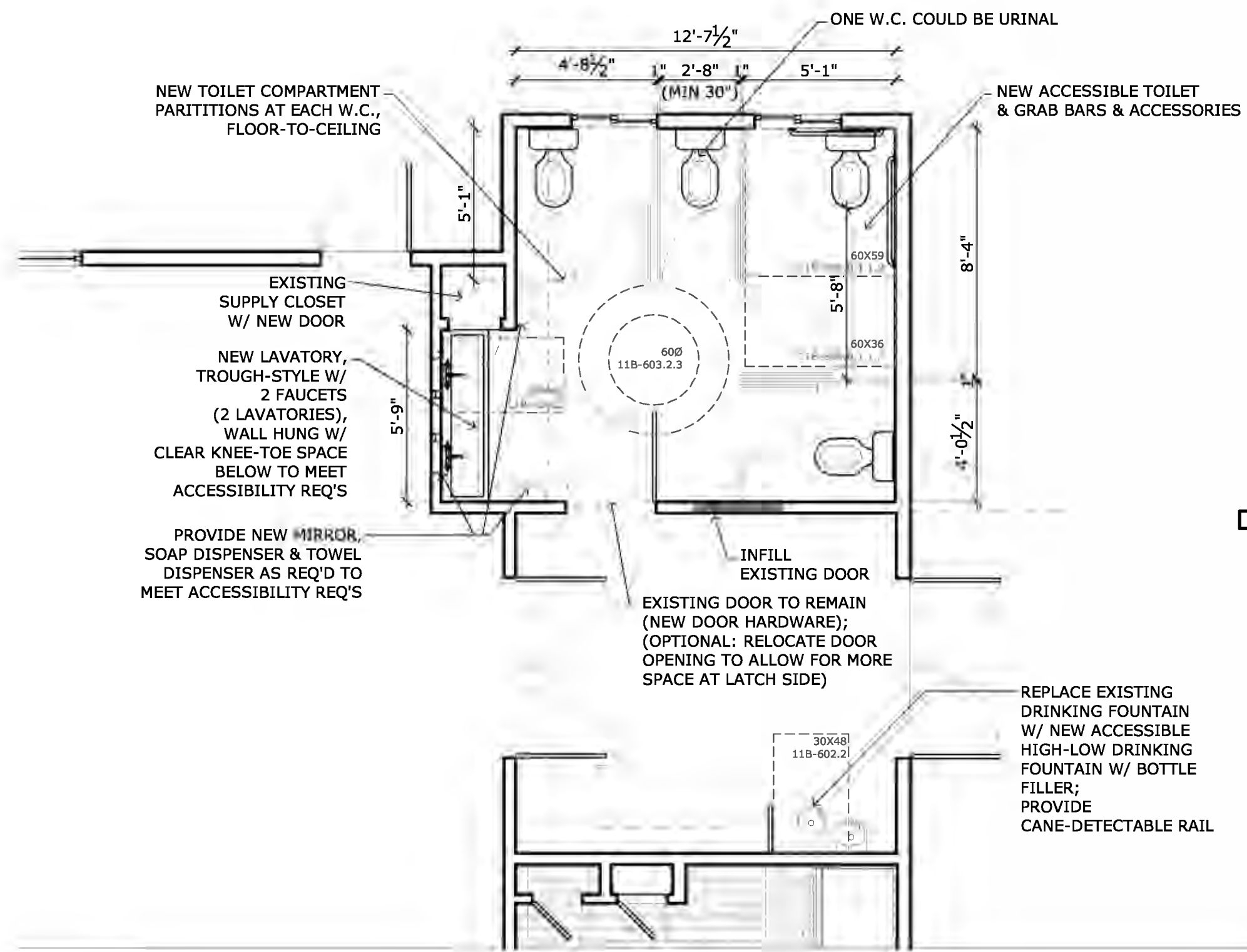
PROJECT:
RESTROOM REMODEL
TAM VALLEY COMMUNITY CENTER
203 MARIN AVE
MILL VALLEY, CA 94941
APN # 200-200-22

JOB NO. 22-29
SCALE
DATE
4/21/23

SHEET TITLE:

RESTROOM RENOVATION SCHEMATIC DESIGN
ACCESSIBILITY UPGRADES: GENDER NEUTRAL ONLY

A1



WALL LEGEND

- REMOVE EXISTING WALL
- EXISTING WALL
- NEW WOOD FRAME WALL
TYPICAL EXTERIOR WALL 2X6
TYPICAL INTERIOR WALL 2X4
TYP. INTERIOR PLUMBING WALL 2X6

1

**PARTIAL FLOOR PLAN AT RESTROOMS
GENDER NEUTRAL OPTION A**

Scale: 1/4" = 1'-0"

This document is the sole property of the Architect, and is not to be used or reproduced without their consent.



OWNER:
Tamalpais Community Services District
305 Bell Lane
Mill Valley, CA 94941

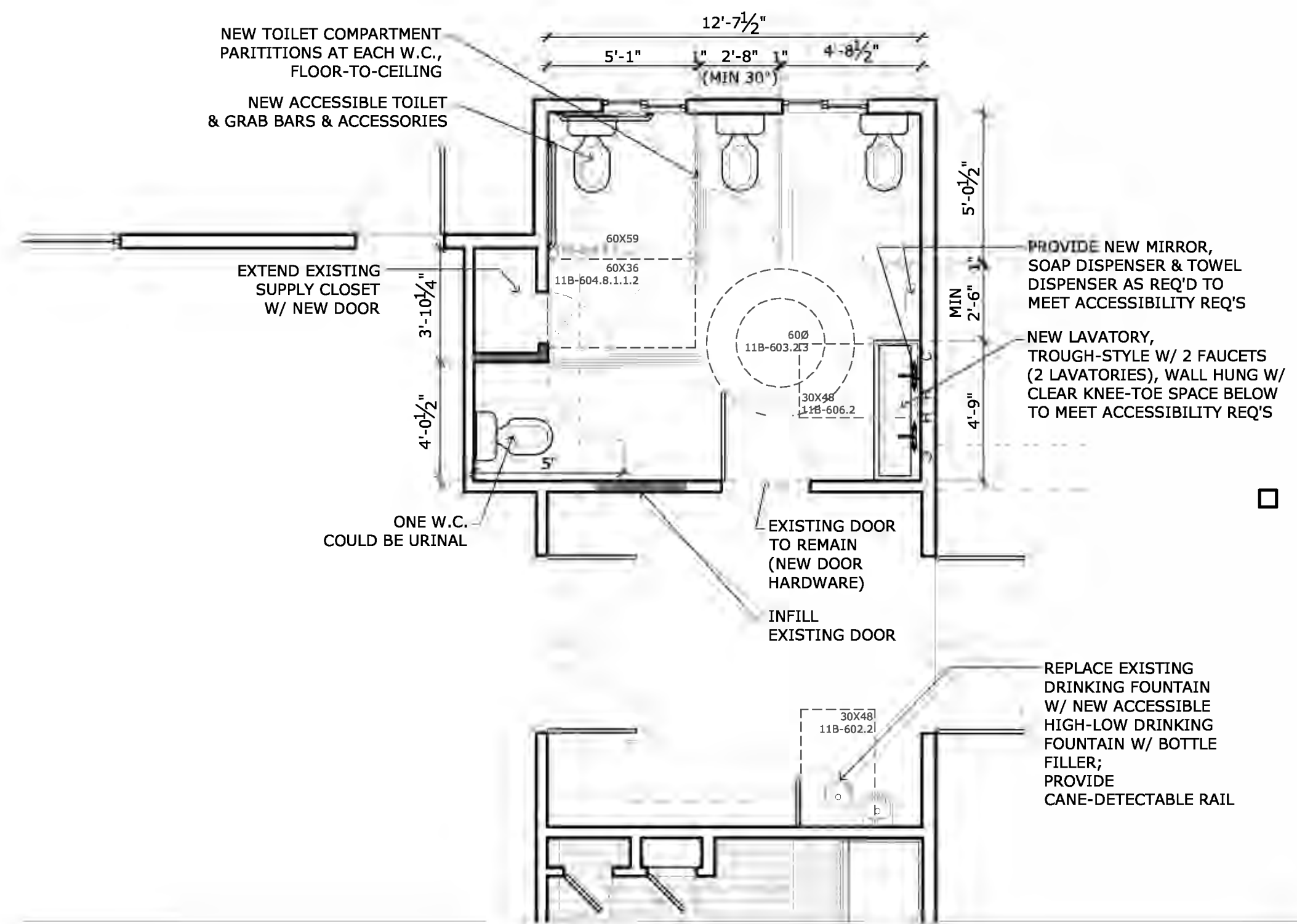
PROJECT:
RESTROOM REMODEL
TAM VALLEY COMMUNITY CENTER
203 MARIN AVE
MILL VALLEY, CA 94941
APN # 200-200-22

JOB NO. 22-29
SCALE
DATE
4/21/23

SHEET TITLE:

RESTROOM RENOVATION SCHEMATIC DESIGN
ACCESSIBILITY UPGRADES: GENDER NEUTRAL ONLY

A2



WALL LEGEND

- REMOVE EXISTING WALL
- EXISTING WALL
- NEW WOOD FRAME WALL
TYPICAL EXTERIOR WALL 2X6
TYPICAL INTERIOR WALL 2X4
TYP. INTERIOR PLUMBING WALL 2X6

1

**PARTIAL FLOOR PLAN AT RESTROOMS
GENDER NEUTRAL OPTION B**

Scale: 1/4" = 1'-0"

This document is the sole property of the Architect, and is not to be used or reproduced without their consent.



OWNER:
Tamalpais Community Services District
305 Bell Lane
Mill Valley, CA 94941

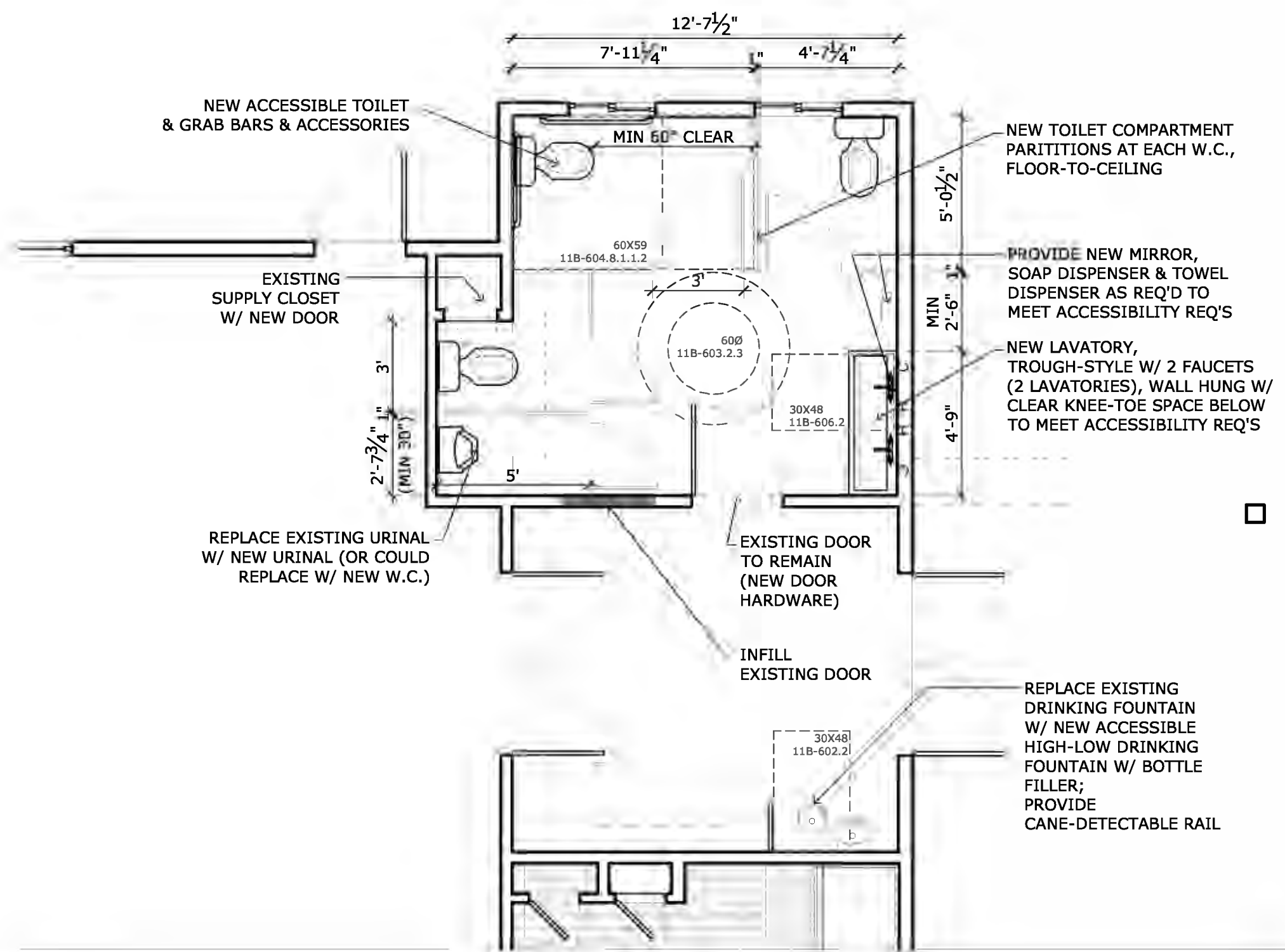
PROJECT:
RESTROOM REMODEL
TAM VALLEY COMMUNITY CENTER
203 MARIN AVE
MILL VALLEY, CA 94941
APN # 200-200-22

JOB NO. 22-29
SCALE
DATE
4/21/23

SHEET TITLE:

RESTROOM RENOVATION SCHEMATIC DESIGN
ACCESSIBILITY UPGRADES: GENDER NEUTRAL ONLY

A3



WALL LEGEND

- REMOVE EXISTING WALL
- ===== EXISTING WALL
- ===== NEW WOOD FRAME WALL
TYPICAL EXTERIOR WALL 2X6
TYPICAL INTERIOR WALL 2X4
TYP. INTERIOR PLUMBING WALL 2X6

**1 PARTIAL FLOOR PLAN AT RESTROOMS
GENDER NEUTRAL OPTION C**

Scale: 1/4" = 1'-0"



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
May 10, 2023

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

RECOMMENDATION

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

DISCUSSION

Wastewater Statistics and Work

- Mar. flow through Bell Lane Pump Station: 9,909,500 gallons
- Mar. flow through Bob Bunce Pump Station: 146,676 gallons
- Rain: 3 events totaling 0.55 inches
- Sewer System Overflows (SSO): 0
- Lateral Inspections Jan - April.: 21 (for resales, ADU's, CIP, other)
- Attached is the EPA 1st quarterly report for 2023
- Staff had 3 spot repairs done to raise 2 manholes (405 Wellesley Ct. and the parcel across the street from our office) to finish grade for accessibility and to remove large root that had damaged a wye connection from a lateral (359 Carrera Dr).
- We had contractors perform about 4500 linear feet of cleaning maintenance.



Solid Waste Statistics and Work

- Debris Day is May 6th, 8:00am -1:00pm. We should have event data available at the Board meeting.

SOLID WASTE CALLS FOR SERVICE 2023				
TYPE OF SERVICE	Month			
	Jan	Feb	March	April
Missed pick-up	26.00	27.00	20.00	20.00
New Service request	2.00	2.00	5.00	7.00
Replacement carts	17.00	8.00	10.00	6.00
Dumpsters	14.00	11.00	5.00	7.00
Extra trash pick-up	17.00	20.00	17.00	16.00
Late put out	2.00	4.00	2.00	-
Other	-	-	-	1.00
Total	78	72	59	57
YTD Total	78	150	209	266

- Staff spoke with Clean Earth, the firm who conducted the Hazardous Waste Clean-up day in West Marin, regarding a similar event for TCSD. Clean Earth indicated the West Marin event cost \$12,000 with low participation. We are still moving ahead with the planning of the event sometime this fall. The Solid Waste budget can absorb the added costs, even though the cost is significantly higher than estimated.

Parks and Recreation Work

- Earth Day was April 22nd. We had 14 adults and 6 kids come and help. Staff, Camille and Josh, had a pop-up tent with coffee/drinks and Bob’s donuts and other snacks for the volunteers and other passers-by. Compost and wood chips were available to be spread by the volunteers. Lunch was provided for the volunteers. We spent approximately \$150 on food/drinks for the event. All and all a successful event.
- The kitchen counters, dishwasher, and fixtures have been installed in the Community Center.



Administration

- We ordered the security system, and we are coordinating with the vendor a time for installation.
- We have been meeting with adjacent property owners regarding the TCSD fence replacement project.

ATTACHMENT

EPA first quarterly report 2023



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

April 5, 2023

Michael T. Chee Michael.Chee@waterboards.ca.gov

Grant Scavello Scavello.Grant@epa.gov

SSO Enforcement and Pretreatment Program

SF Bay RWQCB

1515 Clay Street, Suite 1400

Oakland, CA 94612

Subject: Tamalpais Community Services District (TCSD) Quarterly Sewage Spill Summary —

January 1, 2023 through March 31, 2023- Submitted as Required under US EPA Amended Order for Compliance Docket No. CWA-309(a)-08-031 and No. CWA-309(a)-08-030 Dated November 4, 2008

Dear Mr. Chee and Mr. Scavello,

TCSD is summarizing First Quarter SSO information for 2023. This summary is submitted pursuant to requirements included in the San Francisco Bay Regional Water Quality Control Board letter, New Requirements for Reporting Control Board ("State Board"), State-wide General Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2006-0003-DWQ) issued May 2, 2006, and subsequently modified as to monitoring and reporting requirements by State Board Order No. 2008-0002-EXEC (the "2008 Modified State Order"). In addition, this summary is required by Section IX Findings of Violation and Amended Order for Compliance Docket No. CWA-309(a)-08-031] dated November 24, 2008 (the "21008 Amended Order") issue to Sausalito-Marin City Sanitary District ("SMCSD") and the Tamalpais Community Services District ("TCSD"). For purposes of this summary, TCSD refers to sewage spills and sanitary sewer overflows as "SSOs".

SSO Mitigation Efforts:

There was one (1) SSO occurring in the District's collection system during this Quarter. Comprehensive work includes:

- A. TCSD sewer flows for the quarter totaled 54,399,791 gallons.
- B. Performed maintenance of all wet wells in pump stations to remove grit/grease and service pumps.
- C. Continued monitoring via XIO System for Bob Bunce Pump Station at Tennessee Valley Road.
- D. Continued monitoring & battery replacement at 6 SmartCover locations to help prevent SSO's in critical areas.
- E. Performed routine maintenance by means of mechanical cleaning (rodding or drain clean machine) and hydro-jetting on district collection system resulting in 2381 linear feet cleaned.

Other Information

In TCSD service area, laterals are privately-owned from structure to district sewer (including the wye fitting). TCSD has a program requiring the inspection and repair of private sewer laterals upon sale or major remodel of habitable structures. Actions that trigger the mandatory inspections: home sale, major remodel work (including, but not limited to improvements of \$40,000 or more), land movement, and investigations of PSLD or SSO's that have occurred on or into privately owned property or replacing segments of district sewer during capital improvement. When a PSLD occurs, the District is assertive about requiring inspections and repairs to prevent repeat PSLDs associated with Private facilities. As the need for repairs is identified based on those inspections required per District Ordinance to receive Certificate of Compliance or recordation of transfer of deed. The district's criteria for requiring such repairs are expressed in Ordinance 96, to eliminate Inflow & Infiltration of pollutants into groundwater, or surface waters including Coyote Creek and Richardson Bay. This has been a successful program and TCSD continues to develop improvements to the existing lateral program to expedite identification and repair of private facilities to prevent discharge of pollutants to waters of the State. District crews continued efforts to conduct sewer lateral video inspections and have now completed more than 1129 inspections. This has led to private lateral improvements to more than 644 private laterals. This is expected to be an on-going effort to inspect and certify all 2,500 District connections.

TCSD also inspected repairs to sewer laterals during this period in several locations in the TCSD service area. Those include:

1. 7 sewer lateral repair or replacement permits were issued
2. 506 feet of private sewer laterals were repaired or replaced

EPA QUARTERLY SUMMARY- JANUARY 1, 2023 - MARCH 31, 2023

SSO VOLUME (gallons)	PUBLIC SSO	TOTAL
Greater than or equal to 1,000	0	0
From 100 to 999	0	0
From 10 to 99	1	1
Less than 10 (can include in line above)	0	0
[Public portion of lateral (if possible)]	0	0
TOTAL	1	1

VOLUME CATEGORY	PUBLIC SSO VOLUME (gallons)	PUBLIC %
Total volume contained and returned to sewer system for	0	0
Total volume reaching waters of the State	0	0
Total volume not contained but not reaching waters of the State (everything else)	74	100
TOTAL	74	100

CAUSE OF SSO	PUBLIC SSO	PUBLIC %
BLOCKAGE:		
Roots	1	100
Grease	0	0
Cleaning rags (hand towels, cleaning pads)	0	0
Debris (Dirt/Mud)	0	0
Other: asphalt chunk	0	0
Vandalism	0	0
Animal carcass	0	0
Construction debris	0	0
Multiple causes	0	0
Break in line	0	0
SUBTOTAL FOR BLOCKAGE	0	0
Infrastructure Failure	0	0
Inflow & Infiltration	0	0
Electrical Power Failure	0	0
Flow Capacity Deficiency	0	0
Natural Disaster	0	0
Sewer Ejection System Failure	0	0
Bypass	0	0
Cause Unknown	0	0
TOTAL SSO	1	100

Certification

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Quecke', with a long horizontal flourish extending to the right.

Michael Quecke
Wastewater & Facilities Superintendent

cc: Grant Scavello, USEPA Region 9, 75 Hawthorne Street, ENF-3-1, San Francisco, CA 94015
Allan Shear, Assistant General Manager, TCSD
Garrett Toy, General Manager, TCSD
Jeffrey Kingston, General Manager, SMCSO



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
May 10, 2023

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

RECOMMENDATION

Receive and file the April 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 April 30, 2023, TCSD had the following cash and investment balances:

Institution	Account	March 31, 2023	April 30, 2023
Wells Fargo	General Checking	\$ 289,749.43	\$ 972,656.77
Wells Fargo	General Savings	\$ 1,092,364.88	\$ 2,595,898.61
Wells Fargo	General Merchant Services	\$ 21,451.12	\$ 26,819.27
State of CA - LAIF	General Account	\$7,872,288.31	\$7,913,291.24
TOTALS		\$9,275,853.74	\$11,508,665.89

The State of California Local Agency Investment Fund (LAIF) earned 2.74% as the quarterly apportionment rate for the quarter ending March 31, 2023. 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 the Parks and Recreation fund is a governmental fund supported primarily by ad valorem property tax revenues and Measure A parks funds generated by sales tax revenues. Expenses for each of the three funds are tracked separately.

Monthly Reports

The disbursement reports for April 2023 are attached to this report (Attachment A). The largest disbursement for the period was to Sausalito-Marín City Sanitation District (SMCSD) in the amount of \$1,294,713.90 for the final payment for FY2022-23 wastewater treatment costs.

The year-to-date annual budget report (Attachment B) is through the end of April 2023, which represents 83% 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 \$984,098, which meets the budget. YTD Wastewater revenues are \$5,437,700, which is 93% of budget. Finally, YTD Solid Waste revenues are YTD \$2,640,365, which meets the 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 in April.

FISCAL IMPACT

N/A

ATTACHMENTS

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



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

Date	Num	Name	Memo	Amount
04/28/2023	44178	Sausalito-Marin City SD	2022-23 Wastewater Treatment Pmt 2 of 2	\$ 1,294,713.90
04/27/2023	100189	Sewerage Agency of So. Marin	2022/23 Wastewater Treatment Charge 50%, 2st installment	\$ 86,685.00
04/07/2023		QuickBooks Payroll Service	Payroll on 04/07/2023	\$ 62,229.80
04/21/2023		QuickBooks Payroll Service	Payroll on 04/21/2023	\$ 58,540.74
04/04/2023	100136	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement March 22, 2023	\$ 21,622.01
04/20/2023	100158	Maggiora & Ghilotti Inc.	Storm Drain Repair on Sewer Easement Due to Severe Erosion	\$ 18,250.00
04/01/2023	100118	Kaiser Foundation Health Pln	Apr 2023 Medical	\$ 18,040.08
04/18/2023	100153	Rehrig Pacific Company	112 Each of 65gal Green and Blue Carts	\$ 16,203.22
04/07/2023	100126	Marin Sanitary Service	Mar 2023 Solid Waste 139.47 tons @\$106.52/T	\$ 14,856.38
04/07/2023	100140	Marin County Employees Retirement Sys.	PP07 2023 Mar 25 - Apr 7, 2023	\$ 14,827.06
04/21/2023	100162	Marin County Employees Retirement Sys.	PP08 2023 Apr 8 - Apr 21, 2023	\$ 14,818.38
04/27/2023	100197	Roy's Sewer Service, Inc.	Maint. Cleaning Scheduled on Multiple Locations	\$ 12,468.75
04/27/2023	100196	Roy's Sewer Service, Inc.	Maint. Cleaning Scheduled on Multiple Locations	\$ 11,400.00
04/13/2023	100142	Marin Resource Recovery Center	Green Waste, 115.42 Tons @ \$96.60/T, Mar 2023	\$ 11,149.28
04/27/2023	100193	Northside Engineering Inc.	Two Repairs to Collection System - Near Countyview Dr. & Near Bell Lane	\$ 10,350.00
04/20/2023	100157	Jorges Tree Services	Tree Removal at Kay Park and Chipping Job at Eastwood Park and Monthly Parks & Open Space Manit.	\$ 7,860.00
04/18/2023	100155	Teamsters Anthem PPO	Medical Premium Jan - Apr 2023	\$ 7,621.76
04/20/2023	100156	Peak Productions Event Tents	Oktoberfest Tent - Down Payment for 2023	\$ 5,649.50



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

Date	Num	Name	Memo	Amount
04/25/2023	100181	Bartle Wells Associates	EDU Analysis for SASM	\$ 4,611.00
04/21/2023	100160	Marin County Employees Retirement Sys.	PEPRA W/H PP08 2023 Apr 8 - Apr 21, 2023	\$ 4,533.59
04/07/2023	100137	Marin County Employees Retirement Sys.	PEPRA W/H PP07 2023 Mar 25 - Apr 7, 2023	\$ 4,533.58
04/07/2023	100123	Clements Tree Service	Remove Fallen Oak Tree near Eastwood Park	\$ 3,800.00
04/18/2023	100149	Cinquini & Passarino Inc.	Prop 68 Per Capita Grant - Fence Replacement Survey	\$ 3,771.32
04/27/2023	100195	Roy's Sewer Service, Inc.	Maint. Cleaning Scheduled	\$ 2,850.00
04/18/2023	100148	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Mar 2023, 9 Trips,	\$ 2,791.90
04/18/2023	100151	Homestead Valley SD	FY 22-23 Two TCSD Parcels Serviced by Homestead Sanitary District	\$ 2,550.00
04/07/2023	100129	Roy's Sewer Service, Inc.	Maint. Cleaning Scheduled on Shoreline	\$ 2,400.00
04/07/2023	100128	Pacific Gas & Electric	Office, Shop, CC Gas & Electricity and Kay Park Electricity, 2/14/23-3/15/23	\$ 2,389.49
04/18/2023	100152	Proud City Inc.	New Website - Onboarding Meetings	\$ 2,250.00
04/27/2023	100194	Pacific Gas & Electric	Office, Shop, Cabin and CC Gas & Electricity and Kay Park Electricity,	\$ 2,072.93
04/13/2023	100145	Telstar Instruments, Inc.	Smart Cover Battery Replacement	\$ 1,807.00
04/07/2023	100125	G. Moran Construction, Inc.	Comm. Ctr. Kitchen Removal	\$ 1,720.00
04/25/2023	100185	J W Mobile/Napa Truck Service	15: Check Transmission Light Diagnosed and Repaired; 93, 94 and 95: BIT Inspection	\$ 1,701.97
04/13/2023	100143	Cintas	Uniforms, Carpets, Towels, Soap (March)	\$ 1,524.63
04/27/2023	100190	Cintas	Uniforms, Carpets, Towels, Soap (April)	\$ 1,202.40
04/25/2023	100188	Davis Sign Co.	Eastwood and Kay Park Signs	\$ 1,123.71



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

Date	Num	Name	Memo	Amount
04/25/2023	100187	West Marin Compost	24 cy Nicasio Blend compost delivered for Earth Day	\$ 970.00
04/07/2023	100135	Matrix Computer Solutions	Monthly Service fee and IT Service calls	\$ 860.00
04/07/2023	100121	AT&T	Office Data Lines, Wireless Services 3/10-4/19	\$ 822.76
04/07/2023	100122	Atco Pest Control	Pest Control for Eastwood Park and C.C Center	\$ 675.00
04/27/2023	100198	Flyers Energy, LLC	DEF Fluid for Refuse Trucks - two of 55 gallon containes	\$ 654.58
04/07/2023	100132	Wells Fargo Fin. Lse. - RMC	Copier Lease 3/20- 4/19/23	\$ 650.90
04/07/2023	100138	Mission Square	Employee Personal W/H	\$ 500.00
04/21/2023	100161	Mission Square	Employee Personal W/H	\$ 500.00
04/07/2023	100119	Sierra Pacific Turf Supply, Inc.	For Kay Park	\$ 482.26
04/27/2023	100191	Atco Pest Control	Pest Control for Eastwood Park and C.C Center	\$ 450.00
04/25/2023	100186	Miller Starr Regalia	Greene Vs. Kenyon Litigation, Mar 2023	\$ 440.00
04/07/2023	100139	Teamsters Anthem PPO	Medical Premium Employee Share	\$ 359.01
04/07/2023	100127	North Bay Bottling	Drinking Water Mar"23	\$ 262.50
4/25/2023	100180	AT&T	415-389-8722, Bunce Pump Stn 4/11-5/10	\$ 246.58
4/18/2023	100147	Atco Pest Control	Pest Control for Eastwood Park	\$ 225.00
4/25/2023	100179	Marin County Assessors's Office	Assessment Tax Roll	\$ 224.00
4/7/2023	100131	Urban Forestry Associates Inc	Work at Kay Park	\$ 220.00
4/25/2023	100184	Datco Services Corp.	Apr-Jun 2023 Contract Services (6 Drivers)	\$ 185.25
4/7/2023	100130	Stericycle, Inc.	Apr 2023 Medical Waste Services	\$ 176.82
4/20/2023	100159	Medical Center of Marin	Drug Screen Test DMV/DOT (Dabbs)	\$ 170.00
4/7/2023	100124	Eco-Check Compliance, Inc.	30 day designated operator inspection per UST regulations	\$ 150.00
4/21/2023	100163	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 147.69



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

Date	Num	Name	Memo	Amount
4/18/2023	44162	VSP Vision Service Plan (CA)	Employee Vision Coverage Apr	\$ 138.55
4/25/2023	100183	Central Marin Sanitation Agency	F.O.G. Services for TCSD Food Service Establishments, Jan - Mar 2023	\$ 136.43
4/18/2023	44161	VSP Vision Service Plan (CA)	Employee Vision Coverage Mar	\$ 133.67
4/18/2023	100146	AT&T (Internet)	Internet Data Service	\$ 128.40
45029	100144	Marin County Assessors's Office	Assessment Tax Roll for Fund 105178	\$ 112.00
45036	100165	Utter, Debbie	Cancellation Refund for Cabin Rental on 4/22	\$ 108.00
45034	100150	HercRentals	Cabin Pothole Fill Rental Equipment	\$ 96.11
45043	100192	Bio-Pest	Ant Control Service, DOS 3/8/23	\$ 95.00
45023	100120	Access Answering Service	Answering Service - April	\$ 92.00
45041	100182	Calcon Systems, Inc.	Electrical Fuses for Pump Station	\$ 91.58
45029	44154	Optum Financial (COBRA)	Mar- COBRA Administration for TCSD Staff	\$ 4.44



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

Date	Name	Memo	Amount
04/20/2023	Westminster Teak, Inc.	Bench for Park	\$ 1,390.42
04/10/2023	Webstaurant Store	Cleaning Chemicals for Dishwasher and Table for Community Center Kitchen	\$ 631.93
04/19/2023	FasTrak	Bridge Account Replenishment	\$ 510.00
04/06/2023	Verizon Wireless	Device & Data Plan for AGM, GM, and Staff	\$ 462.05
04/01/2023	Streamline, Inc.	Streamline member fee- Apr 2023	\$ 300.00
04/17/2023	Autel Tech	Diagnostic Tool Subscription	\$ 295.00
04/05/2023	ConstantContact.com	Annual Subscription of Email Marketing at Non-	\$ 294.00
04/18/2023	Bataeff Salvage Company	Steel for Cart Lift & To Make Shelf for E-waste	\$ 292.95
04/04/2023	Microsoft	Software Licenses	\$ 290.18
04/03/2023	Comcast	Internet Mar 13 - Apr 12 @ 305 Bell Ln.	\$ 256.52
04/05/2023	Go To Communications, Inc.	(415)388-6393 Voice & Data Lines and Wireless Services	\$ 249.93
04/19/2023	Marin Municipal Water Dist. - MMWD	Water Kay Park 1/27/22 - 3/27/23	\$ 236.98
04/19/2023	Marin Municipal Water Dist. - MMWD	Water 203 Marin 1/27/22 - 3/27/23	\$ 202.62
04/19/2023	Marin Municipal Water Dist. - MMWD	627 Eastwood Wy Irrigation 1/27/22 - 3/27/23	\$ 176.39
04/18/2023	Ps Print	Door Hangers for Sewer Work Notice	\$ 172.94
04/06/2023	Costco	Storage Bins and Coffee	\$ 147.33
04/19/2023	Marin Municipal Water Dist. - MMWD	Water Eastwood Restroom 1/27/22 - 3/27/23	\$ 145.30
04/11/2023	BingBanners	Signage for Rhubarb Revue	\$ 144.95
04/10/2023	BingBanners	Signage for Earth Day	\$ 144.95
04/03/2023	Comcast	Internet Mar 13 - Apr 12 @ 203 Marin Ave.	\$ 141.59
04/08/2023	QuickBooks Time, Inc.	Online Time Card Service- Mar 2023	\$ 132.00
04/19/2023	Marin Municipal Water Dist.	Water 305 Bell Lane 1/27/22 - 3/27/23	\$ 123.59
04/10/2023	Apple Store	Charger for Laptop	\$ 106.82
04/06/2023	O'Reilly Auto Parts	DEF Fluid	\$ 91.96
04/19/2023	Marin Municipal Water Dist.	Water Cabin 1/27/22 - 3/27/23	\$ 91.36
04/04/2023	Tamalpais Paint & Color	Paint for Community Center Kitchen Remodel	\$ 87.99
04/18/2023	Platt Electric	Parts for Portable Generator Outlet Repair	\$ 83.26
04/19/2023	Amazon.com	General Supplies	\$ 73.88
04/04/2023	Shamrock	Pothole Fill for Cabin	\$ 72.11
04/07/2023	Staples Business Credit	General Supplies	\$ 61.04
04/02/2023	Costco Wholesale Membership	Annual Business Membership	\$ 60.00
04/25/2023	Certifyme.net (OSHA Training)	OSHA Safety Certification - Forklift Operation (Cross-Trainee)	\$ 59.96
04/03/2023	At a Glance	2024 Wall Calendars Qty.2	\$ 58.46
04/14/2023	Amazon.com	Portable Generator Electrical Adaptors	\$ 58.42



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

04/25/2023	Safeway	Food For Earth Day Volunteers	\$ 54.99
04/25/2023	Costco	Earth Day Volunteers Food	\$ 52.35
04/03/2023	Tamalpais Paint & Color CM	Paint for Community Center Kitchen Remodel	\$ 41.58
04/20/2023	O'Reilly Auto Parts	Wiper Fluid and Repair Kit	\$ 35.26
04/19/2023	Marin Independent Journal/Circ.	Subscription	\$ 31.66
04/19/2023	Shutter Stock	Stock Images for P&R	\$ 29.00
04/25/2023	Bob's Donuts	For Earth Day Volunteers	\$ 26.25



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

WASTEWATER DEPT.				
	Apr '23 (83% of FY)	Budget 2022-23	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4101 · Sanitation Service Charges	\$ 5,437,700.82	\$ 5,848,600	93%	
4103 · Permits/Lateral Connection Fees	\$ 29,018.00	\$ 34,100	85%	
4104 · Muir Woods Sanitation Svc. Chrg.	\$ 53,756.43	\$ 35,100	153%	Flow variation
4420 · Interest Revenue	\$ 28,994.20	\$ 10,000	290%	
Total Revenue	\$ 5,549,469.45	\$ 5,927,800	94%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 324,003.00	\$ 384,600	84%	
5012 · Overtime Pay	\$ 3,590.10	\$ 5,200	69%	
5013 · Performance Recognition	\$ 7,450.00	\$ 7,700	97%	
5014 · Temporary Help	\$ 16,504.36	\$ 7,900	209%	Front Desk Sub.
Total 5010 · Salaries	\$ 351,547.46	\$ 405,400	87%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 37,716.53	\$ 67,100	56%	
5022 · Retirement Contributions	\$ 67,998.71	\$ 95,200	71%	
5023 · Social Security and Medicare	\$ 25,451.84	\$ 31,100	82%	
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	\$ 144,183.48	\$ 240,200	60%	
5110 · Wastewater Treatment Expense				
5111 · SMCSO Sewage Treatment O&M	\$ 2,589,427.80	\$ 2,606,800	99%	
5121 · SASM Sewage Treatment & Capital	\$ 173,370.00	\$ 173,400	100%	
5131 · Almonte and Homestead Svc Fees	\$ 2,550.00	\$ 9,000	28%	
Total 5110 · Wastewater Treatment Expense	\$ 2,765,347.80	\$ 2,789,200	99%	
5140 · Sewer System Maint. & Repair	\$ 162,875.28	\$ 303,900	54%	
5400 · TCSD Board Fees	\$ 3,944.00	\$ 7,000	56%	
5401 · Professional Services	\$ 24,554.93	\$ 131,100	19%	
5420 · Staff Training & Travel Expense	\$ 3,869.47	\$ 6,500	60%	
5425 · Office and Technology	\$ 13,617.07	\$ 18,900	72%	
5430 · Telephone and Alarms	\$ 10,866.88	\$ 11,300	96%	
5431 · Public Communications	\$ 1,132.05	\$ 7,000	16%	
5432 · Insurance	\$ 50,643.45	\$ 50,500	100%	
5437 · Miscellaneous	\$ 233.12	\$ 1,000	23%	
5438 · Fees and Permits	\$ 18,895.84	\$ 27,900	68%	
5439 · Utilities	\$ 7,870.61	\$ 7,500	105%	
5440 · Fuel Expense	\$ 7,882.34	\$ 12,000	66%	
5450 · Maintenance and Supply	\$ 85,174.18	\$ 80,000	106%	Incl. Office Remodel
5483 · Debt Issuance Costs	\$ 1,026,800.00	\$ 1,338,600	77%	
Total Expense	\$ 4,679,437.96	\$ 5,438,000	86%	
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.

	Apr'23 (83% of FY)	Budget 2022-23	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 2,640,365	\$ 2,611,000	101%	
4202 · Other Solid Waste Services	\$ 7,235	\$ 9,000	80%	
4410 · Donations/Fundraising/Grants	\$ 9,450	\$ 5,000	189%	SBI383 Compliance Grant
4420 · Interest Revenue	\$ 14,497	\$ 7,000	207%	
Total Revenue	\$ 2,671,547	\$ 2,632,000	102%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 542,905	\$ 630,100	86%	
5012 · Overtime Pay	\$ 38,828	\$ 58,500	66%	
5013 · Performance Recognition	\$ 11,756	\$ 12,400	95%	
5014 · Temporary Help	\$ 19,824	\$ 26,200	76%	
Total 5010 · Salaries	\$ 613,314	\$ 727,200	84%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 107,248	\$ 140,700	76%	
5022 · Retirement Contributions	\$ 161,634	\$ 224,900	72%	
5023 · Social Security and Medicare	\$ 45,433	\$ 51,600	88%	
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%	
Total 5020 · Employee Benefits	\$ 338,158	\$ 489,300	69%	
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 154,411	\$ 214,100	72%	
5212 · Recycling Fees	\$ 1,403	\$ 50,000	3%	
5213 · Green Waste Disposal Fees	\$ 94,052	\$ 127,800	74%	
5214 · Debris Day Expenses	\$ 1,752	\$ 3,000	58%	
5210 · Solid Waste Disposal Expense	\$ 251,618	\$ 394,900	64%	
5400 · TCSD Board Fees	\$ 3,244	\$ 3,400	95%	
5401 · Professional Services	\$ 46,522	\$ 116,000	40%	
5420 · Staff Training & Travel Expense	\$ 3,618	\$ 3,200	113%	
5425 · Office and Technology	\$ 12,787	\$ 19,000	67%	
5430 · Telephone and Alarms	\$ 5,733	\$ 7,000	82%	
5431 · Public Communications	\$ 959	\$ 20,000	5%	
5432 · Insurance	\$ 67,733	\$ 75,900	89%	
5437 · Miscellaneous	\$ 458	\$ 1,000	46%	
5438 · Fees and Permits	\$ 23,280	\$ 41,600	56%	
5439 · Utilities	\$ 2,401	\$ 3,500	69%	
5440 · Fuel Expense	\$ 47,833	\$ 85,500	56%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 4,155	\$ 4,100	101%	
5452 · Maint. & Supply Contract Svc	\$ 11,761	\$ 11,600	101%	
5454 · Vehicle Repair & Maint.	\$ 185,546	\$ 138,000	134%	
5456 · Bridge Tolls	\$ 4,272	\$ 4,000	107%	
5457 · Solid Waste Carts & Bins	\$ 39,001	\$ 50,000	78%	
5461 · Meeting Supplies	\$ 646	\$ 700	92%	
5470 · Yard & Bldg. Improvements	\$ 20,730	\$ 8,500	244%	Office Remodel
Total 5450 · Maintenance and Supply	\$ 266,111	\$ 216,900	123%	
5471 · Minor Equipment	\$ -	\$ 4,400	0%	
5472 · Donations/Grants Paid Expenses	\$ 8,000	\$ 5,000	160%	
Vehicle Lease	\$ -	\$ 44,900	0%	
Total Expense	\$ 1,691,768	\$ 2,258,700	75%	
Contribution to Capital Reserve	\$ -	\$ 193,700	0%	Occurs at FYE
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.

	Apr'23 (83% of FY)	Budget 2022-23	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4301 · Taxes	\$ 984,098	\$ 975,800	101%	
4303 · Tia's After School Program Rev	\$ 29,875	\$ 15,000	199%	
4310 · Facilities Rental & Fees	\$ 26,476	\$ 26,000	102%	
4320 · Park Rentals	\$ 2,201	\$ 3,900	56%	
4330 · Class Fees	\$ 30,290	\$ 11,900	255%	
4350 · TCSD Event Revenue	\$ 55,213	\$ 66,500	83%	
4410 · Donations/Fundraising/Grants	\$ 4,400	\$ 15,000	29%	
4420 · Interest Revenue	\$ 4,832	\$ 5,000	97%	
4430 · Miscellaneous Revenue	\$ 1,900	\$ 1,000	190%	
Total Revenue	\$ 1,139,286	\$ 1,120,100	102%	
Expense				
5011 · Wages and P.T.O	\$ 321,737	\$ 406,700	79%	
5012 · Overtime Pay	\$ 4,037	\$ 7,500	54%	
5013 · Performance Recognition	\$ 7,253	\$ 7,800	93%	
5014 · Temporary Help	\$ 26,608	\$ 36,600	73%	
Total 5010 · Salaries	\$ 359,634	\$ 458,600	78%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 55,510	\$ 58,500	95%	
5022 · Retirement Contributions	\$ 67,163	\$ 164,200	41%	
5023 · Social Security and Medicare	\$ 27,516	\$ 32,500	85%	
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	\$ 152,663	\$ 271,700	56%	
5300 · Events Expense	\$ 63,271	\$ 63,500	100%	
5330 · Tree & Landscaping Services	\$ 13,550	\$ 18,100	75%	
5331 · Landscaping Contract Svc	\$ 43,775	\$ 35,000	125%	
5332 · McGlashan Trail Maintenance	\$ 3,150	\$ 5,400	58%	
5340 · Instructor Fees	\$ 14,650	\$ 7,600	193%	
5341 · Tia's Afterschool Program Exp	\$ 10,298	\$ 10,000	103%	
5400 · TCSD Board Fees	\$ 3,812	\$ 4,200	91%	
5401 · Professional Services	\$ 14,752	\$ 19,900	74%	
5420 · Staff Training & Travel Expense	\$ 670	\$ 5,700	12%	
5425 · Office and Technology	\$ 17,319	\$ 25,100	69%	
5430 · Telephone and Alarms	\$ 11,850	\$ 11,700	101%	
5431 · Public Communications	\$ 3,272	\$ 5,100	64%	
5432 · Insurance	\$ 35,808	\$ 32,800	109%	
5437 · Miscellaneous	\$ 311	\$ 1,100	28%	
5438 · Fees and Permits	\$ 17,062	\$ 13,900	123%	
5439 · Utilities	\$ 15,940	\$ 22,000	72%	
5440 · Fuel Expense	\$ 2,624	\$ 4,600	57%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 8,691	\$ 9,300	93%	
5452 · Maint. & Supply Contract Svc	\$ 19,980	\$ 16,100	124%	
5454 · Vehicle Repair & Maint.	\$ 1,070	\$ 5,800	18%	
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 7,517	\$ 4,000	188%	
5459 · Park Maint.	\$ 8,610	\$ 19,000	45%	
5461 · Meeting Supplies	\$ 654	\$ 700	93%	
5470 · Yard & Bldg. Improvements	\$ 7,402	\$ 8,500	87%	
Total 5450 · Maintenance and Supply	\$ 53,924	\$ 63,400	85%	
5471 · Minor Equipment	\$ 467	\$ 3,300	14%	
5472 · Donations/Grants Paid Expenses	\$ 13,838	\$ 8,000	173%	
Total Expense	\$ 852,640	\$ 1,090,700	78%	
Contribution to Capital Reserve	\$ -	\$ 26,500	0%	Occurs at FYE
Available for Operating Reserves	\$ -	\$ 2,900	0%	Occurs at FYE



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
May 10, 2023

TO: BOARD OF DIRECTORS

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

SUBJECT: RECEIVE QUARTERLY TREASURER'S REPORT

RECOMMENDATION

Receive the Treasurer's report for the quarter ending March 31, 2023.

BACKGROUND

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

The TCSD report includes all investments managed by the District. Short-term cash is invested primarily in an interest-bearing checking account with our primary banking institution, Wells Fargo. Additional cash is invested in the State Treasurer Local Agency Investment Fund (LAIF) to meet the liquidity needs of the District.

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
TOTALS		\$9,478,481.32	\$9,275,853.74

The State of California Local Agency Investment Fund (LAIF) earned 2.74% as the quarterly apportionment rate for the quarter ending March 31, 2023. 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.

For the quarter ending 03/31/23 (Jan-Mar), TCSD earned \$41,002.93 in LAIF interest. This is higher compared to the quarter ending 12/31/22 (Oct-Dec), when TCSD earned \$29,609.00 in LAIF interest.

FISCAL IMPACT

N/A

ATTACHMENTS

- A. LAIF Monthly Statement as of March 31, 2023
- B. LAIF Performance Report

California State Treasurer
Fiona Ma, CPA



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

May 04, 2023

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

TAMALPAIS COMMUNITY SERVICES DISTRICT

GENERAL MANAGER
305 BELL LANE
MILL VALLEY, CA 94941

[Tran Type Definitions](#)

Account Number: 16-21-001

March 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	7,872,288.31
Total Withdrawal:	0.00	Ending Balance:	7,872,288.31



PMIA/LAIF Performance Report as of 04/19/23



PMIA Average Monthly Effective Yields⁽¹⁾

March	2.831
February	2.624
January	2.425

Quarterly Performance Quarter Ended 03/31/23

LAIF Apportionment Rate ⁽²⁾ :	2.74
LAIF Earnings Ratio ⁽²⁾ :	0.00007493902135155
LAIF Fair Value Factor ⁽¹⁾ :	0.986510329
PMIA Daily ⁽¹⁾ :	2.87
PMIA Quarter to Date ⁽¹⁾ :	2.63
PMIA Average Life ⁽¹⁾ :	275

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 03/31/23 \$191.2 billion

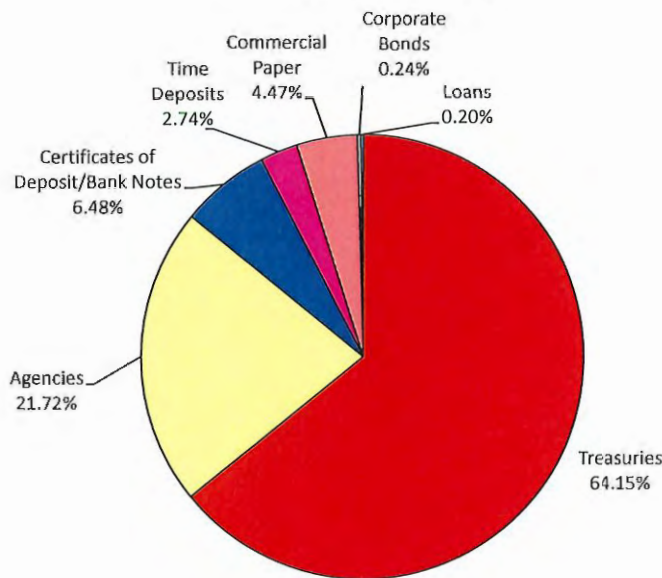


Chart does not include \$3,085,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

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

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

Date: April 21, 2023

To: Steffen and Garrett,

I attended the SASM Annual Workshop Meeting at the Mill Valley Community Center on April 20, 2023 at 6 pm.

ATTENDANCE

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

SASM Staff: Mark Grushayev, Director of the Wastewater Treatment Plant and Andrew Poster, P.E., City Engineer and Director of Public Works. Brian Exberger, SASM Chief Treatment Plant Operator and Todd Cusimano, City Manager for the City of Mill Valley, Eric Erickson, City of Mill Valley Finance Director, Tom Levin, Project Manager, and others.

Bill Hansell (Almonte General Manager) and Bonner Buehler (Homestead General Manager) were present.

ANNUAL RETREAT

Four presentations were given during the meeting. The first presentation was by Mary Cousins, Ph.D., P.E., Regulatory Program Manager for the Bay Area Clean Water Agencies (BACWA), a joint-powers agency. She spoke about the upcoming regulations. Nutrients, PFAS, and other emerging contaminants may come into focus by the U.S. EPA and the California water boards over the next few years. Deadlines for nutrient reduction plans and other regulatory changes or updates will occur in the near future. Some future requirements, such as no emission vehicles, such as Vactor Manufacturing (or similar) trucks, may be needed by the regulations, but so far, the vehicles are not available by the manufacturers. Given the uncertainties, high reserves are a good protection against excessive costs of future mandates.

Kathryn Gies, P.E., Env. Sp., Engineering Manager at West Yost Associates presented concerns about tightening regulations and costs for disposing of biosolids. At this point, SASM uses a 10-year-old dewatering system which reduces biosolids at the SASM plant by about 25%. This is considered reasonable and successful. Future dewatering equipment will require more efficiency, as the 75% water content of the biosolids makes disposal and transportation costs (done by weight) excessively high. Future biosolids disposal sites may become more remote, adding to costs. Ms. Gies also spoke about nutrient reductions and various technologies to better recycle water and reduce nitrogen compounds.

David Stier, Engineer III, of Nute Engineering, spoke about the effluent line for disposal of treated water and the influent line from Richardson Bay Sanitary District. Both lines are within the same trench. The effluent line was built in 1982 and will likely need repairs or replacement. Monitoring

is ongoing. He spoke about contingency planning for emergencies, and possible emergency response methods using future pipe systems to prevent sewage or effluent leakage.

Tom Levin, Senior Civil Engineer with SASM, and Project Manager of the SASM plant rehab project, discussed the budget. From fiscal year 2018 to fiscal year 2022 (5-years), 42 major tasks were completed, and Mr. Levin described many of the highlights of the projects.

Of the total \$33,704,561 bond cash available from 2016, \$1,149.059 is the current remaining balance. After subtracting three projects pending completion which are in progress, \$62,627 is uncommitted. The objectives of the rehab plan have or will be completed on budget according to Mr. Levin.

I have requested Mr. Grushayev to supply PDFs of the four presentations for TCSD.

MISSION STATEMENT

I requested that, in addition to the four points in the existing mission statement, I requested that some addition about sea level rise be added, such as “strategically plan operations and capital improvement projects to proactively address climate-related impacts such as sea level rise and extreme storms, as well as changes to environmental regulations.”

BUSINESS SESSION

No violations occurred in the past month and there were no known NPDES limit exceedances or sanitary sewer overflows (SSOs) in March or April 2023.

TCSD ISSUES

During the SASM Annual Retreat last night, Todd Gates, Commissioner from Alto Sanitary District asked Mark Grushayev, General Manager of SASM about the TCSD rerouting of sewage event that was discussed previously. I believe TCSD had a consultant review the issue, and my understanding from Garrett was that the issue related to an insignificant volume of sewage.

Nonetheless, given the interest from Alto, I suggest TCSD write a brief memo summarizing the findings from the consultant, and presenting the information with a conclusion of no further action, or bill TCSD for X amount of gallons of sewage, or some other remedy.

NEXT SASM MEETING

Future meetings will be live at the SASM conference room at the SASM plant at 6 pm (one hour earlier than prior live meetings). The next SASM meeting is May 18, 2023, at 6:00 pm. I will attend the meeting.

Sincerely,

Jim Jacobs
TCSD Representative

Alan Shear

From: Steve Levine <stevenmlevine@comcast.net>
Sent: Tuesday, May 2, 2023 1:04 PM
To: Garrett Toy; Steffen Bartschat
Cc: stevenmlevine@comcast.net; Alan Shear
Subject: SMCSD Board of Directors Meeting May 2, 2023

I attended the May 2, 2023 SMCSD Board of Directors meeting.

1. Board adopted the SMCSD Strategic Plan for years 2023-2028. If interested, it is posted on the SMCSD Website. 60 pages long. Sets out the framework for decision making over the next 5 years.
2. Organizational Changes: Eliminated the Operations Superintendent position and added a new Project Coordinator position, work previously performed by consultants, effective July 1. With most major projects complete, this position will work for the District Engineer and focus on smaller and more plant centric projects.
3. Board approved Service Excellence Awards for 7 staff members totaling \$30,000 or \$4,286 each.
4. GM presented the 2023/24 Salary Schedule which includes a 7.3% COLA increase per their Memorandum of Understanding (MOU). Increases are budgeted.
5. GM Report:
 - a. No SSO's or blending events for April.
 - b. Projects:
 - . Coloma Pump Station: complete except for permanent G&E power.
 - . Generator Reliability: complete
 - . TCSD Flow Meter: scheduled to begin summer 2023.

Steve Levine
5/2/23



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 REGULAR MEETING MINUTES WEDNESDAY, APRIL 12, 2023 7:00PM

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:03 pm on Wednesday, April 12, 2023.

2. ROLL CALL

President Steffen Bartschat

Vice president Jeff Brown, Directors Jim Jacobs, Steve Levine, Matt McMahon (absent)

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM), Alan Shear; Events and Communications Coordinator, Camille Esposito; Recording Secretary, Natalie Callahan

Others present: Jordan Muratsuchi, Sr Consultant with R3 Consulting Group, Inc. and Marshal Nau, SMFD Fire Inspector

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. BARTSCHAT / S. LEVINE AYES: 4 NAYS: 0 ABSENT: 1

4. PUBLIC EXPRESSION

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

- Julie Halvorsen shared her concern about the eroding Palma Way bridge/road. She requested TCS D to consider helping residents out with the Palma Way bridge reconstruction project and for financial contribution towards project.

5. REGULAR BUSINESS: Board Actions

- A. Appointed applicants to the Parks & Recreation Commission (PARC): Michael Bogart, Valerie Jordan, Pam Keon, Erin Rosenblatt, Michael Wisner to the Parks & Recreation Commission (PARC).

There was no public comment.

MOTION TO APPOINT APPLICANTS TO THE PARKS AND RECREATION COMMISSION (PARC)

M/S/C: J. JACOBS / S. LEVINE AYES: 4 NAYS: 0 ABSENT: 1

B. Discussed 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.

Jordan Muratsuchi, Sr. Consultant, with R3 Consulting Group, presented the updated TCSO Solid Waste 10-year Financial Plan to the Board. Proposed 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 inflation over the past 5 years.

Jordan Muratsuchi presented a rate survey that R3 conducted to compare TCSO to the rest of Marin County. Jordan shared that TCSO's solid waste rates are currently the highest for all service levels compared to Marin County communities. This is attributed to the higher than normal rate increases TCSO experienced over the past five years, TCSO'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, TCSO 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.

Mr. Muratsuchi shared that TCSO'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. It is anticipated that after the next 5 years, TCSO's rates will be more comparable to Marin communities as these other communities will likely have higher rate increases.

The board asked questions of R3 Consultant and staff.

President Bartschat shared with the public that this is an informal community informational meeting to give the public an opportunity to ask questions and get feedback.

There was no public comment.

President Bartschat shared with the public that the public hearing date will take place at the May 10, 2023, BOD meeting to consider the proposed rate increases for the next five years. President Bartschat shared with the public that the public hearing allows Tam Valley residents/business an opportunity to provide public comments and protests on the proposed rates.

C. Camille Esposito, TCSO Events and Communications Coordinator, discussed TCSO

Communications and Events Plan.

Ms. Esposito discussed communication efforts to expand and enhance our outreach to the community using social media, email marketing, signage, printed materials, and website improvements.

Ms. Esposito recommended to the Board changing TCS D web host platform from Streamline to Proud City. Proud City will provide a more robust home and subpages for TCS D's uses as well as creating a more interactive calendar and dynamic newsfeed.

The Board and staff discussed the benefits and cost of switching the web host platform from Streamline to Proud City. Board gave the okay to move forward with switching the web host platform to Proud City.

Ms. Esposito also discussed with the Board the planned and proposed events for the remainder of 2023.

The board discussed the events and asked questions of staff.

There was no public comment.

- D. Discussed request from Southern Marin Fire Protection District (SMFD) to install a long-Range acoustic device (LRAD) in Eastwood Park.

SMFD Fire Inspector, Marshal Nau, made a presentation to the Board proposing/discussing (3) potential locations determined by SMFD to install the pole mounted LRAD in Eastwood Park.

The (3) proposed locations are: Site A- near the tennis pickleball courts; Site B- near the main parking lot; Site C- in the vegetation area east of the main parking lot.

Sites A and C are the two most favorable locations.

Marshal Nau discussed his next step is to plan a community meeting at Eastwood Park to discuss the potential siting of the LRAD in Eastwood Park and to get community feedback.

The board discussed the matter and asked questions to Marshal Nau and staff.

Catherine Hillard, Tam Valley Resident, shared her thoughts on the importance of having these long-range acoustic devices installed for the safety of the community.

- E. Discussed/considered adoption of Resolution No. 2023-8 approving updated wastewater

and service bill adjustment policy.

GM Toy, shared with the Board two recent bill adjustment requests from customers.

The Board discussed the matter and asked questions of staff.

There was no public comment.

MOTION TO ADOPT RESOLUTION APPROVING UPDATED WASTE WATER AND SOLID WASTE SERVICE BILL ADJUSTMENT POLICY

M/S: S. BARTSCHAT / S. LEVINE AYES: 4 NAYS: 0 ABSENT: 1

- F. Discussed/considered authorizing the General Manager to proceed with the installation of new security systems for TCSO 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.

GM Toy, discussed / compared three quotes from Bay Alarm, ADT and Verkada.

Board discussed the matter and asked questions of staff.

There was no public comment.

MOTION TO AUTHORIZE THE GENERAL MANAGER TO PROCEED WITH THE INSTALLATION OF NEW SECURITY SYSTEMS FOR TCSO 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

M/S: J. BROWN / J. JACOBS AYES: 4 NAYS: 0 ABSENT: 1

6. REGULAR BUSINESS: Information Items

A. General Manager Report

GM Toy, shared with the Board an email from a Tam Valley resident, Chad Andrews. Chad shared his concerns with Toy about the pickleball courts. Chad would like the Board to consider having two pickleball courts instead of four. Toy said he would put up signs on the courts to place players bags/belonging behind the courts.

B. Received monthly financial reports.

There was no public comment.

C. Receive sewer treatment plant update reports: SASM (3/16 meeting canceled) and SMCSO.

SMCSO: Dir Levine report on the April 4 meeting:

1. Newly appointed Director: Dr. Shirley Thorton
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 our 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. SMCSO More than willing to man an informational booth at an upcoming TCSO 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)
 - TCSO Flow Meter: project scheduled for summer 2023

D. Board member and Subcommittee report

President Bartschat mentioned that there is a Tam Junction working group forming and they wanted someone from the board to be a part of the group. Pres. Bartschat will be out of town for the next meeting and asked GM Toy to attend.

AGM, Shear, gave an update on the community center kitchen renovation.

7. CONSENT CALENDAR

- A. Approve minutes of March 8, 2023, meeting
- B. Approve minutes of March 22, 2023, meeting, 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

MOTION TO APPROVE THE CONSENT CALENDAR

M/S/C: J. BROWN/S. LEVINE AYES: 4 NAYS: 0 ABSENT: 1

8. FUTURE AGENDA ITEMS

A. Review of meeting

The Board agreed the meeting went well.

B. Board input for future Board Meeting Agendas

Two new items for Board Work Session April 26, 2023:

1. Palma Way residents' proposal
2. 5-year operating budget forecasts

9. ADJOURNMENT

MOTION TO ADJOURN

M/S/C: J. BROWN / J. JACOBS AYES: 4 NAYS: 0 ABSENT: 1

THE MEETING WAS ADJOURNED AT 9:10 PM



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

info@tamcsd.org ♦ www.tamcsd.org

TCSO BOARD OF DIRECTORS WORK SESSION

MINUTES

WEDNESDAY, APRIL 26, 2023 AT 8:30 A.M.

TAMALPAIS VALLEY COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Work Session was called to order by Vice President Brown at 8:37 am on Wednesday, April 26, 2023

2. ROLL CALL

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

Absent: President Steffen Bartschat

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

Others Present: Attorney, John Sharpe and residents of Palma Way

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE / J. JACOBS AYES: 4 NAYS: 0 ABSENT: 1

4. PUBLIC EXPRESSION

VP Brown invited public expression on non-agenda items, in response to which there was the

Following:

- There was no public expression.

5. REGULAR BUSINESS: Board Actions

- A. Discuss/consider request from Palma Way residents regarding financial contribution and CEQA Determination for the repair/renovation of the Palma Way Bridge project.

Attorney, John Sharpe spoke on behalf of the Palma Way residents requesting the Board to consider:

- 1) Making a financial contribution of \$20,000 toward the repair/renovation of the Palma Way bridge and culver (Project).
- 2) Act as the Lead Agency for environmental review compliance (CEQA) for the project.

Staff and the Board discussed options regarding the residents' request.

Residents of Palma Way shared concerns about the structure of the bridge and the effects it may have on the sewer line. GM Toy stated the sewer line has been looked at and is secure.

MOTION TO APPROVE MOVING FORWARD WITH THE NOTICE OF EXEMPTION (NOE) AND WRITE A LETTER TO THE COUNTY ASKING FOR FINANCIAL ASSISTANCE FOR THE PALMA WAY PROJECT.

M/S: M. MCMAHON / J. BROWN AYES: 4 NAYS: 0 ABSENT: 1

- B.** Conduct study session regarding draft five-year operating budget forecasts and preliminary operating budget formats and estimates.

GM Toy and Ms.Mehtar gave budget presentation.

Board asked questions of staff and discussed the budget.

There was no public comment.

6. FUTURE AGENDA ITEMS

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

There was no public comment.

7. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 9:58 AM

M/S: S. LEVINE / J. JACOBS AYES: 4 NAYS: 0 ABSENT: 1

**TAMALPAIS COMMUNITY SERVICES DISTRICT**

Staff Report
May 10, 2023

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: SUPPORT LETTER FOR AB 557 (HART) REMOTE MEETINGS

RECOMMENDATION

Authorize the General Manager to sign and submit a letter of support, on behalf of TCSD, for AB 557 regarding remote meetings.

BACKGROUND

AB 361, passed during the COVID-19 pandemic, was necessary in order to permit local agencies to meet during a time that it would have otherwise been impossible to meet in-person safely. Important safeguards were included to ensure transparency and accountability, including the fact that the emergency provisions were only applicable in instances where the California Governor had declared a state of emergency.

DISCUSSION

AB 557, sponsored by California Special District Association, (CSDA), continues the possibility of allowing public agencies to meet remotely. Absent any legislative intervention, the processes established by AB 361 to provide remote meeting flexibility to local agencies in emergency circumstances will expire at the end of this year. To remain best-equipped to address future emergencies and allow local agencies to effectively react and respond, AB 557 would eliminate the sunset on the emergency remote meeting procedures. Additionally, AB 557 would adjust the timeframe for the resolutions passed to renew an agency's temporary transition to emergency remote meetings to 45 days, up from the previous number of 30 days.

CSDA has reached out to staff requesting a support letter of AB 557.

FISCAL IMPACT

N/A

ATTACHMENTS

Sample letter of support

[DISTRICT LOGO]

May 5, 2023

The Honorable Gregg Hart (lenh.voong@asm.ca.gov)
California State Assembly
1021 O Street, Suite 6230
Sacramento, CA 95814

RE: Assembly Bill 557 (Hart) – Support [As Introduced]

Dear Assembly Member Hart:

The [DISTRICT NAME] is pleased to inform you of our support for Assembly Bill 557, related to emergency remote meeting procedures under the Ralph M. Brown Act.

The changes made to California Government Code section 54953 by Assembly Bill 361 (R. Rivas, 2021) were of vital importance to local agencies looking to meet during the COVID-19 pandemic in order to continue to conduct the people's business. These changes were necessary in order to permit local agencies to meet during a time that it would have otherwise been impossible to meet in-person safely. Important safeguards were included to ensure transparency and accountability, including the fact that the emergency provisions were only applicable in instances where the California Governor had declared a state of emergency.

While California seeks to transition to a post-COVID era, the threat of additional emergencies remains, as has been made abundantly clear by recent flooding and wildfires. Absent any legislative intervention, the processes established by AB 361 to provide remote meeting flexibility to local agencies in emergency circumstances will expire at the end of this year. To remain best-equipped to address future emergencies and allow local agencies to effectively react and respond, AB 557 would eliminate the sunset on the emergency remote meeting procedures added to California Government Code section 54953. Additionally, AB 557 would adjust the timeframe for the resolutions passed to renew an agency's temporary transition to emergency remote meetings to 45 days, up from the previous number of 30 days. [EXPLAIN HOW THIS LEGISLATION IMPACTS YOUR DISTRICT]

This legislation will preserve an effective tool for local agencies facing emergencies that would otherwise prevent them from conducting the people's business when faced with an emergency. For these reasons, [DISTRICT NAME] is pleased to support Assembly Bill 557. Please feel free to contact me at [SIGNATORY'S EMAIL] or at [SIGNATORY'S EMAIL ADDRESS] if you have any questions.

Sincerely,

[Insert Signature Here]

[SIGNATORY'S NAME]
[SIGNATORY'S TITLE/POSITION]

CC: Marcus Detwiler, Legislative Representative, California Special Districts Association (advocacy@cda.net)

[DISTRICT ADDRESS]