



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, MARCH 8, 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. Meet with the applicants for the Parks and Recreation Commission (PARC) and consider the next steps in the process.
- B. Review and adopt TCSD goals and priorities for FY22-23.
- C. Consider approval of revised job descriptions/classifications for Facility Attendant and Solid Waste Driver.
- D. Consider approval of revised operating and capital reserve policies for Solid Waste, Wastewater, and Parks & Recreation departments.

6. REGULAR BUSINESS: Information Items

- A. General Manager report including facility updates
- B. Receive monthly financial reports
- C. Receive Sewer treatment plant update reports: SASM and SMCSO
- D. Board member Committee/Subcommittee reports

7. CONSENT CALENDAR

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

- A. Approve minutes of January 11, 2023
- B. Approve minutes of February 8, 2023 meeting
- C. Approve minutes of February 11, 2023 annual Board retreat

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

March 22, 2023

8:30am

Tam Valley Community Center

NEXT REGULAR BOARD MEETING

April 12, 2023

7:00pm

Tam Valley Community Center



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
March 8, 2023

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: MEET WITH APPLICANTS FOR THE PARKS & RECREATION COMMISSION (PARC) AND CONSIDER THE NEXT STEPS IN THE PROCESS.

RECOMMENDATION

Meet with applicants for PARC and provide direction to staff.

BACKGROUND

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

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

DISCUSSION

TCSD made applications available for PARC in January 2023. To date, we have received five applications (see attached) for PARC. This evening is an opportunity for the Board to meet the five applicants and ask a few questions of each applicant at the meeting. We also offered all the applicants an opportunity to meet with staff prior to the Board meeting to learn more about TCSD park and recreation operations/activities. At the meeting, we suggest the Board call (in alphabetical order) applicants individually up to the podium to ask them questions such as "Why are they interested in PARC?" or any questions related to their applications.

No appointments would be made this evening. However, staff would like to receive direction from the Board regarding the next steps in the process which include:

- Make appointments at the April Board meeting,
- Appoint a Board subcommittee to conduct formal interviews with recommendations to the Board in April, and/or
- Continue to accept applications for PARC and defer making appointments until a later date.

Attachment A – Michael Bogart

Attachment B – Valerie Jordan

Attachment C – Pam Keon

Attachment D – Erin Rosenblatt

Attachment E – Michael Wisner

Date: January 16 2023



Application for Parks and Recreation Commission

You must be a Tam Valley resident to apply for this Commission.

- Please check here if you are applying for a non voting Youth Member position (under 18) There is no resident requirement for Youth Applicants.

Name: Michael Bogart

Number of Years in Tam Valley: 12

Please explain your interest in serving on this Commission:

I love our little valley and genuinely like the folks who live here.
I would like to give back and contribute. I feel like my skill
set could be useful. I have ^{done} and still do volunteer efforts

in Mill Valley; Marin County and National Park Service.

Please describe your relevant work/life experience or background for this Commission: Horticulture, Landscape design, build and maintain. Presidio Landscape Supervisor for 15 years. Currently Garden Manager at Marin Art and Garden Center, plus more.

What is your vision for the Tam Valley? To keep our community safe and loved. To maintain what we have now and improve whenever and wherever we can. Continue and/or expand collaborations. And try to keep the bird on our sign from going missing!

Please describe possible areas of conflict of interest. None come to mind.

I attended a meeting of the committee to which I am applying on (date) _____.

Signature Michael Bogart

Please return this completed, signed form to:

Tamalpais Community Services District (TCSD)
305 Bell Lane - Mill Valley, CA 94941
info@tamcsd.org 415-388-6393

Your completed application will become a public record upon submittal to the District.

TCSD application or Parks and Recreation Committee

Valerie L. Jordan

Years In Tam Valley: 10 years 8 months

Interest in serving on this Commission:

My husband and I had friends who lived in Tam Valley and we "house sat" here many times since 1996.

When we bought our house, we were delighted to be "coming home."

I would like to support the Tam Valley community by giving of my time and energy to promote the parks and recreation areas/events for all families and adults.

Relevant Work/Life Experience and Background:

I am a member of the Mill Valley Community Garden and serve as a Committee Member. My work with the gardeners and the City of Mill Valley has kept me in touch with local gardeners, the Master Gardener Program, and the CAM (Community Action Marin) where our garden donates produce during the year.

My work background includes, camp counseling, teaching, journalism, banking, training and development, customer service, operations, and finance management positions.

I believe I bring a varied background of experience working with many cultures and individuals and am comfortable dealing with differing points of view.

As customer service trainer and negotiator, I understand that a working group such as Parks and Recreation must consider a broad and inclusive approach, be able to deal with varying opinions and issues, and support decisions that are best for all people in the community.

My business and life experiences help me to be a good listener, an active participant, and a team player.

My Vision for Tam Valley:

My vision for Tam Valley is that it stays a neighborhood, with services and facilities that support all the individuals and families that live here.

I believe that the vibrancy of this community is dependent on the on-going support of the TCSD Board, the active participation of all who live here, and promoting the idea of "your neighborhood."

I believe that outreach efforts would promote a more inclusive feeling of community and foster "ownership" of the physical environment.

Outreach would also draw in some of the younger individuals and families who might not be involved in the neighborhood and encourage older and younger single individuals, or couples to view Tam Valley as not just a community for families, but for them as well.

Describe possible areas of conflict of interest:

I think that my only area of conflict of interest is that I live directly across from Eastwood Park and have in the past spoken at several TCSD Board Meetings about signage, rules, and dog/dog owner behavior.

In this regard, I have asked the TCSD Board for guidelines regarding noise from dogs not properly supervised, unauthorized use of the park (large parties with amplified music), as well as parking lot overflow and safety issues.

Date: 01 23 2023



Application for Parks and Recreation Commission

You must be a Tam Valley resident to apply for this Commission.

- Please check here if you are applying for a non voting Youth Member position (under 18) There is no resident requirement for Youth Applicants.

Name: Pam Keon

Number of Years in Tam Valley: 24 years in Tam Valley (almost 45 in 94941)

Please explain your interest in serving on this Commission:

I would like to work with other residents to support the Parks and Recreation Department and its current programming, and to continue to find ways to be inclusive of all of Tam Valley, our residents and their interests. I'm winding down some other commitments and interested in spending more time supporting Tam Valley.

Please describe your relevant work/life experience or background for this Commission: I am an active
community volunteer, interested in the range of opportunities for strengthening social cohesion and thereby increasing
community resilience. I am the Chair of the Tam Valley NRG Network Steering Committee, and through that have had the
opportunity to meet a broad range of residents. I have served on a number of nonprofit boards, local and out of state. I have
experience creating, implementing and evaluating policies, am comfortable with finance and work well collaboratively.

My professional background is in psychology and education.
What is your vision for the Tam Valley? _____

Great question. My first thought is a vibrant, engaged community in which neighbors know their neighbors, feel a
sense of pride in our community and feel connected. We have so much to share with one another, and building on
some of the existing framework and structure will enable us to continue to move forward in a way in which
residents treasure what we have here.

Please describe possible areas of conflict of interest. I am unaware of any potential conflicts of interest.

I attended a meeting of the committee to which I am applying on (date) As this is a newly formed
commission, there have been
no meetings to my knowledge.

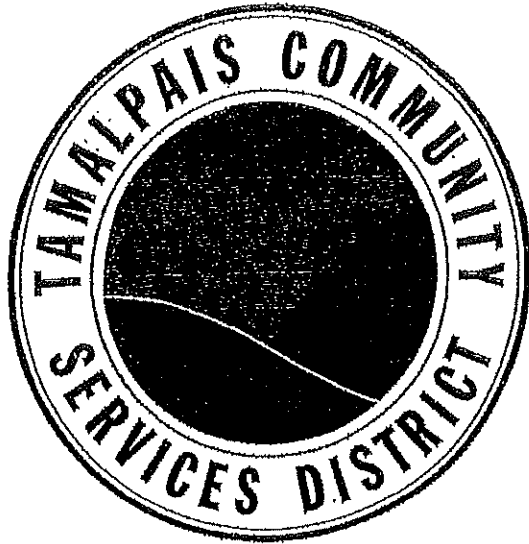
Signature Pamela R. Keon

Please return this completed, signed form to:

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305 Bell Lane - Mill Valley, CA 94941
info@tamcsd.org 415-388-6393

Your completed application will become a public record upon submittal to the District.

Date: 1/9/23



Application for Parks and Recreation Commission

You must be a Tam Valley resident to apply for this Commission.

- Please check here if you are applying for a non voting Youth Member position (under 18) There is no resident requirement for Youth Applicants.

Name: Erin Rosenblatt

Number of Years in Tam Valley: 4

Please explain your interest in serving on this Commission:

As a mother of two young children (4 and 2), the Parks and Community aspects of Tam Valley is a big part of what drew me to this

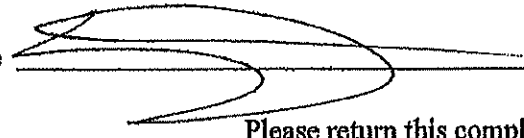
neighborhood. I would love to support the continuous improvement of Tam Valley Parks and Rec services.

Please describe your relevant work/life experience or background for this Commission: I'm currently a VP of Strategy for an Education company. I bring skills in Education, Product Management, Project Management, Customer Engagement & Support, and Data Analysis..

What is your vision for the Tam Valley? I would love to see a Tam Valley that is a vibrant and diverse community; with many activities, events, and resources that bring the community together and foster strong bonds and connections.

Please describe possible areas of conflict of interest. N/A

I attended a meeting of the committee to which I am applying on (date) N/A

Signature 

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305 Bell Lane - Mill Valley, CA 94941
info@tamcsd.org 415-388-6393

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Date: 18 February 18, 2023_____



Application for Parks and Recreation Commission

You must be a Tam Valley resident to apply for this Commission.

- Please check here if you are applying for a non voting Youth Member position (under 18) There is no resident requirement for Youth Applicants.

Name: R. Michael Wisner_____

Number of Years in Tam Valley: 1 _____

Please explain your interest in serving on this Commission:

Have 30 years of related expertise and public service as board member in related nonprofits, including environment, human rights, and community service and advocacy. We have moved to Mill Valley just this last year. As a professional screenwriter now, I work from home, have the bandwidth, and would like to contribute my expertise to the community in which I now live.

Please describe your relevant work/life experience or background for this Commission:

Currently a screenwriter, however, have 30 years as environmental researcher and author.

Extensive knowledge of pesticides and effects of human and animal exposures. This work included working directly with Cesar Chavez on pesticide effects on farmworkers. Have worked extensively on groundwater and surface water contamination, preservation of parks and green areas, species and habitat. For the past ten years have served as elected Vice President of The Carmel Highlands Association a non-profit community organization. In such capacity have intimately worked with CA State Parks and US Forestry on preservation and wildfire prevention issues. In this capacity worked directly with Brent Marshall Regional Director of CA State Parks on the General Plan including the Point Lobos area in issues including access, fees, parking, shuttle service, and park preservation. As a professional writer have served as editor of the community newspaper, *The Piper* (sample attached). During my term with Carmel Highlands Association represented the same with the Big Sur Multi-Agency Task Force, chaired by County Supervisor Mary Adams and Congressman Jimmy Panetta. The task force convenes quarterly and includes representatives from all governmental agencies, including State parks, US Forestry, Coastal Commission, Cal Trans, CalFire, Utilities, CA Senator Monning and John Laird, CA Rep Mark Stone, and citizen stakeholders. In this capacity worked for public access balanced with habitat preservation - a delicate balance with often competing interests and agendas. This work was successful in eliminating Highway 1 traffic jams from Big Sur to Carmel by eliminating parking on both sides of road near park entrances causing a public safety issue in addition to congestion. Proposed off road parking and shuttles as alternatives accepted into the General Plan. (See attached recent proclamation by Monterey County Supervisor.)

Our youngest son, Brent Wisner, won the landmark case against Monsanto on RoundUp and in San Francisco. He moved to Mill Valley three years ago. Our daughter moved to Tiburon last year after having our first grandson. Grandson trumps all, so after living in Carmel Highlands for 16 years with no intention of ever moving, we moved to Mill Valley and have been so impressed with community vitality and engagement, public spaces, and quality of life.

What is your vision for the Tam Valley _____

The parks in Mill Valley are second to none and should endeavor to stay that way. The proper balance between public access and preservation and maintenance are critical. Improving all of these is my vision while using and expanding available resources to increase wildfire prevention.

Please describe possible areas of conflict of interest. _____

None.

I attended a meeting of the committee to which I am applying on (date)_____.

Signature: R. Michael Wisner

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rev. 2023

Supervisory Proclamation

IN RECOGNITION OF **MICHAEL WISNER AND HELEN RUSSELL**, recipients of the Highlands Community First Annual Golden Piper Award and bestowed to a deserving couple who have distinguished themselves with exceptional service to the Highlands Community.

WHEREAS, Michael Wisner and Helen Russell first moved to the Carmel Highlands on Peter Pan Road ten years ago; and

WHEREAS, Helen Russell has served as President of the Carmel Highlands Association; and

WHEREAS, Michael Wisner has served as Vice President of the Carmel Highlands Association; and

WHEREAS, Michael Wisner and Helen Russell have together written, edited and published the local Carmel Highlands Piper newsletter; and

WHEREAS, Michael Wisner and Helen Russell have together organized and contributed to the success of the annual Carmel Highlands Holiday Party; and

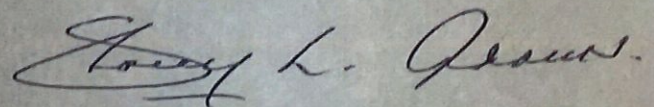
WHEREAS, Michael has organized and led several initiatives, including utilities undergrounding, sewer line extensions, Highway 1 parking, and much more; and

WHEREAS, Helen has executed the follow-up details on each of the above initiative; and

WHEREAS, after the enormous contributions to the Highlands Community by **Michael and Helen**, they are now moving closer to their grandchildren in Mill Valley.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Monterey on behalf of all residents thereof, acknowledges, commends and thanks **Michael Wisner and Helen Russell** for their years of immeasurable contributions to the Highlands and the surrounding community and further wishes them success, health and happiness in all their future endeavors.

Made this 11th day of December 2022



Mary L. Adams, Chair
Fifth District

The Highlands Piper



Since 1936

CARMEL HIGHLANDS ASSOCIATION

Carmel Highlands Association Annual Meeting

On the 29th of June at the Fern Canyon Community Center, the Carmel Highlands Association will have its Annual Membership meeting from 6:30 to 8:00 PM. This is an important community meeting, and our first since pandemic suspended in-person gatherings. New resident members are urged to attend, meet other members and Board, and become informed on community affairs and activities. The meeting will review: the past year, finances, Yankee Point Beach, fire prevention, utility undergrounding, traffic and safety, State Parks, and Board makeup. Special Guest Speaker, Kate Daniels, Policy Advisor to Senator John Laird and member of the Monterey Planning Commission. Coffee, tea, and finger-food snacks will be provided.

New Beach Keys Available

Every three years at the end of June the locks to Yankee Point Beach are changed and new keys issued. Fees go to maintain and protect access. Keys are good for three years and cannot be duplicated. Only residents of the Highlands may purchase keys. The price for key is \$75 for three-year CHA members and \$100 for non-member, residents. You can order your key now on-line at www.carmelhighlands.org or send check to Carmel Highlands Association 73 Fern Canyon, Carmel, CA. You can also purchase new keys at Annual Membership meeting on June 29th.

www.carmelhighlands.org
CHA Piper – April 2022

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CHIPPER DAYS 2022

The 2022 Chipper Days for Highlands Residents are:

July 25- August 5

October 3-14

November 28 to December 9

Please note on your calendar. This program significantly reduces fire danger to your property and is free. Trim tree branches close to the ground and near structures. Collect dead branches as well. Stack branches and brush perpendicular to road at curbside. No vines, poison oak, or construction wood.

Carmel Highlands Association: A Time to Get Involved

As soon as several inhabitants of the United States have conceived a sentiment or an idea that they want to produce in the world, they seek each other out: and when they have found each other, they unite. From then on, they are no longer isolated me, but a power one sees from a afar, whose actions serve as an example; a power that speaks, and to which one listens.

*Alexis de Tocqueville, 1838
Democracy in America*

Almost two-hundred years ago, Alexis de Tocqueville discovered something very unique in the United States - the power of local associations; and not only their power but their importance to democracy and prosperity. Erudite? Esoteric? What's this have to do with a septic system that has to be replaced or protecting my property from wildfires? Everything.

Many positive changes have occurred in the Highlands over the past ten years. With all the new challenges, we tend to forget: Highway 1 repaved, Point Lobos Parking changed to avoid hazards and traffic jams, streamlined, less expensive, tree removal, dead tree removal at State Park, additional lane a Rio Road incline, a fire line from Mal Paso to Corona that stopped the Soberanes fire, increased Chipper Programs...there are many. These came from the energy and contributions of Highlands residents and elected officials who listened. In our coming year, the Carmel Highlands Association will entertain members interested in contributing to the community by electing to stand and serve on the Board of Carmel Highlands Association, or in a director position for specific Association projects: Traffic and Safety, Environment, Arts, Fire Prevention, Undergrounding of Utilities, Yankee Point Beach, Communications, The Piper, and Events. The work is not all-consuming, challenging, rewarding, and fun.

Your contribution and volunteerism are valuable. They are what make us a community and how we work together to accomplish a great deal to ensure our quality of life.

Please respond to: thecarmelhighlands@gmail.com and let us know what you'd like to do to contribute and what areas most interest you. If you have any questions, feel free to call Michael Wisner at 310.387.9243 (mobile). You may also inquire at our Annual Membership meeting on June 29th at Community Center, Fern Hill Road 6:30-8:00 PM.

Big Sur Marathon at the Highlands



After a long and challenging absence, the matriarch of Carmel Highlands, Honey Williams, attends the Marathon event at the Highlands General Store. The winner of the day was all of us who love and cherish this formidable woman.



Jordan Trof, orthopedic surgeon (MD)
2:26:51



Anne Flower, nurse (KY)
2:49:49

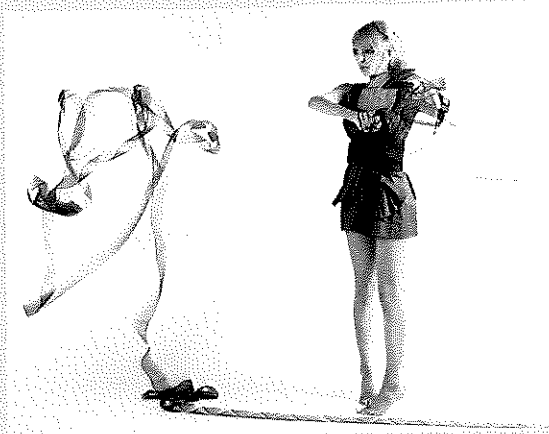


Hansi Rigney, Carmel Highlands resident
5:11:46. Hansi says...



Kate Logan, daughter of Dave and Holli,
Carmel Highlands residents 3:55:43

“It seems I was the oldest participant of the marathon, announced as the winner of female division 80 to 139! The ranks do thin out as you get older! This was my 113th marathon. Big Sur has always been my favorite marathon, definitely the most beautiful in the world. It is also one of the most difficult because of the never-ending hills. Our beautiful coastline with cliffs and crashing waves alleviates the pain of the run. The music and the friendly cheering spectators also help get to the finish. My goal is to continue to run Big Sur till I’m 139!”



Carmel Highlands Piper Health and Environment

Spring Cleaning Tips

TIP: An average square foot of wall-to-wall carpeting harbors millions of microbes. Clean carpets with non-toxic carpet cleaners and steam.

TIP: That gauzy thing in your heating and air unit called a "filter" needs to be periodically replaced or it filters nothing.

TIP: When was last time you had your heating and air ducts cleaned? You breathe what is in there.

Ref. *Living Health in a Toxic World* by David Steinman and Michael Wisner.

Weedkillers at Home Depot and Lowe's Are Not Always Safe

24 of the 51 herbicide products at Home Depot and 23 of 40 at Lowe's contain ingredients classified as "Highly Hazardous Pesticides (HHPs)" as reported by *Beyond Pesticides* and FOE analysis. HHPs are linked with a high incidence of severe or irreversible adverse effects on human health or the environment. There are many non-toxic ways to control weeds.

See: *Beyond Pesticides*. www.BeyondPesticides.org

New Documentary Reveals Truth About Monsanto and Roundup

Keep an eye out for new documentary, *Into the Weeds* to be released in US soon. Tells the chilling story of Monsanto and Roundup and the environmental and health consequences they wreak.

Letter from the President

We are excited to announce the Carmel Highlands Association Annual Membership Meeting on 29 June, 6:30 to 8:00 PM at the Fern Canyon Community Center. This will be our first membership meeting since the onset of the Covid 19 pandemic. We look forward to meeting the many new members who have joined our community in the past three years. Kate Daniels from Senator Laird's office will be our special guest speaker. We will cover many important community issues as well as go over new memberships and beach keys. Your participation is vital. Board and Director positions will be discussed. It will just be fun and thrilling to see you all in person.

Helen Russell, President

Carmel Highlands Association Board Members 2021-2022

Officers

Helen Russell, President
Michael Wisner, Vice
President
Christine Arias, Treasurer
Lorri Sullivan, Secretary

Members

Frank Davi
Steve Horvath
Daryl Larsen

Committees

Beach & Beach Keys

Michael Wisner

Special Events

Michael Wisner
Lorri Sullivan

Website

Helen Russell
Daryl Larsen

Archives

Steve Horvath

Membership & Outreach

Daryl Larsen
Christine Arias

The Piper Communications

Michael Wisner

Community Action

Frank Davi
Michael Wisner



Anyone have a caption for this one?

Lordly, Bureaucracy

Last week a dead tree at Point Lobos fell on telephone wires. A half day later, presumably Caltrans, removed the top as seen in pic. For four days and counting the dead tree was suspended on phone lines, that while many of us detest, many do rely upon. Where is AT&T? Our bills are always prompt. Another case for undergrounding all utilities as a matter of public safety

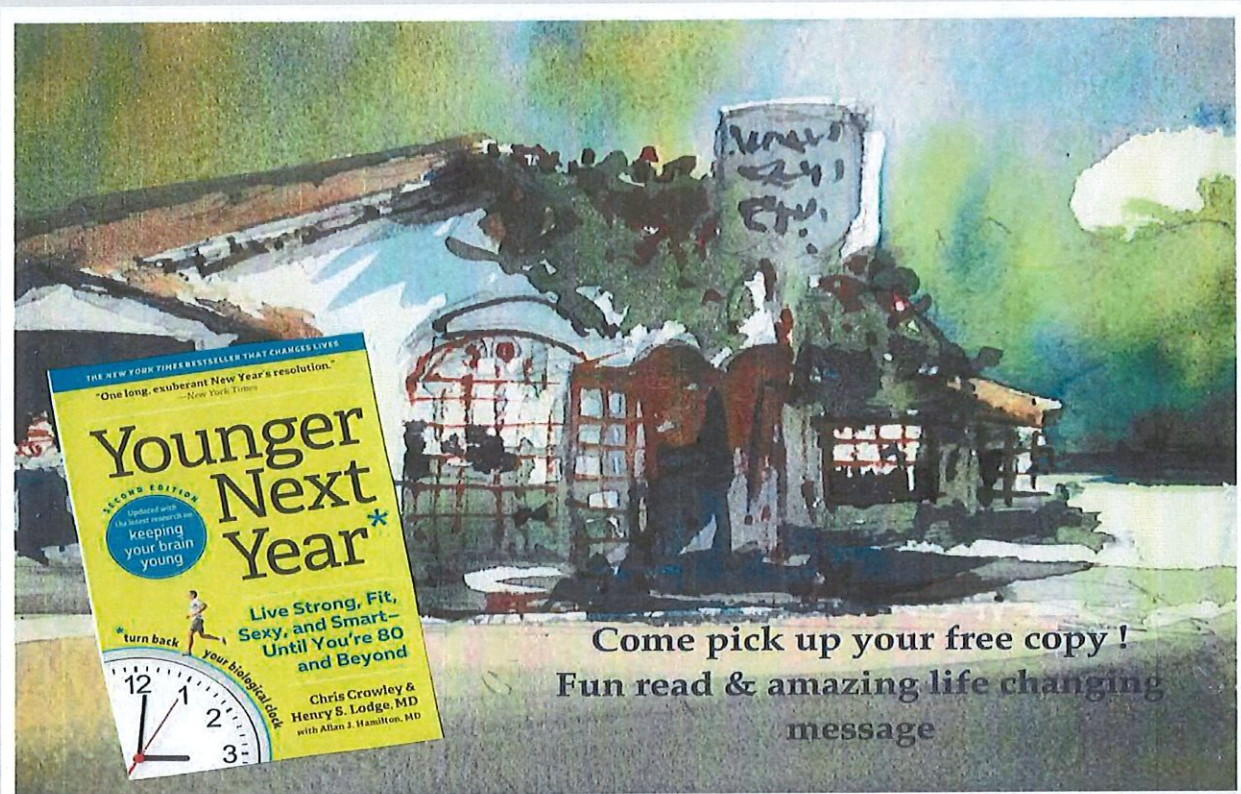
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Fun read & amazing life changing
message**

Utility Undergrounding; Committee Volunteers

Carmel Highlands Association is asking for volunteers to work on the community undergrounding project. What does that mean? Trenching from Rio Road to Garapata. Trenches could bring power, natural gas, sewer option and fiber optic utilities. NO ONE is mandated to sewer hookups, and those who do would get a considerable savings and costs stretched out over ten years. Preliminary engineering has been done.

PG&E has publicly committed to undergrounding 10,000 miles of power lines in California. Supervisor Adams has already requested of PG&E that Carmel Highlands be considered. The Highlands was unanimously voted and deemed an "Undergrounding Community" by Country Board of Supervisors. Burying the power lines alone will greatly protect the community from wildfire threats. The Bureaucracy is daunting, and this will only happen with consistent community, grassroot support. Call Dasha Keig at 831.624.3223 or email: thecarmelhighlands@gmail.com. Volunteer!

Pacaso: Timeshare? Short-Term Rental? Or, an Innovative Way to Own a Piece of Paradise?

In October of 2020, Pacaso was launched by former Zillow alumni, Spencer Rascoff and Austin Allison. Pacaso creates a property LLC for each home, finds and vets co-owners, and handles all sales details. At closing, co-owners enjoy 100% ownership of home - Pacaso does not retain any shares. Pacaso takes care of furnishing, repairs, utilities and property management. See: www.Pacaso.com. Pacaso claims a one-billion-dollar market valuation.

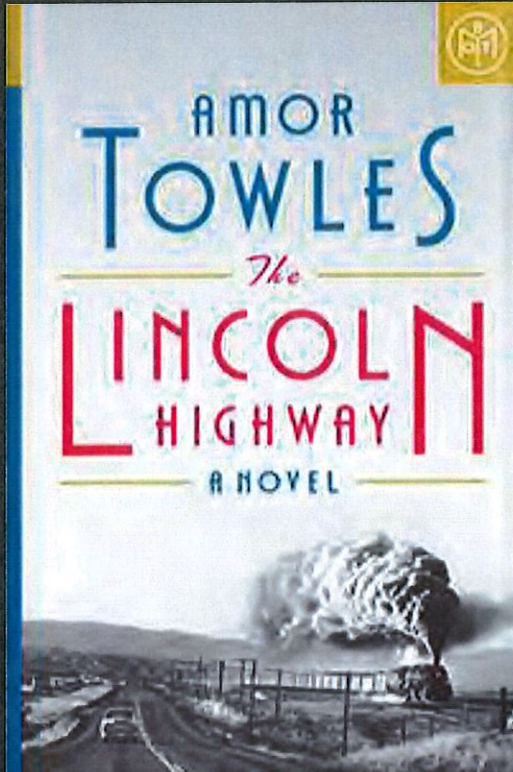
A report in Carmel Peninsula Crime Watch reports an alleged structure fire from a deck firepit at 230 Highway 1 - a Pacaso property in Carmel Highlands. Go-to vacation destinations appear to be Pacaso's target market. Carmel By-the-Sea, South Tahoe, Santa Barbara, Paradise Valley, and Sonoma are communities pushing back, claiming Pacaso is circumventing zoning and land use plans to install what amounts to a timeshare and even a short-term occupancy. See: www.StopPacasoNow.com.

One question being debated is where does "a few people going in together to buy a property" separate from a scheme to avoid land use plans and zoning restrictions in a community?

A recent, front page article in *The Pine Cone* on the Pacaso controversy in Carmel, inexplicably quotes only the attorney for Pacaso with no counterpoint - a not-so-new tendency of a paper that tends to imbed editorial comment in purported news stories. Pacaso has displayed a willingness to fight back against communities and boasts deep legal pockets.

Ramsey in *Truth About Timeshares* says, "...with timeshares, you're just pre-paying your hotel bill for the next twenty years whether you use it or not."

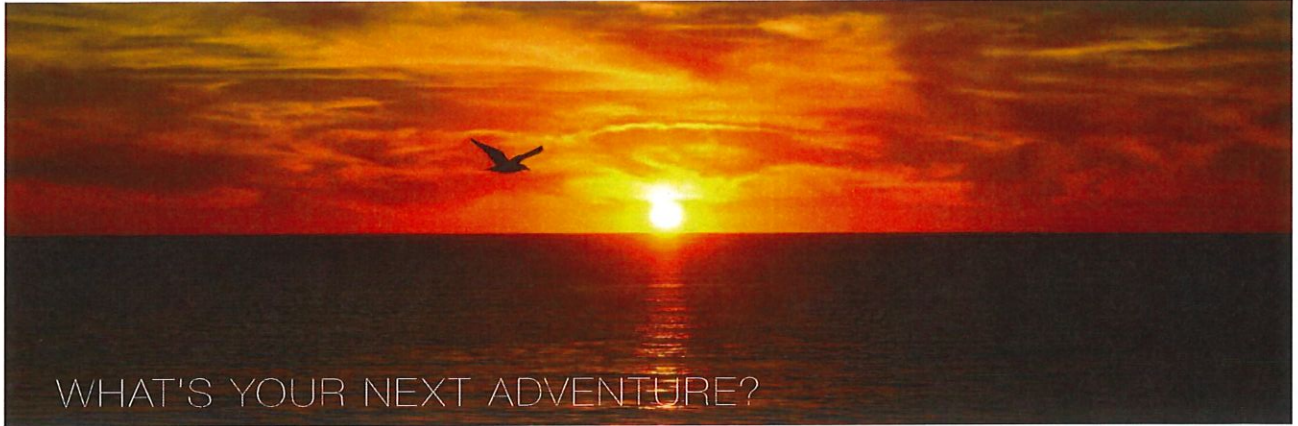
In Carmel Highlands it is important you make your position on Pacaso known to your County Supervisor. In the end, perhaps either the free market will decide to send Pacaso the way of timeshares or not, or litigation will have to resolve.



The Lincoln Highway By Amor Towles

From the author of best-selling, *A Gentleman in Moscow*, Amor Towles paints an epic, pure Americana tale which, of course, starts in Nebraska. Emmett, 18, is released early from Juvenile Detention to settle family affairs when his father dies. The only “affair” to settle is allowing the bank to foreclose on the family farm, once the dream then nightmare of his father. He and his young brother, Billy, are orphaned, alone and broke, save some cash their father secreted in the trunk of Emmett’s prize possession, a baby-blue Studebaker. Billy - odd, insouciant, at times a savant - advocates they embark on an adventure across the country to San Francisco where they can start a new life and find their mother who abandoned them years ago. Their plans are sidetracked, if not reversed, when Duchess and Woolly, two Juvey friends of Emmett, escape and have different plans.

What ensues is an adventure that takes them across country in the opposite direction, meeting a hermit hobo with a heart, a idiosyncratic writer and zany, threatening characters - all the while trying to get back on the Lincoln Highway to San Francisco and a new life. The characters are riveting, multi-dimensional and immensely entertaining. The story is a page-turner, you won’t put down with twists you will not expect. Towles writes with detail, in command of the English language but never pedantic.



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TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
March 8, 2023

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: REVIEW AND ADOPT TCSD GOALS / PRIORITIES FOR FY22-23

RECOMMENDATION

Adopt goals and priorities for FY22-23.

BACKGROUND

At its June 22, 2022 work session, the Board conducted a study session to discuss parks & recreation events, programs, classes, policies, parks, and facilities; organizational structure; schedule and topics for future board work sessions. Prior to the meeting, Board members submitted a list of their priorities to staff to compile for the study session. Based on the direction received at the study session, staff prepared a preliminary list of goals and priorities.

The Board discussed the list of preliminary goals and priorities for FY22/23 at its July 13, 2022 meeting. However, the Board decided to wait to formally adopt its goals/priorities until after the Board's annual retreat. The annual retreat was initially scheduled for September 2022, but was canceled and rescheduled to February 2023.

DISCUSSION

The Board held its annual retreat on February 11, 2023 at the Fernwood Cemetery facilities. Attached are the goals/priorities discussed at the retreat. The Board added one more goal/priority (i.e., hold a Household Hazardous Waste Day), but otherwise did not change the previous goals/priorities discussed in July 2022.

FISCAL IMPACT

n/a

ATTACHMENT

Goals/ priorities FY22-23

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

1. Complete improvements in the Community Center including kitchen, bathrooms and stage
2. Expand offering of events and programs
 - a. Provide better event financial accounting and long-term scheduling
 - b. Expand solid waste programs with an emphasis on innovative programs and re-introducing past popular programs
3. Develop disaster preparedness plan
 - a. TCSD operations (to be developed first in 2023)
 - b. Community coordination
 - c. Evaluate impacts of sea level rise and extreme flooding
4. Improve/enhance communication with the public (newsletters, advertising, sponsorships, signage)
 - a. Enhance reporting and communications to the Board and Community regarding the reasons for Sanitation CIP projects and create standards for measuring success
 - b. Continue to improve financial reporting to the Board and Community on TCSD activities with the goal of explaining “where their money goes”
 - c. Solicit community input on TCSD programs/events/use policy/facilities
5. Develop short and long-term park management plan
 - a. Review park maintenance standards and options for implementation
 - b. Address Eastwood park management issues
6. Develop a 5-year masterplan for parks, facilities, and open space including short and long-term financing plan
7. Update 5-year financial/operational plans for solid waste and wastewater
 - a. Vehicle/equipment replacement program
 - b. Wastewater Capital Projects
8. Review/evaluate organizational structure, administrative/personnel policies, service levels, and employee satisfaction
9. Hold a Household Hazardous Waste Day for TCSD customers in 2023



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
March 8, 2023

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: CONSIDER APPROVAL OF REVISED JOB DESCRIPTIONS/CLASSIFICATIONS FOR FACILITY ATTENDANT AND SOLID WASTE DRIVER

RECOMMENDATION

Adopt a resolution approving revised job descriptions/classifications for Facility Attendant and Solid Waste Driver

BACKGROUND

Periodic review of job descriptions and classifications is a recommended best practice of local government. It provides an opportunity to ensure that current job descriptions match the work being done by employees and that those duties meet the current needs of the organization. The process also provides clarity to employees regarding expectations from their supervisor.

During the past several months, District management staff has conducted a comprehensive review of all job descriptions for TCSD positions. Based upon that review, staff is recommending updating the current description for Refuse Worker and changing it to Solid Waste Driver, and approving a job description for Facility Attendant, as there is currently not a Board-approved classification for that position.

DISCUSSION

The Facility Attendant is primarily responsible for providing custodial and operational support to TCSD facilities (both indoor and park rental spaces), events, classes, and programs. The position performs a wide variety of duties related to the support of District programs, events, and activities for the community as well as assisting in the facilitation of private events for those interested in utilizing the facilities at the Community Center, Cabin, and the parks.

Regarding the current description of Refuse Worker, staff determined that Solid Waste Driver is a more accurate title for the classification due to the duties performed, which are best described as collecting and disposing of refuse, recyclables, and green solid waste. The only significant update to the current job description of Refuse Worker, besides the title change to Solid Waste Driver, is the removal of the language "Occasionally assists in the maintenance of District Sewers and Parks". All other duties, knowledge, skills, and abilities remain.

Neither position has a recommended compensation adjustment.

FISCAL IMPACT

n/a

ATTACHMENTS

Resolution with attached Facility Attendant and Solid Waste Driver job descriptions



TAMALPAIS COMMUNITY SERVICES DISTRICT

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 info@tamcsd.org ♦ www.tamcsd.org

RESOLUTION NO. 2023-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING REVISED JOB DESCRIPTIONS AND CLASSIFICATIONS FOR FACILITY ATTENDANT AND SOLID WASTE DRIVER

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

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

WHEREAS, in the past several months, District management staff has conducted a comprehensive review of all job descriptions for TCSD positions; and

WHEREAS, it is recommended to update the current job description for Refuse Worker and retitling to Solid Waste Driver, based upon the duties performed related to the collection and disposal of refuse, recyclables, and green solid waste; and

WHEREAS, it is recommended to approve a job description for Facility Attendant as there is currently not a Board-approved job description; and

WHEREAS, the Facility Attendant is primarily responsible for providing custodial and operational support to TCSD facilities (both indoor and park rental spaces), events, classes, and programs as well as assisting in the facilitation of private events for those interested in utilizing the facilities at the Community Center, Cabin, and the parks; and

WHEREAS, neither position has a recommended compensation adjustment.

THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District approves the attached revised job descriptions and classifications for Facility Attendant (Exhibit A) and Solid Waste Driver (Exhibit B).

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 8th day of March 2023 by the following vote:

/

/

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District



TAMALPAIS COMMUNITY SERVICES DISTRICT

FACILITY ATTENDANT

DEFINITION

Performs a wide variety of duties related to the support of District programs, events, and activities for the community as well as assisting in the facilitation of private events for those interested in utilizing the facilities at the Community Center, Cabin, and parks.

DISTINGUISHING CHARACTERISTICS

Incumbents are responsible for providing custodial and operational support to facilities (both indoor and park rental spaces), events, classes, and programs. Incumbents are expected to work independently and exercise judgement and initiative and receive only occasional instruction or assistance as new and/or unusual situations arise and are fully aware of the operating procedures and policies of the District.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from management staff and may receive direction from other staff.
- Exercises no supervision over staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(Depending on assignment, may include but are not limited to, the following)

- Operational support for District events and programs, as well as private classes, meetings, and programs, including set up and take down of tables, chairs, tents, equipment and supplies;
- Custodial and cleaning including, but not limited to, sanitization of high-touch surfaces, cleaning, sweeping, vacuuming, mopping, cleaning furniture, woodwork, fixtures, doors, windows, walkways, driveways and other facility grounds;
- Inspects facilities and equipment, reports issues in a timely manner to appropriate staff including his/her/their supervisor;
- Interact with instructors, clients and the general public. Receives and responds to questions, concerns and complaints from patrons; determines issues and resolves or refers them to the appropriate staff to address;
- Ability to communicate effectively orally and in writing in English;
- Open and secure facility before building use and shut down and lock up after building use in accordance with policies and procedures;
- Monitor facility, park and picnic rentals for proper usage and adherence to the rules, policies and procedures;
- May assist with parks, trails and open space maintenance, including, but not limited to, cleaning, sweeping, mowing, trimming, scrubbing, mopping, dusting, cleanup of animal waste, weeding, watering, painting, and repairing items as required;
- Participates in required training sessions, including safety drills and/or other emergency procedures; performs all work in a safe manner;
- Assists with District special events as directed;
- Responds and performs assigned work as a designated Disaster Service Worker in accordance with California State law during natural and man-made disasters and other emergencies; and
- Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Methods, materials and equipment used in the maintenance of buildings and grounds.
- Principles and practices of custodial and facility operations.
- Safety practices and equipment related to the work.
- Principles and practices of customer services, techniques for providing a high level of customer service.

Skill and Ability To:

- Use, operate and maintain a variety of custodial, cleaning equipment and materials.
- Use and operate landscaping equipment.
- Drive forklift and vehicle with trailer.
- Perform minor maintenance duties.
- Follow District policies and procedures related to assigned duties.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Perform work as directed in an efficient, effective, safe and timely manner.
- Respond appropriately to changing situations.
- Demonstrate strong customer service skills and establish maintain and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone and in writing.
- Serve as a Disaster Service Worker as needed in emergencies per California State law.

Experience and Training Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- High School Diploma or equivalent.
- Demonstrated knowledge and/or experience in building maintenance/repair, working as an event/building attendant, and/or other related activity.

License or Certification:

- Possession of a valid California class C driver license upon appointment.

Pre-Employment Conditions:

- Department of Justice criminal history fingerprint clearance.
- Background check.
- Medical screening and drug testing clearance.
- Work Permit, if applicable.

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must possess mobility, strength, and stamina to perform physical work for extended periods of time.
- Operate a wide variety of cleaning and landscaping tools and equipment. Finger dexterity needed to operate tools and equipment.

- Work activities may require standing, walking on uneven and slippery surfaces, using ladders, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, climbing, grasping and making repetitive hand movement in the performance of daily duties.
- Work may be performed in both indoors and outdoors environments with exposure to dust and/or other allergens, odors, noise, weather, uneven surfaces and terrain and confining workspaces.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- Incumbents must possess the ability to lift, carry, push and pull materials and objects weighing up to fifty (50) pounds or heavier weights with assistance and/or the use of proper equipment.
- Incumbents work both in indoor and outdoor environments with moderate to loud noise levels, wet and/or slippery conditions, chemicals, mechanical and/or electrical hazards. May work in controlled and uncontrolled temperature conditions, cold and hot temperatures or inclement weather conditions.
- Must be able to travel to different work sites and locations.
- Must be able to work flexible hours and may be assigned irregular work hours including early mornings, late evenings, weekends, and holidays.

COMPENSATION:

Per adopted salary schedule, benefits resolutions, and/or personnel policies.

Board Approval Date: _____



TAMALPAIS COMMUNITY SERVICES DISTRICT

SOLID WASTE DRIVER

DEFINITION

Under general supervision of the Operations Superintendent, the Solid Waste Driver provides refuse collection and disposal in a safe, courteous, and efficient manner in compliance with State and Federal regulations and TCSD policies.

DISTINGUISHING CHARACTERISTICS

Incumbents are responsible for driving manual and/or automated waste collection vehicles varying in size, and for providing prompt, courteous and complete waste, greens, and recycling collection and removal services from customer locations. Incumbents are expected to work independently and exercise judgement and initiative and receive only occasional instruction or assistance as new and/or unusual situations arise and are fully aware of the operating procedures and policies of the District.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from management staff and may receive direction from other staff.
- Exercises no supervision over staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(Depending on assignment, may include but are not limited to, the following)

- Performs required driver check-in procedures at the beginning of each day's shift.
- Performs heavy manual labor in the collection of waste, greens and recycled materials.
- Performs complete daily routine safety pre-trip inspection on the assigned vehicle including, but not limited to, checking tire pressure, fluid levels, safety equipment, gauges and controls.
- Ensures all safety measures appropriate for operation of assigned vehicle are consistently and efficiently applied.
- Performs assistance to other solid waste drivers as needed to complete the daily operations; work is to be conducted as part of a team.
- Drives a heavy truck along residential and/or commercial routes and to disposal area(s).
- Climbs into and out of truck at customer locations and disposal area(s).
- Lifts and carries residential waste, recycling, and greens to truck and deposits into compactor.
- Operates hand hydraulic and other controls to lift containers, cycle compactor and dispose of collected material at the designated facility.
- Operates vehicle in all assigned service areas in a timely and efficient manner.
- Courteously interacts with customers, residents, supervisors, and other employees.
- Maintains good customer relations and positively influences the community's perception of TCSD throughout all applicable service areas by exhibiting positive, helpful behaviors and attitudes.
- Loads all assigned materials into truck.
- Writes labels and tags ("oops tag") on unsatisfactory waste, greens, and recycling containers and/or refuse.
- Cleans up the area around an accidental waste and/or spill. Assures materials being transported comply within the legal load limits.

- Ensures hazardous materials are not accepted, as best that can be determined.
- Reads route sheet, follows route map, and services each customer as identified on the route sheet or as assigned by supervisor.
- Performs driver checkout procedures upon returning to the facility at the end of the day.
- Follows all safety policies and procedures in accordance with the current safe practices.
- Responds and performs assigned work as a designated Disaster Service Worker in accordance with California State law during natural and man-made disasters and other emergencies.
- Performs other job-related duties as assigned.
-

PHYSICAL REQUIREMENTS

- Must be physically mobile within a field environment for indefinite periods of time. May involve working in inclement weather.
- Involves working in a waste and hazardous waste collection, disposal, recovery, recycling environment.
- Involves sitting, standing, walking, pushing, and pulling, reaching above shoulder level, lifting and carrying up to 70 pounds and occasionally heavier weights, using both hands for simple and firm grasping, climbing stairs and fine finger manipulation, e.g., keyboard and mobile/radio phone skills, reading and route-related decision making.
- Requires clarity of hearing.
- Requires the ability to communicate clearly and effectively in English, in person, in writing, and by telephone (includes texts) and email.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Safety practices and equipment related to the work.
- Principles and practices of customer services, techniques for providing a high level of customer service.
- Capability and safe operation of heavy vehicles and mechanical and hydraulically operated refuse equipment.
-

Skill and Ability To:

- Perform minor maintenance duties.
- Follow District policies and procedures related to assigned duties.
- Maintain equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Respond appropriately to changing situations.
- Ability to work cooperatively as part of a team and able to take direction.
- Demonstrate strong customer service skills and establish maintain and foster positive and effective working relationship with members of the public and other District employees.
- Use English effectively to communicate in person, over the telephone and in writing.
- Math: ability to perform basic math calculations for proper service determination.
- Serve as a Disaster Service Worker as needed in emergencies per California State law.

Experience and Training Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- High School Diploma or equivalent.
- Requires 2 years related experience.
- Basic verbal, written and electronic device communications skills.

License or Certification:

A valid Class B or higher commercial California Drivers' License with a clean driving record is required and must be maintained during employment.

Pre-Employment Conditions:

- Department of Justice criminal history fingerprint clearance (Live Scan).
- Background check.
- Medical screening and drug testing clearance.
- Work Permit, if applicable.

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must possess mobility, strength, and stamina to perform physical work for extended periods of time.
- Work activities may require standing, walking on uneven and slippery surfaces, using ladders, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, climbing, grasping and making repetitive hand movement in the performance of daily duties.
- Writing: annotates service orders with actions taken and descriptions of work done
- Very repetitive work procedures and routine daily work practices.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- Incumbents must possess the ability to lift, carry, push and pull materials and objects weighing up to seventy (70) pounds or heavier weights with assistance and/or the use of proper equipment.
- Incumbents work both in indoor and outdoor environments with exposure to dust and/or other allergens, odors, noise, weather, uneven surfaces and terrain and confining workspaces moderate to loud noise levels, wet and/or slippery conditions, chemicals, mechanical and/or electrical hazards. May work in controlled and uncontrolled temperature conditions, cold and hot temperatures, or inclement weather conditions.
- Exposure to fumes and gases from internal combustion engines and exposure to dust and fumes generated.
- Must be able to travel to different work sites and locations.
- Must be able to work early morning hours and may be assigned work hours during weekends and holidays.

COMPENSATION:

Per adopted salary schedule, benefits resolutions, and/or personnel policies

Board Approval Date: _____



TAMALPAIS COMMUNITY SERVICES DISTRICT
Staff Report
March 8, 2023

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: CONSIDER APPROVAL OF REVISED OPERATING AND CAPITAL RESERVE POLICIES FOR SOLID WASTE, WASTEWATER, AND PARKS AND RECREATION DEPARTMENTS

RECOMMENDATION

Adopt a resolution approving revised operating and capital reserve policies for Solid Waste, Wastewater, and Parks & Recreation departments.

BACKGROUND

TCSD has three main functions: wastewater collection, solid waste and parks and recreation. Wastewater and solid waste operate as separate enterprise funds, while parks and recreation receives much of its revenue from ad valorem property taxes.

Adequate designations of reserves, funds set aside for various legitimate purposes, are critical to the successful and stable, short and long-term operation of the District. Adequate reserves ensure that the District will at all times have sufficient funding available to meet its operating, capital and debt service cost obligations, together with future debt or capital obligations, as well as any unfunded mandates, including costly regulatory requirements.

On February 11, 2023, the Board held a retreat to discuss the goals and priorities for the upcoming year. One of the topics was to revise the current reserve policy, both operating and capital, for all three TCSD department funds. The discussion section below summarizes the proposed reserve policy for TCSD funds.

DISCUSSION

Operating Reserves

The current reserve policy for the three TCSD departments for operating reserves is the following:

- Wastewater operating reserve at the beginning of each fiscal year equal to six (6) months of annual operating and maintenance costs, including debt service, of the wastewater utility.

- Solid Waste operating reserve at the beginning of each fiscal year equal to eight (8) months of annual operating and maintenance costs, including debt service, of the solid waste utility.
- Parks and Recreation operating reserve at the beginning of each fiscal year equal to two months (2) of annual operating and maintenance costs.

The main purpose of reserves is to have sufficient resources to respond accordingly to unforeseen situations that impact the District. Specifically, operating reserves must do the following:

1. Stabilize the fiscal base by anticipating fluctuations (e.g., cash flow) in revenues and expenditures; and
2. Provide for non-recurring, unanticipated expenditures; and
3. Provide for innovative opportunities for the betterment of the community.

Therefore, staff is recommending all three funds have an operating reserve at the beginning of each fiscal year equal to eight (8) months of annual operating and maintenance costs, including debt service. Staff believes eight months of an operating reserve for all three funds is a prudent approach to maintaining the fiscal integrity of the District.

Capital Reserves

The following is the current capital reserve policy for the three department funds:

- Wastewater: the Board established a target balance of \$1.5M in 2021 to be escalated each year at the pace of construction inflation (estimated at 3.5% per year).
- Solid Waste: no formal capital reserve policy.
- Parks and Recreation: no formal policy; however, there is currently a beginning balance of \$230,000 in capital reserve, but the purpose and intent is unknown. The Board did allocate an additional \$26,500 towards capital projects in 2021, but it does not have a specific project.

The proposed revised reserve policy recommends that the Board of Directors, as part of the annual operating budget approval process, shall approve the appropriate levels, amounts, and uses for capital reserve funds based upon the needs of the District.

Also, as part of the annual budget process, the Board will approve the Five-Year CIP. The CIP will provide a proposed schedule of capital projects during the upcoming five years, however, the allocation and use of the capital reserves for those projects will be part of the annual budget process. Therefore, the Board, along with approving the operating budget every year, will also approve the expenditures for Year 1 of the CIP.

Individual allocations are for the following purposes:

- Wastewater PayGo Capital Allocation is intended to provide funding for multi-year rehabilitation projects to repair and/or replace gravity sewer lines, force mains, as well as pump stations and other wastewater infrastructure-related projects.
- Vehicle Replacement Fund is to set aside funds to replace the TCSD vehicle fleet on a regular and scheduled basis. All three departments will have a vehicle replacement schedule for replacing the vehicles in that department.
- Facilities Fund is an allocation to repair and/or enhance the TCSD offices and corporation yard and shop building. Since all three departments utilize those facilities, all the departments will have this reserve fund.
- Parks Facilities Fund is a reserve to rehabilitate and repair current TCSD parks and recreation facilities (e.g., community center, Kay Park).
- Park Development Fund is an allocation to support the purchase and development of new park facilities.
- Emergency Capital Reserve is a fund dedicated to address emergency capital needs in response to an extreme and unplanned event such as a rainstorm, earthquake, or fire.

If approved tonight, the revised reserve policy will have the Board allocate funds and specific amounts to the individual capital reserve funds on annual basis as part of the budget approval process.

FISCAL IMPACT

n/a

ATTACHMENT

Resolution – Reserve Policy



TAMALPAIS COMMUNITY SERVICES DISTRICT
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RESOLUTION NO. 2023-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS
COMMUNITY SERVICES DISTRICT TO APPROVE A
REVISED OPERATING AND CAPITAL RESERVE POLICY FOR ALL THREE
DISTRICT DEPARTMENT FUNDS**

WHEREAS, this resolution supersedes Resolution 2021-01, the previous reserve policy for District funds; and

WHEREAS, the attached reserve policy provides protection from risk and TCSD faces risks such as revenue shortfalls during recessions and losses from extreme events, such as earthquakes, heavy rainstorms, floods and fires; and

WHEREAS, reserves help ensure that TCSD can respond quickly and decisively to extreme events; and

WHEREAS, TCSD has three main functions: wastewater collection, solid waste and parks and recreation; and

WHEREAS, TCSD provides wastewater collection service via a Wastewater Enterprise Fund; and

WHEREAS, TCSD provides solid waste collection service via a Solid Waste Enterprise Fund; and

WHEREAS, TCSD provides parks and recreation service via a Parks and Recreation Fund funded primarily through ad valorem property taxes; and

WHEREAS, the proper functioning of the District requires adequate levels of reserve funds in order to prepare for and weather future financial events and limit financial risk and uncertainty; and

WHEREAS, the purpose of the operating reserve is to provide funds for unplanned operating and maintenance expenditures; and

WHEREAS, the purpose of the capital reserve is to provide funds for the Five-Year CIP as well as to repair, replace, rehabilitate, and upgrade facilities, infrastructure, vehicles; and

WHEREAS, the purpose of an Other Post Employment Benefits (OPEB) Trust Account is to deposit funds needed to pay TCSD's OPEB future liabilities.

NOW THEREFORE, BE IT RESOLVED that this resolution supersedes Resolution 2021-01, the previous reserve policy for District funds,

BE IT FURTHER RESOLVED that attached to this resolution is the revised operating and capital reserve policy for the Solid Waste, Wastewater, and Parks and Recreation departments.

I HEREBY CERTIFY that the foregoing resolution is a full, true, and correct copy of a resolution duly and regularly adopted and passed by the Board of Directors of the Tamalpais Community Services District, County of Marin, California, at a meeting thereof, held on the 8th day of March, 2023, by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District

Tamalpais Community Services District

Reserve Policy

Introduction

One of the key components of a financially stable organization is the adherence to a policy of maintaining an appropriate level of reserves. Establishing a target minimum reserve is a mechanism that governments can implement to help ensure adequate levels of fund balance are available to help mitigate current and future risks. A minimum reserve is generally considered a prudent and conservative fiscal policy to deal with unforeseen situations. Some examples of unforeseen situations include, but are not limited to:

- Extreme Events
- Economic Downturn
- Reduced Revenues
- Federal/State/County Budget Cuts
- Unfunded Legislative or Judicial Mandates
- Cash Flow Requirements
- Capital Obligations
- One-Time Board Approved Expenditures
- Innovative Opportunities for the Betterment of the Community

Purpose

A reserve policy provides protection from risk. Tamalpais Community Services District faces risks like revenue shortfalls during recessions and losses from extreme events, such as earthquakes, heavy rainstorms, floods and fires. Reserves help make sure that TCSD can respond quickly and decisively to extreme events. Reserves also support vital public services during revenue declines. A reserve policy describes how much the District will try to retain in reserve. It also describes acceptable uses of reserves.

TCSD, a community services district, has three main functions: wastewater collection, solid waste and parks and recreation. Wastewater and solid waste operate as separate enterprise funds, while parks and recreation receive much of its revenue from ad valorem property taxes.

Adequate designations of reserves, funds set aside for various legitimate purposes, are critical to the successful and stable, short and long-term operation of the District. Adequate reserves ensure that the District will at all times have sufficient funding available to meet its operating, capital and debt service cost obligations, together with future debt or capital obligations, as well as any unfunded mandates, including costly regulatory requirements.

The ability of the District to maintain reserve funds is a critical factor in providing reliable service, mitigating rate increases, and ensuring overall financial strength. Adequate reserves directly affect the District's bond rating and ultimately the ability to access debt markets at

favorable interest rates, thereby ensuring the ability to finance and construct the infrastructure necessary to renew existing systems and expand service levels to meet future needs.

Policy

For purposes of this policy, the term “reserve” includes undesignated, unreserved funds. It is the policy of Tamalpais Community Services District to maintain a minimum operating reserve for all three of its departments for unforeseen situations that impact the District. TCSD will continue to maintain operating reserve funds to:

1. Stabilize the fiscal base by anticipating fluctuations in revenues and expenditures; and
2. Provide for non-recurring, unanticipated expenditures; and
3. Provide for innovative opportunities for the betterment of the community.

Every year, as part of the annual budget process, the Board will also approve the Five-Year CIP. The CIP will provide a proposed schedule of capital projects during the upcoming five years, however, the allocation and use of the capital reserves for those projects is part of the annual budget process. Therefore, the Board, along with approving the operating budget every year, will also approve the expenditures for Year 1 of the CIP.

Acceptable Uses of Reserves

Reserves are meant to address unexpected, nonrecurring costs. Reserves should not be used for recurring annual operating expenses. An exception is poor economic conditions or events that disrupt TCSDs revenues. In such cases, reserves may be used to provide short-term relief so that TCSD can restructure its operations in an orderly manner.

Operating Reserve

The Board shall establish operating reserve targets as follows:

- Wastewater operating reserve at the beginning of each fiscal year equal to eight (8) months of annual operating and maintenance costs, including debt service, of the wastewater utility.
- Solid Waste operating reserve at the beginning of each fiscal year equal to eight (8) months of annual operating and maintenance costs, including debt service, of the solid waste utility.
- Parks and Recreation operating reserve at the beginning of each fiscal year equal to eight months (8) of annual operating and maintenance costs.

Nothing in this policy shall prohibit the Board from maintaining a higher level of operating reserves than the established minimum of eight (8) months in any of the three departments.

Capital Reserve

Annually, during the budget adoption process, the Board of Directors shall approve the appropriate levels, amounts and uses for capital reserve funds based upon the needs of the District. Individual allocations are for the following purposes:

Wastewater PayGo Capital Allocation is intended to provide funding for multi-year rehabilitation projects to repair and/or replace gravity sewer lines, force mains, as well as pump stations and other wastewater infrastructure-related projects.

Vehicle Replacement Fund is to set aside funds to replace the TCSD vehicle fleet on a regular and scheduled basis. All three departments will have a vehicle replacement allocation to support replacing the vehicles in that department.

Facilities Fund is an allocation to repair and/or enhance the TCSD offices and shop building. Since all three departments utilize those facilities, all the departments will have this reserve fund.

Parks Facilities Fund is a reserve to rehabilitate and repair current TCSD park facilities.

Park Development Fund is an allocation to support the purchase and development of new park facilities.

Emergency Capital Reserve is a fund dedicated to address emergency capital needs in response to an extreme and unplanned event such as a rainstorm, earthquake, or fire.

The Board will allocate funds and specific amounts to the following individual capital reserve funds on annual basis as part of the budget approval process.

Wastewater Capital Reserve

PayGo Capital Projects

Facility Fund

Vehicle Replacement Fund

Emergency Capital Reserve

Solid Waste Capital Reserve

Facility Fund

Vehicle Replacement Fund

Emergency Capital Reserve

Parks and Recreation Capital Reserve

Facility Fund

Vehicle Replacement

Parks Facility Reserve

Park Development Fund

Emergency Capital Reserve

OPEB Trust Account

The Board shall approve annual deposits in an OPEB (Other Post-Employment Benefits) trust account to contribute to the annual GASB 75 OPEB Expense, less the benefits paid directly for the benefit of retirees. The individual funds of Wastewater, Solid Waste, and Parks and Recreation shall contribute their proportionate share based on the current eligible employees for that year.



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
March 8, 2023

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: GENERAL MANAGER'S REPORT INCLUDING FACILITIES UPDATE

RECOMMENDATION

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

BACKGROUND

Wastewater Statistics and Work

- Jan. flow through Bell Lane Pump Station: 22,462,500 gallons
- Feb. flow through Bell Lane Pump Station: 11,129,100 gallons
- Jan. flow through Bob Bunce Pump Station: 238,947 gallons
- Feb. flow through Bob Bunce Pump Station: 114,103 gallons
- Rain: 9 events totaling 5.1 inches
- Sewer System Overflows (SSO): 1

There was a SSO on February 23, 2023. The problem was reported at approx. 8:45pm at the manhole near 316 Deer Trail Ln. Six houses use that line, but not all the homes are occupied full time. We estimate the spill was less than 75 gallons. No solids/paper were discovered at the spill location. Staff will increase the maintenance schedule from one to two times per year (every 6 months) for that line which should address the issue of tree roots in the line.

- Lateral Inspections YTD: 13 (Jan-Feb for resales, ADU's, CIP, other)

Solid Waste Statistics and Work

- We are providing new data for the Board regarding Solid Waste calls for service for the calendar year. The table format may change, but the information will generally consist of the data show below.

SOLID WASTE CALLS FOR SERVICE 2023		
TYPE OF SERVICE	Month	
	Jan	Feb
Missed pick-up	26	27
New Service request	2	2
Replacement carts	17	8
Dumpsters	14	11
Extra trash pick-up	17	20
Late put out	2	4
Other	0	0
Total	78	72
YTD Total		150

Parks and Recreation Work

- Closed off the pathway from Linda Way to Kay Park because a section of an adjacent fence fell onto the pathway. The owner has made repairs to the fence and the pathway has reopened.
- TCSD's landscaping contractor and TCSD's senior park maintenance worker started the reseeded of the Kay Park "grassy area" on March 1st and reopened the park on March 2nd. Staff informed the community of the two-day closure of Kay Park as well as the temporary fencing of the reseeded area for up to 60 days via signage in the park, the newsletter, and Nextdoor.
- The Improv Show on February 17th had between 50-60 attendees.

Administration

- The Board held its annual retreat on February 11th.
- Interviews for the vacant Administrative Clerk position were conducted and an offer made and accepted. The official start date is March 14, 2023.
- MCE's consultant conducted a visit of TCSD facilities to determine the viability of replacing gas water heaters with electric heat pump water heaters. The Cabin and the Corporation Yard building were deemed eligible for the MCE and PG&E water heater replacement grant program. The TCSD office already has an electric water heater and a heat pump could not meet the capacity demands of the community center. We are proceeding ahead with the replacement of the water heaters at the Cabin and Corporation Yard.
- Staff will make an oral report on the status of the other various facility improvements.

Impact on TCSD Resources

n/a

FISCAL IMPACT

n/a



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
March 8, 2023

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

RECOMMENDATION

Receive and file the February 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 February 28, 2023, TCSD had the following cash and investment balances:

Institution	Account	January 31, 2023	February 28, 2023
Wells Fargo	General Checking	\$ 208,881.59	\$ 104,474.06
Wells Fargo	General Savings	\$5,279,637.87	\$ 1,485,419.74
Wells Fargo	General Merchant Services	\$ 13,460.16	\$ 16,299.21
State of CA - LAIF	General Account	\$4,372,288.31	\$7,872,288.31
TOTALS		\$9,874,267.93	\$9,478,481.32

State of California Local Agency Investment Fund (LAIF) earned 2.07% as the quarterly apportionment rate for the quarter ending December 31, 2022. The LAIF interest rate for February 2023 was 2.624% which is 0.199 percentage points higher from the prior month and 2.346 percentage points higher from February 2022.

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

Monthly Reports

The disbursement reports (attachment A) for February 2023. The largest disbursement for the period was the payment to Kaiser Permanente in the amount of \$20,444.22 for monthly medical insurance premium.

The year-to-date annual budget report (attachment B) is through the end of February 2023, which represents 67% of the fiscal year. The annual budget report gives the cumulative totals for the fiscal year-to-date (YTD) with budget comparisons. Parks and Recreation revenues stand at YTD \$687,967, which is 61% of budget. Wastewater revenues stand at YTD \$3,256,256, which is 55% of budget. Solid waste revenues stand at YTD \$1,565,912, which is 59% of budget.

The District received its first property tax payment from the County of Marin in December. Property tax revenues, which is the source of most of the revenue for Parks and Recreation (ad valorem property tax share), as well as Wastewater and Solid Waste (rate payers pay for services through the property tax bill). The county disperses property tax payments to public agencies in installments within a fiscal year. The December payment for Parks and Recreation was \$386,276.85. The December revenue for Solid Waste was \$1,508,080.07. The December disbursement for Wastewater was \$3,151,291.84.

FISCAL IMPACT

N/A

ATTACHMENTS

- A. Monthly Disbursement Reports (February 2023)
- B. Year-to-Date Annual Budget Reports



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

Date	Name	Memo	Amount
02/23/2023	Zoom	Virtual Meetings Subscriptiion	\$ 849.70
02/21/2023	FasTrak	Bridge Account Replenishment	\$ 510.00
02/09/2023	County of Marin/Env.Health Services	Food Permit Murder Mystery - 2023	\$ 412.00
02/10/2023	Batteries Plus	Battery Service to Bell Lane V8 Pump Engine and	\$ 371.69
02/16/2023	Webstaurant Store	Powerchord for New Dishwasher at C.C	\$ 362.88
02/06/2023	Uline.com	PPE Gloves	\$ 342.91
02/01/2023	Streamline, Inc.	Streamline member fee- Feb 2022	\$ 300.00
02/06/2023	Verizon Wireless	Device & Data Plan for AGM, GM, and Staff	\$ 294.39
02/01/2023	Microsoft	Software Licenses	\$ 275.00
02/05/2023	Comcast	Internet Jan 13 - Feb 12 @ 305 Bell Ln.	\$ 256.52
02/10/2023	Go To Communitications, Inc.	(415)388-6393 Voice & Data Lines and Wireless Services	\$ 230.53
02/17/2023	Webstaurant Store	Chemical Sensor for New Dishwasher at C.C	\$ 195.17
02/16/2023	Supplies Depot	Heater Fan at Cabin	\$ 163.95
02/05/2023	Comcast	Internet Jan 13 - Feb 12 @ 203 Marin Ave.	\$ 141.59
02/13/2023	DoorDash.com	Lunch for Board Retreat	\$ 125.82
02/10/2023	Verizon Wireless	Data Plan for Refuse Driver's iPads	\$ 120.48
02/01/2023	QuickBooks Time, Inc.	Online Time Card Service- Jan 2023	\$ 116.00
02/22/2023	Target	Murder Mystery Props	\$ 102.79
02/17/2023	Coyote Coffee	Coffee & Snacks for Board Meetings	\$ 100.00
02/01/2023	Apple Store	Apple Pencil	\$ 96.34
02/01/2023	Indeed.com	Office Clerk Job Ad Posting	\$ 90.00
02/14/2023	HookFish	Board Meeting	\$ 87.44
02/06/2023	Bulbtronics	Murder Mystery Props - Bulbs	\$ 84.62
02/08/2023	Batteries Plus	Battery Jumper Pack	\$ 81.74
02/28/2023	Survey Monkey	Survey Monkey Community Polling	\$ 69.00
02/17/2023	Amazon.com	Vehicle Rodent Repellent	\$ 60.54
02/08/2023	ConstantContact.com	E-newsletter Feb 2023	\$ 35.00
02/11/2023	UberEats.com	Lunch for Board Retreat	\$ 33.88
02/14/2023	Target	Murder Mystery Props	\$ 32.82
02/22/2023	Rex Ace Hardware	Murder Mystery Signs	\$ 24.93
02/22/2023	Costco	Snacks for Office and Board Meetings	\$ 18.89
02/17/2023	Amazon.com	SD Card Reader for Board Meeting Minutes	\$ 15.14
02/22/2023	Dollar Tree Stores, Inc.	Murder Mystery Props	\$ 4.11



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

Date	Num	Name	Memo	Amount
02/24/2023		QuickBooks Payroll Service	Payroll on 02/24/2023	\$ 56,925.39
02/10/2023		QuickBooks Payroll Service	Payroll on 02/10/2023	\$ 53,842.87
02/02/2023	10001 1	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement January 23, 2022	\$ 20,934.04
02/01/2023	39958	Kaiser Foundation Health Pln	Feb 2023 Medical	\$ 20,444.22
02/10/2023	39969	Marin Sanitary Service	Jan 2023 Solid Waste 136.08 tons @ \$106.52/T	\$ 14,495.24
02/10/2023	39968	Jorges Tree Services	Monthly Parks & Open Space Manit.- 3 days/week - January and Holiday Tree Composting Event	\$ 13,400.00
02/10/2023	10000 7	J W Mobile/Napa Truck Service	Truck Fleet Maint.	\$ 13,289.63
02/24/2023	10001 8	Marin County Employees Retirement Sys.	PP04 2023 Feb 11- Feb 24, 2023	\$ 13,187.36
02/10/2023	39965	Marin County Employees Retirement Sys.	PP03 2023 Jan 28 - Feb 10, 2023	\$ 12,773.69
02/24/2023	10003 0	County of Marin DOF Payroll	Dec 22 - Jan 23 Retiree Medical Expenses	\$ 11,455.48
02/10/2023	39974	R3 Consulting Group	Solid Waste Consulting - Financial Plan & 5 Year Rate Study, Jan 2023	\$ 10,815.00
02/10/2023	39998	Marin Resource Recovery Center	Green Waste ---111.94 Tons @ \$96.6/T Jan 2023	\$ 10,813.54
02/24/2023	10004 2	FleetCrew Inc.	93: Replaced DPF	\$ 7,776.04
02/09/2023	39962	Mowry, Robert	Pickleball Instructor- 65% Share of \$10,870 Fees Deposited Jan'23	\$ 7,065.50
02/24/2023	10003 2	Miller Starr Regalia	Greene Vs. Kenyon Litigation, Jan 2023	\$ 6,595.00
02/24/2023	7	Marin County Employees	PEPRA W/H PP04 2023 Feb 11- Feb	\$ 4,216.21
02/10/2023	39964	Marin County Employees Retirement Sys.	PEPRA W/H PP03 2023 Jan 28 - Feb 10, 2023	\$ 4,216.20
02/15/2023	10001 3	Jill Kalehua, Daily Money Mgmt Services	Jan 2023, sub for Finance Manager	\$ 3,605.25



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

Date	Num	Name	Memo	Amount
02/24/2023	10003 1	Diesel Direct	655.9 gal Diesel, for Above Ground Tank	\$ 3,355.14
02/10/2023	39967	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Jan 2023, 9 Trips, 11.81 tons	\$ 2,815.66
02/24/2023	10004 4	Roto-Rooter Plumbers	Cleaning near W. California Ave.	\$ 2,530.00
02/10/2023	39972	Pacific Gas & Electric	Office, Shop, CC Gas & Electricity and Kay Park Electricity, 12/14/22-	\$ 2,404.95
02/24/2023	10004 1	Hayes, Robert, Architect	Community Center Bathroom Remodel	\$ 2,250.00
02/10/2023	39999	Perfect Timing Personnel Services, Inc.	Front Desk Subs: Callahan-Worthington, Natalie, Jan 23-27,	\$ 2,019.36
02/10/2023	39973	Pacific Window Cleaning & Janitorial, Inc	Cleaning Services Jan 2023	\$ 1,975.00
02/15/2023	10001 4	Perfect Timing Personnel Services, Inc.	Front Desk Subs: Callahan-Worthington, Natalie, Feb 7-10, 2023	\$ 1,539.76
02/10/2023	10000 5	Teamsters Anthem PPO	Medical Insurance Jan 2023	\$ 1,164.84
02/24/2023	10004 0	FleetCrew Inc.	DPF Emissions System and Opactiy Test on Refuse Trucks	\$ 1,092.12
02/24/2023	10004 3	Matrix Computer Solutions	IT Support & Maint.	\$ 897.45
02/24/2023	10002 0	G. Moran Construction, Inc.	Metal Door Installation Corp. Yard Bldg.	\$ 895.00
02/10/2023	39966	AT&T	Office Data Lines, Wireless Services; Community Ctr Alarm Phone Lines	\$ 828.26
02/24/2023	10003 8	Cool Rite Refrigeration	DOS 1/25/23 Servicing	\$ 683.32
02/10/2023	39997	Goodman Building Supply Co.	Force Main Pit Sump Pump; Cord Extensions and Light Switch; Door Lock Install Kit and BIT Holder	\$ 676.22
02/10/2023	10000 6	Wells Fargo Fin. Lse. - RMC	Copier Lease 1/20/23- 2/19/23	\$ 650.90
02/24/2023	10003 7	Bay Area Air Quality Management District	April 2023-April 2024 Permit to Operate Fuel Nozzles	\$ 552.00



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

Date	Num	Name	Memo	Amount
02/15/2023	39975	Laugs, Mick (Instructor)	Instructor Improv Class- 65% share of fees from Session 3	\$ 546.00
02/24/2023	10004 5	Access Answering Service	Answering Service Sept2022 - Feb2023	\$ 528.00
02/10/2023	39963	Mission Square	Employee Personal W/H	\$ 500.00
02/24/2023	10002 5	Mission Square	Employee Personal W/H	\$ 500.00
02/24/2023	10002 7	AT&T	415-389-8722, 2/11/23-3/10/23	\$ 264.69
02/10/2023	39971	North Bay Bottling	Drinking Water Jan'23	\$ 262.50
02/24/2023	10002 8	Atco Pest Control	Pest Control for Parks	\$ 225.00
02/24/2023	10002 1	Meyers Nave	Jan 2023 Legal Svc	\$ 206.00
02/10/2023	10000 4	Stericycle, Inc.	Feb 2023 Medical Waste Services	\$ 176.82
02/24/2023	10003 3	Stericycle, Inc.	Mar 2023 Medical Waste Services	\$ 176.82
02/10/2023	39970	Napa Auto Parts- DNG Enterprises	1: Electrical Repairs	\$ 166.98
02/15/2023	10001 2	Udaloff, Nicholas (V)	Boot Allowance 2023	\$ 165.32
02/08/2023	39954	Schwartz, Jack (v)	Reimbursement Seniors Bingo July'22 through Feb'23 = \$20 per month Dialpad Meeting Receipt	\$ 160.00
02/24/2023	10003 9	Eco-Check Compliance, Inc.	30 day designated operator inspection per UST regulations	\$ 150.00
02/24/2023	10003 4	Terminix	Pest Control for Parks	\$ 99.16
02/24/2023	10002 6	Schwartz, Jack (v)	Reimbursement Seniors' Lunch	\$ 98.59
02/16/2023	10001 5	Amazon.com	Electrical Circuit Test Kit	\$ 96.12
02/09/2023	39961	Orleans, Arianna	Reimburse for Murder Mystery Prop Making Supplies	\$ 88.73
	44981 10002 9	Bio-Pest	Ant Control Service, DOS 1/9/23	\$ 80.00
	44965 39959	Schwartz, Jack (v)	Reimbursement Seniors' Lunch	\$ 33.91
	44970 10003 6	Healon, Casey (v)	Reimbursement for C.C. Dressing Room Keys	\$ 8.43



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

WASTEWATER DEPT.				
	Feb '23 (67% of FY)	Budget 2022-23	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4101 · Sanitation Service Charges	\$ 3,147,227.75	\$ 5,848,600	54%	
4103 · Permits/Lateral Connection Fees	\$ 26,278.00	\$ 34,100	77%	
4104 · Muir Woods Sanitaion Svc. Chrg.	\$ 53,756.43	\$ 35,100	153%	Flow variation
4420 · Interest Revenue	\$ 28,994.20	\$ 10,000	290%	
Total Revenue	\$ 3,256,256.38	\$ 5,927,800	55%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 264,775.72	\$ 384,600	69%	
5012 · Overtime Pay	\$ 1,754.70	\$ 5,200	34%	
5013 · Performance Recognition	\$ 7,450.00	\$ 7,700	97%	
5014 · Temporary Help	\$ 11,225.68	\$ 7,900		
Total 5010 · Salaries	\$ 285,206.10	\$ 405,400	70%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 33,941.14	\$ 67,100	51%	
5022 · Retirement Contributions	\$ 55,307.04	\$ 95,200	58%	
5023 · Social Security and Medicare	\$ 20,690.73	\$ 31,100	67%	
5024 · Other Employee Benefits	\$ -	\$ 1,000		
5025 · Retiree Medical Insurance	\$ 13,016.40	\$ 23,200	56%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 22,600	0%	
Total 5020 · Employee Benefits	\$ 122,955.31	\$ 240,200	51%	
5110 · Wastewater Treatment Expense				
5111 · SMCSO Sewage Treatment O&M	\$ 1,294,713.90	\$ 2,606,800	50%	
5121 · SASM Sewage Treatment & Capital	\$ 86,685.00	\$ 173,400	50%	
5131 · Almonte and Homestead Svc Fees	\$ -	\$ 9,000	0%	
Total 5110 · Wastewater Treatment Expense	\$ 1,381,398.90	\$ 2,789,200	50%	
5140 · Sewer System Maint. & Repair	\$ 81,511.45	\$ 303,900	27%	
5400 · TCSD Board Fees	\$ 2,950.00	\$ 7,000	42%	
5401 · Professional Services	\$ 15,846.43	\$ 131,100	12%	
5420 · Staff Training & Travel Expense	\$ 3,617.94	\$ 6,500	56%	
5425 · Office and Technology	\$ 10,416.86	\$ 18,900	55%	
5430 · Telephone and Alarms	\$ 8,328.72	\$ 11,300	74%	
5431 · Public Communications	\$ 1,214.11	\$ 7,000	17%	
5432 · Insurance	\$ 50,643.45	\$ 50,500	100%	
5437 · Miscellaneous	\$ 149.79	\$ 1,000	15%	
5438 · Fees and Permits	\$ 18,385.56	\$ 27,900	66%	
5439 · Utilities	\$ 6,084.65	\$ 7,500	81%	
5440 · Fuel Expense	\$ 14,281.51	\$ 12,000	119%	
5450 · Maintenance and Supply	\$ 75,399.65	\$ 80,000	94%	Incl. Office Remodel
5483 · Debt Issuance Costs	\$ 1,026,800.00	\$ 1,338,600	77%	
Total Expense	\$ 3,105,190.43	\$ 5,438,000	57%	
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.

	Feb'23 (67% of FY)	Budget 2022-23	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 1,536,057	\$ 2,611,000	59%	
4202 · Other Solid Waste Services	\$ 5,730	\$ 9,000	64%	
4410 · Donations/Fundraising/Grants	\$ 9,628	\$ 5,000	193%	SB1383 Compliance Grant
4420 · Interest Revenue	\$ 14,497	\$ 7,000	207%	
Total Revenue	\$ 1,565,912	\$ 2,632,000	59%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 439,998	\$ 630,100	70%	
5012 · Overtime Pay	\$ 35,533	\$ 58,500	61%	
5013 · Performance Recognition	\$ 11,756	\$ 12,400	95%	
5014 · Temporary Help	\$ 11,103	\$ 26,200	42%	
Total 5010 · Salaries	\$ 498,389	\$ 727,200	69%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 84,100	\$ 140,700	60%	
5022 · Retirement Contributions	\$ 130,920	\$ 224,900	58%	
5023 · Social Security and Medicare	\$ 36,978	\$ 51,600	72%	
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	\$ 275,841	\$ 489,300	56%	
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 122,446	\$ 214,100	57%	
5212 · Recycling Fees	\$ 1,015	\$ 50,000	2%	
5213 · Green Waste Disposal Fees	\$ 70,262	\$ 127,800	55%	
5214 · Debris Day Expenses	\$ 1,752	\$ 3,000	58%	
5210 · Solid Waste Disposal Expense	\$ 195,475	\$ 394,900	50%	
5400 · TCSD Board Fees	\$ 2,550	\$ 3,400	75%	
5401 · Professional Services	\$ 43,824	\$ 116,000	38%	
5420 · Staff Training & Travel Expense	\$ 3,367	\$ 3,200	105%	
5425 · Office and Technology	\$ 9,388	\$ 19,000	49%	
5430 · Telephone and Alarms	\$ 4,636	\$ 7,000	66%	
5431 · Public Communications	\$ 1,214	\$ 20,000	6%	
5432 · Insurance	\$ 67,733	\$ 75,900	89%	
5437 · Miscellaneous	\$ 374	\$ 1,000	37%	
5438 · Fees and Permits	\$ 21,829	\$ 41,600	52%	
5439 · Utilities	\$ 1,844	\$ 3,500	53%	
5440 · Fuel Expense	\$ 34,681	\$ 85,500	41%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 3,225	\$ 4,100	79%	
5452 · Maint. & Supply Contract Svc	\$ 8,979	\$ 11,600	77%	
5454 · Vehicle Repair & Maint.	\$ 163,360	\$ 138,000	118%	
5456 · Bridge Tolls	\$ 3,072	\$ 4,000	77%	
5457 · Solid Waste Carts & Bins	\$ 18,446	\$ 50,000	37%	
5461 · Meeting Supplies	\$ 484	\$ 700	69%	
5470 · Yard & Bldg. Improvements	\$ 20,255	\$ 8,500	238%	Office Remodel
Total 5450 · Maintenance and Supply	\$ 217,822	\$ 216,900	100%	
5471 · Minor Equipment	\$ -	\$ 4,400	0%	
5472 · Donations/Grants Paid Expenses	\$ 5,000	\$ 5,000	100%	
Vehicle Lease	\$ 44,804	\$ 44,900	100%	
Total Expense	\$ 1,428,773	\$ 2,258,700	63%	
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.

	Feb'23 (67% of FY)	Budget 2022-23	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4301 · Taxes	\$ 576,671	\$ 975,800	59%	
4303 · Tia's After School Program Rev	\$ 29,795	\$ 15,000	199%	
4310 · Facilities Rental & Fees	\$ 18,307	\$ 26,000	70%	
4320 · Park Rentals	\$ 1,652	\$ 3,900	42%	
4330 · Class Fees	\$ 23,110	\$ 11,900	194%	
4350 · TCSD Event Revenue	\$ 28,633	\$ 66,500	43%	
4410 · Donations/Fundraising/Grants	\$ 4,303	\$ 15,000	29%	
4420 · Interest Revenue	\$ 4,832	\$ 5,000	97%	
4430 · Miscellaneous Revenue	\$ 663	\$ 1,000	66%	
Total Revenue	\$ 687,967	\$ 1,120,100	61%	
Expense				
5011 · Wages and P.T.O	\$ 259,906	\$ 406,700	64%	
5012 · Overtime Pay	\$ 2,983	\$ 7,500	40%	
5013 · Performance Recognition	\$ 7,253	\$ 7,800	93%	
5014 · Temporary Help	\$ 19,647	\$ 36,600	54%	
Total 5010 · Salaries	\$ 289,789	\$ 458,600	63%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 43,364	\$ 58,500	74%	
5022 · Retirement Contributions	\$ 54,089	\$ 164,200	33%	
5023 · Social Security and Medicare	\$ 22,210	\$ 32,500	68%	
5024 · Other Employee Benefits	\$ 32	\$ 2,100	2%	
5025 · Retiree Medical Insurance	\$ 2,474	\$ 5,900	42%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 8,500	0%	
Total 5020 · Employee Benefits	\$ 122,170	\$ 271,700	45%	
5300 · Events Expense	\$ 42,371	\$ 63,500	67%	
5330 · Tree & Landscaping Services	\$ 36,523	\$ 18,100	202%	
5331 · Landscaping Contract Svc	\$ -	\$ 35,000	0%	
5332 · McGlashan Trail Maintenance	\$ 1,050	\$ 5,400	19%	
5340 · Instructor Fees	\$ 14,325	\$ 7,600	188%	
5341 · Tia's Afterschool Program Exp	\$ 7,767	\$ 10,000	78%	
5400 · TCSD Board Fees	\$ 3,100	\$ 4,200	74%	
5401 · Professional Services	\$ 12,837	\$ 19,900	65%	
5420 · Staff Training & Travel Expense	\$ 259	\$ 5,700	5%	
5425 · Office and Technology	\$ 13,645	\$ 25,100	54%	
5430 · Telephone and Alarms	\$ 9,401	\$ 11,700	80%	
5431 · Public Communications	\$ 3,129	\$ 5,100	61%	
5432 · Insurance	\$ 35,808	\$ 32,800	109%	
5437 · Miscellaneous	\$ 227	\$ 1,100	21%	
5438 · Fees and Permits	\$ 12,078	\$ 13,900	87%	
5439 · Utilities	\$ 12,099	\$ 22,000	55%	
5440 · Fuel Expense	\$ 2,624	\$ 4,600	57%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 8,177	\$ 9,300	88%	
5452 · Maint. & Supply Contract Svc	\$ 14,810	\$ 16,100	92%	
5454 · Vehicle Repair & Maint.	\$ 864	\$ 5,800	15%	
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 5,620	\$ 4,000	140%	
5459 · Park Maint.	\$ 4,299	\$ 19,000	23%	
5461 · Meeting Supplies	\$ 511	\$ 700	73%	
5470 · Yard & Bldg. Improvements	\$ 6,744	\$ 8,500	79%	
Total 5450 · Maintenance and Supply	\$ 41,024	\$ 63,400	65%	
5471 · Minor Equipment	\$ -	\$ 3,300	0%	
5472 · Donations/Grants Paid Expenses	\$ 10,067	\$ 8,000	126%	
Total Expense	\$ 670,295	\$ 1,090,700	61%	
Contribution to Capital Reserve	\$ -	\$ 26,500	0%	Occurs at FYE
Available for Operating Reserves	\$ -	\$ 2,900	0%	Occurs at FYE

ITEM 6C

Date: February 16, 2023

To: Steffen and Garrett,

I attended the SASM Meeting for February 16, 2023 via Zoom.

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) and Todd Gates of the Alto Sanitary District attended the meeting. A quorum was present. Al Leibof (Homestead Valley Sanitary District) was absent.

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 were also present. No members of the public were present.

BUSINESS SESSION

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

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 March 16, 2023, at 6:00 pm. I will attend the meeting.

TCSD ISSUES

Before the meeting began, the General Manager privately told me that he wanted to have a meeting with TCSD operational staff regarding the issues of a valve and pipe along Ross near Linda in the Kay Park Area. He was concerned that TCSD might be able to divert sewage flow in certain circumstances to SASM, and he wanted to know the details of this. He wanted to be informed when this occurs, and if there was additional flow (EDUs) going to SASM. I suggested that Garrett, Alan, and Mike could address his questions in a meeting. Pippin Cavagnaro, P.E. Civil Engineer with Nute could provide technical drawings, as needed, as Nute designed the system in question.

Sincerely,

Jim Jacobs
TCSD Representative

Garrett Toy

From: Steve Levine <stevenmlevine@comcast.net>
Sent: Tuesday, February 7, 2023 12:50 PM
To: Garrett Toy; Steffen Bartschat
Cc: Alan Shear; stevenmlevine@comcast.net
Subject: SMCSD Board of Directors Meeting Feb. 7, 2023

I attended the SMCSD Board of Directors meeting on Feb. 7, 2023.

1. Director Ann Arnott resigned her Board seat effective March 1. She was with SMCSD for 33 years starting as office manager. Board recognized her for her service. Applications for the position are available now with a deadline of March 15. New member will be appointed on April 7.

2. Assigned various Board members to committees for 2023: capital and construction projects, finance and budgeting, personnel and sewer.

3. GM Report:

Despite high flow rates and multiple power outages, there were no district SSO's or bending events this month. Plants highest flow rates peaked at 10 million gallons a day (mgd), but upgrades to the plant increased secondary treatment capacity from 6 mgd to 9 mgd. Back up generators successfully held the loads during the power outages.

4. Projects:

- a. Coloma Pump Station: complete. Awaiting permanent power connection from PG&E.
- b. Generator Reliability project: complete
- c. Clarifier Rehab: design 80% complete
- d. TCSD Flow Meter: design complete. Awaiting permits from PG&E and CalTrans.

Next meeting, in person for Board members with zoom option for public, March 7.

Steve Levine
2/7/23



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
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TCSD BOARD OF DIRECTORS REGULAR MEETING

MINUTES

WEDNESDAY, JANUARY 11, 2023, 7:00 PM

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:02pm on Wednesday, January 11, 2023.

2. ROLL CALL

President Steffen Bartschat

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

Absent: Dir Matt McMahon

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM) Alan Shear;

Others present: Pippin Cavagnaro, Nute Engineering

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: J. JACOBS/S. LEVINE

AYES: 4

NAYS: 0

ABSENT: 1 (M. McMahon)

4. PUBLIC EXPRESSION

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

- There was no public expression

5. REGULAR BUSINESS: Board Actions

- A. Selection of Board President and Vice-President and discussion/consideration of Boardmember assignments.

The Board discussed the matter and asked questions of staff.

There was no public comment.

MOTION TO REAPPOINT FOR FY2023-24 THE CURRENT BOARD PRESIDENT, VICE PRESIDENT AND COMMITTEE ASSIGNMENTS FOR OTHER AGENCIES

M/S: S. LEVINE/J. JACOBS

AYES: 4

NAYS: 0

ABSENT: 1 (M. McMahon)

- B. Receive update on the design of the Bell Lane Pump Station and Force Main Replacement and discuss options for CIP Phase D sewer improvement projects.

Pippin Cavagnaro of Nute Engineering summarized the completed CIP projects and provided a possible schedule for Phase D, the Bell Lane Pump Station and Force Main Replacement projects.

The Board discussed the matter and asked questions of staff.

There was no public comment.

- C. Approve resolution adopting the revised job classifications/descriptions for Operations Superintendent and Senior Parks Maintenance Worker.

AGM Shear discussed the organizational need and appropriateness to revise the two job classifications as well providing 40 hours of Administrative Leave to the Operations Superintendent.

The Board discussed the matter and asked questions of staff.

There was no public comment.

MOTION TO APPROVE RESOLUTION ADOPTING THE REVISED JOB DESCRIPTIONS/CLASSIFICATIONS FOR OPERATIONS SUPERINTENDENT AND SENIOR PARKS MAINTENANCE WORKER

M/S: S. BARTSCHAT/J. BROWN AYES: 4 NAYS: 0 ABSENT: 1 (M. McMahon)

- D. Approving resolution adopting the revised salary schedule for the Operations Superintendent and Senior Parks Maintenance Worker classifications.

After approving the revised job descriptions, GM Toy summarized the need to adopt the revised salary schedule for both positions to reflect the increased duties and responsibilities of the positions.

The Board discussed the matter and asked questions of staff.

There was no public comment.

MOTION TO APPROVE RESOLUTION ADOPTING THE REVISED SALARY SCHEDULE FOR OPERATIONS SUPERINTENDENT AND SENIOR PARKS MAINTENANCE WORKER

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

- E. Discuss possible retreat topics.

With the upcoming Board retreat, GM Toy discussed the schedule and agenda for the February 11th meeting.

The Board discussed the matter and asked questions of staff.

There was no public comment.

6. REGULAR BUSINESS: Information Items

a. General Manager report

GM Toy reviewed his report for the Board including the staff response to the pump stations high water alarm resulting from the heavy rains on December 31. The report also summarized the two recreation events of Jolly Jingles and Breakfast with Santa.

There was no public comment.

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

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

There was no public comment.

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

SASM: Dir. Jacobs reported that the meeting scheduled for December 15th took place and the Board elected its 2023 Officers. Lew Kious was re-elected president, Al Leibof was re-elected as vice president, and Todd Gates was re-elected as secretary.

SMCSB: Dir. Levine reported the January 10th meeting that the Board selected Officers and made committee assignments for 2023. Dan Rheiner remains President, Bill Ring Vice President. After 35 years on the Board, Ann Arnott announced her retirement effective March 1.

Three large storms occurred in December resulting in a rain total of 12 inches for the month. The highest daily rainfall total was 2.25 inches and a peak treatment plant flow of 12.8 mgd. The largest storm of the month produced 6.36 inches of rain from 12/29/22 – 12/31/22. The system and plant performed well and as designed during multiple storm events in December. Due to the significance of the largest storm operations responded to one sewer system overflow (SSO). The overflow was from a manhole near Princess Street Pump Station where the Force Main turns to Gravity Main. Approximately 6,625 gallons was the total SSO. One blending event occurred starting 12/31 at 1 pm, with the new plant upgrades a blending event is triggered when the plant effluent flow exceeds 9 MGD. Operations diverted flow over 9 MGD into the equalization basins, due to the intensity and duration of the storm both basins were filled. Once the basins were filled plant blending started over 9 MGD resulting in a blending total of 248,000 gallons.

There was no public comment.

d. Board member Committee/Subcommittee reports

There were no other Board reports.

7. CONSENT CALENDAR

A. Approve minutes of December 14, 2022 Board Meeting

B. Approve resolution regarding continued COVID-19 emergency and TCSB continuing public meetings via Zoom, if needed, pursuant to AB 361

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: J. BROWN/S. LEVINE

AYES: 4

NAYS: 0

ABSENT: 1 (M. McMahon)

8. FUTURE AGENDA ITEMS

A. Review of meeting

The Board agreed the meeting went well.

B. Board input for future Board Meeting Agendas

There was no public comment.

9. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 8:30PM

M/S: J. BROWN/J. JACOBS

AYES: 4

NAYS: 0

ABSENT: 1 (M. McMahon)

Approved by Board on: _____



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, FEBRUARY 8, 2023, 7:00 PM

1. CALL TO ORDER

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

2. ROLL CALL

President Steffen Bartschat

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

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM) Alan Shear; Finance and Programs Manager, Sarah Mehtar; Events and Communications Coordinator, Camille Esposito

Others Present: Pauline Sanguinetti of Croce, Sanguinetti & Vander Veen; and Jim Kasper

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE/J. JACOBS

AYES: 5

NAYS: 0

ABSENT: 0

4. PUBLIC EXPRESSION

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

- Jim Kasper spoke about the preliminary Board priorities and the upcoming retreat and suggested they review the Management Partners report from 2020 regarding the needs of the Parks and Recreation budget.

5. REGULAR BUSINESS: Board Actions

A. Receive FY21-22 Financial Audit

Pauline Sanguinetti of Croce, Sanguinetti & Vander Veen, presented the Board with a detailed report on the FY21-22 audit report. The auditor issued an unmodified opinion, which is a “clean” opinion with no material misstatements findings to the financial statements.

The Board discussed the matter and asked questions of staff

There was no public comment.

B. Receive Mid-Year Budget Report

GM Toy began the discussion by stating a mid-year budget report is a formal review typical in municipal agencies as a check-in on revenues and expenditures at the mid-point of the fiscal year. It's also an opportunity to make appropriate adjustments if expenses are anticipated to exceed 5% of budget as staff would recommend adjustments to ensure the over-budget does not occur at the end of the year. Fortunately, revenues are projected higher than budgeted, so no adjustments are necessary at this time.

Finance and Programs Manager Mehta summarized the mid-year report PowerPoint presentation, which included an update on the current reserves for all three funds.

GM Toy summarized the revenues and expenditures from the special events that took place during FY22-23. Events and Communications Coordinator Esposito discussed the events from the past year and the upcoming events of Creekside and Oktoberfest.

The Board discussed the matter and asked questions of staff.

There was no public comment.

C. Receive monthly financial reports

The Board received the financial reports which included the check warrant for the months of December 2022 and January 2023.

The Board discussed the matter and asked questions of staff.

There was no public comment.

D. Approval to proceed with Proposition 218 process for solid waste service rates over the next five years.

GM Toy summarized the process and meetings to get to this point of recommending a 2% increase for solid waste rates every year during the next five years and how staff has returned with the proposed cover letter and notice to all property owners in compliance with Proposition 218. The notice also includes the dates of the community informal meeting on the proposed rates and the public hearing meeting to receive public input and hopefully adopt the rates.

The Board discussed the matter.

There was no public comment.

MOTION TO PROCEED WITH THE PROPOSITION 218 NOTICING PROCESS FOR ESTABLISHING NEW SOLID WASTE (REFUSE) SERVICE CHARGES FOR FISCAL YEARS (FY) 2023-2024, 2024-25, 2025-26, 2026-27 BASED ON THE 5-YEAR RATE STUDY AND 10-YEAR FINANCIAL PLAN PREPARED BY R3 CONSULTING GROUP.

M/S: S. LEVINE/J. JACOBS

AYES: 5

NAYS: 0

ABSENT: 0

E. Discuss/consider options for remodeling the Tam Community Center bathrooms.

AGM Shear summarized the three design options for the Tam Community Center bathrooms. All options meet ADA accessibility requirements.

The Board directed staff to look at another option creating three distinct restrooms with a communal sink.

There was no public comment.

- F. Discuss/consider design options for the TCSO fence replacement project.
GM Toy summarized the design options for the TCSO fence replacement project. He reviewed the Prop 68 funding TCSO received in 2020 and the Board approved grant application that included replacing the perimeter fencing surrounding the Community Center complex.

The Board directed staff to speak with all the impacted neighbors and report back for further direction.

There was no public comment.

- G. Discuss/consider adoption of vehicle replacement policy.
AGM Shear summarized the proposed vehicle replacement policy. Specifically, that the policy includes the replacement criteria for each type of vehicle in the TCSO fleet. Mileage, age, overall condition, annual maintenance cost, environmental impact per the California Air Resource Board are all elements of the evaluation criteria included in the proposed policy.

The Board discussed the matter and asked questions of staff.

There was no public comment.

The Board made the following changes to the policy:

1. (g) remove
2. (c) increase annual maintenance/repair costs threshold to \$25,000
(f) remove (redundant)
(h) increase vehicle body damage cost threshold to \$15,000
(j) remove

MOTION TO ADOPT RESOLUTION APPROVING THE VEHICLE REPLACEMENT POLICY

M/S: M. McMAHON/J. BROWN

AYES: 5

NAYS: 0

ABSENT: 0

6. REGULAR BUSINESS: Information Items

- A. General Manager report

GM Toy reviewed his report for the Board including that a postcard announcing upcoming events was produced and mailed to Tam Valley residents, a status on the remodel, signage for rules and regulations for the pickle ball courts and asked for questions.

There was no public comment.

- B. Review schedule for future work sessions, special meetings, and events
GM Toy reviewed the attachments and asked the Board for questions.

There was no public comment.

- C. Receive Sewer treatment plant update reports: SASM and SMCSD
SASM: Dir Jacobs reported on the January 19 SASM meeting that although the rain from the atmospheric river peaked on December 31, 2022 with a 24-hour peak period of 31 MGD, excess flow was diverted to the Equalization Basins until it could be returned when influent flows subsided. No blending or spills occurred.

SMCSD: Dir Levine reported on the January 10 meeting that the three large storms occurred in December resulting in a rain total of 12 inches for the month. The system and plant performed well and as designed during multiple storm events in December. Due to the significance of the largest storm operations responded to one sewer system overflow. The overflow was from a manhole near Princess Street Pump Station where the force main turns to a gravity main. Approximately 6,625 gallons was the total SSO. One blending event occurred starting 12/31 at 1pm. With the new plant upgrades a blending event is triggered when the plant effluent flow exceeds 9 MGD. Operations diverted flow over 9 MGD into the equalization basins, due to the intensity and duration of the storm both basins were filled. Once the basins were filled plant blending started over 9 MGD resulting in a blending total of 248,000 gallons.

The TCSO flow meter project was still awaiting PG&E and Caltrans permits.

There was no public comment.

- D. Board member Committee/Subcommittee reports
There were no other Board reports.

7. CONSENT CALENDAR

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

- A. Approve minutes of January 25, 2023 Board Work Session

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: J. BROWN/J. JACOBS

AYES: 5

NAYS: 0

ABSENT: 0

8. FUTURE AGENDA ITEMS

- A. Review of meeting

- B. Board input for future Board Meeting Agendas
There was no public comment.

9. **ADJOURNMENT**

**THE MEETING WAS ADJOURNED AT 9:55PM
M/S: J. BROWN/J. JACOBS**

AYES: 5

NAYS: 0

ABSENT: 0

Approved by Board on: _____

DRAFT



TAMALPAIS COMMUNITY SERVICES DISTRICT

SOLID WASTE DRIVER

DEFINITION

Under general supervision of the Operations Superintendent, the Solid Waste Driver provides refuse collection and disposal in a safe, courteous, and efficient manner in compliance with State and Federal regulations and TCSD policies.

DISTINGUISHING CHARACTERISTICS

Incumbents are responsible for driving manual and/or automated waste collection vehicles varying in size, and for providing prompt, courteous and complete waste, greens, and recycling collection and removal services from customer locations. Incumbents are expected to work independently and exercise judgement and initiative and receive only occasional instruction or assistance as new and/or unusual situations arise and are fully aware of the operating procedures and policies of the District.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from management staff and may receive direction from other staff.
- Exercises no supervision over staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(Depending on assignment, may include but are not limited to, the following)

- Performs required driver check-in procedures at the beginning of each day's shift.
- Performs heavy manual labor in the collection of waste, greens and recycled materials.
- Performs complete daily routine safety pre-trip inspection on the assigned vehicle including, but not limited to, checking tire pressure, fluid levels, safety equipment, gauges and controls.
- Ensures all safety measures appropriate for operation of assigned vehicle are consistently and efficiently applied.
- Performs assistance to other solid waste drivers as needed to complete the daily operations; work is to be conducted as part of a team.
- Drives a heavy truck along residential and/or commercial routes and to disposal area(s).
- Climbs into and out of truck at customer locations and disposal area(s).
- Lifts and carries residential waste, recycling, and greens to truck and deposits into compactor.
- Operates hand hydraulic and other controls to lift containers, cycle compactor and dispose of collected material at the designated facility.
- Operates vehicle in all assigned service areas in a timely and efficient manner.
- Courteously interacts with customers, residents, supervisors, and other employees.
- Maintains good customer relations and positively influences the community's perception of TCSD throughout all applicable service areas by exhibiting positive, helpful behaviors and attitudes.
- Loads all assigned materials into truck.
- Writes labels and tags ("oops tag") on unsatisfactory waste, greens, and recycling containers and/or refuse.
- Cleans up the area around an accidental waste and/or spill. Assures materials being transported comply within the legal load limits.



TAMALPAIS COMMUNITY SERVICES DISTRICT

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**TCSD BOARD OF DIRECTORS ANNUAL RETREAT
 MINUTES
 SATURDAY, FEBRUARY 11, 2023
 FERNWOOD CEMETERY , 301 TENNESSEE VALLEY ROAD, MILL VALLEY**

1. CALL TO ORDER

President Bartschat called the meeting to order at 9:09am

2. ROLL CALL

Board members present:

Steffen Bartschat

Jeff Brown

Jim Jacobs

Steve Levine

Matt McMahon

Staff present:

Garrett Toy

Alan Shear

3. APPROVE AGENDA

M/S- Levine/Jacobs

Ayes: Jacobs, Levine, McMahon, Vice-President Brown President Bartschat

4. PUBLIC EXPRESSION

No members of the public present.

5. REGULAR BUSINESS: Board Actions

The Board conducted its annual strategic planning/goal setting retreat which included topics such as, but not limited to, priorities, projects, programs, funding sources and uses, opportunities, issues/concerns, areas for improvement, and operating, capital, and administrative policies/procedures. No action taken, but direction was given to staff.

6. ADJOURNMENT

Meeting was adjourned at 1:20pm.

Approved by Board on: _____

TCSD BOARD
REGULAR WORK SESSION AND SPECIAL MEETING SCHEDULE
FY22/23

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



TAMALPAIS COMMUNITY SERVICES DISTRICT

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info@tamcsd.org ♦ www.tamcsd.org

TCSD 2023 BOARD MEETING SCHEDULE

REGULAR BOARD MEETINGS – Second Wednesday of each month – 7:00pm at Tam Valley Community Center
 REGULAR BOARD WORK SESSIONS – Fourth Wednesday of the Month- 8:30am at Tam Valley Community Center
MEMBERS OF THE PUBLIC ARE INVITED TO ALL OPEN MEETINGS

DATE	TYPE <i>(Specific Topic for work sessions)</i>	LOCATION
1/11/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
1/25/23	BOARD WORK SESSION <i>(Solid Waste 5-Yr Rate Review)</i>	TAM VALLEY COMMUNITY CENTER
2/8/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
2/11/23	BOARD PLANNING RETREAT	FERNWOOD CEMETERY (9am-1pm)
2/22/23	BOARD WORK SESSION	CANCELED
3/8/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
3/22/23	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
4/12/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
4/26/23	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
5/10/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
5/24/23	BOARD WORK SESSION <i>Budget Workshop</i>	TAM VALLEY COMMUNITY CENTER
6/14/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
6/28/23	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
7/12/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
7/26/23	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
8/9/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
8/23/23	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
9/13/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
9/27/23	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
10/11/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
10/25/23	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
11/8/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
12/13/23	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
11/22/23 & 12/27/23	NO BOARD WORK SESSIONS	Thanksgiving Recess & Winter Break

Tam Valley Community Center, 203 Marin Drive, Mill Valley
 Agendas for public meetings are located either in the bulletin board at TCSD's Main Office or online at www.tamcsd.org