



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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

## TCSO BOARD OF DIRECTORS WORK SESSION AGENDA WEDNESDAY, JANUARY 26, 2022 AT 8:30AM

Coronavirus (COVID-19) Advisory Notice: The health and safety of community members, public officials, and employees is a top priority for the Tamalpais Community Services District (TCSO) as we deliver our critical services of solid waste, sewer, and parks and recreation. Pursuant to the Brown Act, as amended by Assembly Bill 361, this meeting will be conducted by teleconference in accordance with Government Code section 54953(e). No physical location will be available for this meeting. The meeting will be streamed live (see below), and members of the public are encouraged to participate remotely from a safe location as described below. Members of the Board of Directors or staff may participate in this meeting electronically or via teleconference.

### HOW TO PARTICIPATE REMOTELY –

Enter the following website address:

<https://us02web.zoom.us/j/84981161466?pwd=RGI4Z2pjZ2dtVDIxdWpXZnB0aWFIz09>

Or call the following telephone number: (253) 215 8782, and enter the following meeting ID: 849 8116 1466 and passcode 545027

### 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. Discuss and approve staff recognition in the form of additional one-time payment and/or one-time time off
- B. Proclamation of appreciation for Lara Zegart
- C. Proclamation of appreciation for Kris Floyd
- D. Personnel and Recruitment Ad Hoc Committee report and possible appointment of Interim General Manager (oral report)

6. CLOSED SESSION

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).)  
Title: General Manager
- B. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code section 54957.6.)  
Unrepresented Employee: General Manager

7. ADJOURNMENT

**NEXT TCSD BOARD MEETING**  
February 9, 2022 – 7:00 PM  
**TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**



**DISCUSS AND APPROVE STAFF RECOGNITION IN THE FORM OF ADDITIONAL ONE-TIME PAYMENT AND/OR ONE-TIME TIME OFF**

**TO: BOARD OF DIRECTORS**

**FROM: HEATHER ABRAMS, GENERAL MANAGER**

**SUBJECT: DISCUSS AND APPROVE STAFF RECOGNITION IN THE FORM OF ADDITIONAL ONE-TIME PAYMENT AND/OR ONE-TIME TIME OFF**

**Recommendation**

Staff recommends that the Board discuss and approve a one-time staff recognition.

**Policy Issues**

TCSD's personnel policies, updated in November 2021, are silent on special compensation for extraordinary work.

**Background**

TCSD's staff have performed admirably during extreme stress over the last two years. In 2021, the Board issued a Proclamation of Recognition to all staff for their hard work. Recognizing the extraordinary work that front line workers have provided during the pandemic, flood, and wildfire has become well known. Similar jurisdictions, such as SMCSO have provided financial compensation for extraordinary work and/or additional time off. Companies performing similar work to TCSD, for example garbage collection firms, have done the same. At the December 2021 Board Meeting, TCSD's Board brought up additional one-time compensation for staff and asked that the item be added to the agenda for January.

**Analysis**

To provide the proposed one-time compensation staff recommends that the Board approve one of the following options:

- a. Five days of additional floating holiday to be used in 2022, effective from February 1, 2022 to December 31, 2022
- b. Provide an additional 2% one-time merit calculated on regular hours worked and regular rate of pay in 2021, to be paid on February 11, 2022 pay check
- c. Provide a fixed amount of \$1,000 per regular full-time employee to be paid on the February 11, 2022 paycheck.

**Impact on TCSD Resources**

The following budget impacts result from the options above:

- a. There is no cash outlay for option a. There could be minimal expenses associated with hiring a temporary worker(s), if needed, to fill the employee role while they take the additional floating holidays. Floating holidays do not roll-over and are not cashed out at termination of employment.
- b. Projected cost to each of TCSD's departments are as follows: Sewer \$4,528, Solid Waste \$8,925, Park and Recreation \$5,097, for a total of \$18,550 across the three departments.
- c. Approximately \$12,000 total cost to TCSD spread over the three departments and dependent on employee head count.



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### PROCLAMATION

HONORING LARA ZEGART FOR HER SERVICE WITH THE TAMALPAIS COMMUNITY SERVICES DISTRICT

Whereas, Lara Zegart stopped into the TCSD offices every day while attending Tam Valley Elementary School to say hi to Park and Recreation Director Carol Buchholz; and

Whereas, in 2016 Carol saw that special something in Lara and took her under her wing; and

Whereas, as time went on, and experience grew, Lara became an indispensable member of TCSD's Park and Recreation department as lead event staff starting with Oktoberfest in 2016, moving to Recreation Supervisor in 2018; and

Whereas, on the occasion of Carol's retirement, the District saw Lara as the natural replacement and asked her to assume responsibilities for the Park and Recreation Department as the Interim Park and Recreation Coordinator; and

Whereas, as the critical nature of the pandemic became clear, Lara created or participated in virtual and socially distanced events such as Book Buzz, Nature Talks, Rocks in the Park, SIP This, Parks for Pollinators BioBlitz, Halloween Spooky Cruise, and the Holiday Light Fight; and

Whereas, during a pandemic and with limited funds, Lara expertly planned and executed the Block Party, Oktoberfest and the Santa Walk which received accolades from the Board and residents of Tam Valley; and

Whereas, Lara wrote, applied for, and was awarded a Per Capita Grant; and

Whereas, Lara managed the repaving of the Tam Valley Community Center parking lot, and planned the re-fencing of the District's office and community center property with Per Capita Grant funds.

Now, therefore, the Board of Directors of the Tamalpais Community Services District warmly thank Lara Zegart for her innovation during a difficult time and her years of service to the people of Tamalpais Valley and wish her the best in her future endeavors.

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Steffen Bartschat, Board President

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James Jacobs, Board Director

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Jeff Brown, Board Vice President

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Matt McMahon, Board Director

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Steven Levine, Board Director





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## PROCLAMATION

THANKING KRIS FLOYD FOR HIS SERVICE WITH THE TAMALPAIS COMMUNITY SERVICES DISTRICT

Whereas, Kris Floyd proved his propensity for hard work and athleticism by dancing with the San Francisco Ballet from age 7 to 17; and

Whereas, Kris served his country as a combat United States Marine in Iraq; and

Whereas, Kris gained employment with TCSD 3 years ago; and

Whereas, Kris earned his Class B drivers' license in 2019; and

Whereas, Kris attained California Water Environment Association's Class I Sewer Collections Certification in 2019 and

Whereas, Kris was known for his amazing organizational skills and ability to keep an active workshop clean; and

Whereas, Kris became an integral part of the sanitation and solid waste departments; and

Whereas, Kris answered many emergency calls, including the atmospheric river event in October of 2021 to prevent catastrophic sewer spills.

Now, therefore, the Board of Directors of the Tamalpais Community Services District sincerely thank Kris Floyd for his dedication to the people of Tamalpais Valley during his years of service and wish him the best in his future endeavors.

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Steffen Bartschat, Board President

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James Jacobs, Board Director

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Jeff Brown, Board Vice President

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Matt McMahon, Board Director

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Steven Levine, Board Director