



# 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 MEETING AGENDA WEDNESDAY, JUNE 8, 2022 SPECIAL SESSION AT 7:00PM

### **PLEASE NOTE THIS SPECIAL MEETING AGENDA WAS CALLED TO ALLOW FOR A REMOTE MEETING AND REPLACES THE REGULAR MEETING AGENDA**

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 (TCSD) as we deliver our critical services of solid waste, sewer, and parks and recreation. In compliance with local and state shelter-in-place orders, and as allowed by AB 361 (October 1, 2021), TCSD will no longer offer an in-person meeting location for the public to attend 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/84944279810>

Or call the following telephone number: (253) 215 8782, and enter the following meeting

Webinar ID: 849 4427 9810

#### **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**

A1. Approve resolution regarding continued COVID-19 emergency and TCSD continuing public meetings via Zoom pursuant to AB 361.

A. Adopt resolution approving the TCSD FY2022-23 budget

B. Approve R3 proposal for solid waste financial plan and five-year rate study

C. Adopt master fee schedule to increase rental rates by CIP and establish new administrative fees

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

- D. Discuss and vote for California Special District Association Board member
- E. Consider/discuss a flat rate rental rate or other fee for the use of the cabin by AA groups
- F. Consider/discuss engineered wood fiber as an interim maintenance measure for the turf area in Kay Park

**6. REGULAR BUSINESS: Information Items**

- A. General Manager report/updates
- B. Financial reports
- C. Sewer treatment plants updates: SASM and SMCSD
- 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 May 11, 2022 Board Meeting

**8. FUTURE AGENDA ITEMS**

- A. Reminder of June 22, 2022 2 hour work session
- B. Board input for July 13, 2022 Board Meeting Agenda
  - Eastwood Park management
  - Use of Zoom/Remote Access for in-person Board Meetings

**9. ADJOURNMENT**

**NEXT TCSD BOARD MEETING  
JUNE 22, 2022 – 8:30 AM  
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**

**JUNE 8, 2022**

**ITEM 5A1**

**APPROVE RESOLUTION REGARDING CONTINUED COVID-19 EMERGENCY AND  
TCSD CONTINUING PUBLIC MEETINGS VIA ZOOM PURSUANT TO AB 361**

**TO: BOARD OF DIRECTORS**

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

**SUBJECT: APPROVE RESOLUTION REGARDING CONTINUED COVID-19 EMERGENCY AND TCSD  
CONTINUING PUBLIC MEETINGS VIA ZOOM PURSUANT TO AB 361**

**Recommendation**

Staff recommends that the Board adopt a resolution pursuant to the authority set forth in AB 361, making required findings and authorizing the District’s legislative body to continue meeting by teleconference pursuant to the Brown Act, as amended.

**Policy Issues**

The TCSD Board conducts its meetings in accordance with the Brown Act, and AB 361 allows the Board to continue using Zoom to conduct open public meetings during COVID-19 and other covered emergencies.

**Background**

On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means in order to slow the spread of COVID-19. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ended the provisions of Executive Order N-29-20 that allowed local legislative bodies to conduct meetings telephonically or by other means.

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (“AB 361”), which allows for local legislative bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the City Council make specified findings. AB 361 took effect upon the expiration of Executive Order N-29-20 on October 1, 2021. AB 361 allows a local agency legislative body to hold a meeting utilizing teleconferencing, without complying with the standard teleconferencing requirements if the Governor has proclaimed a State of Emergency and if state or local officials have imposed or recommended measures to promote social distancing. On October 13, 2021 TCSD adopted Resolution 2021-04, which allowed the November 2021 Board meeting to be held via Zoom and on November 10, 2021 TCSD adopted Resolution 2021-05, which allowed the December 2021 Board meeting to be held via Zoom and on December 15, 2021 TCSD adopted Resolution 2021-07, which allowed the January 2022 meeting to be held via Zoom and on January 12, 2022 TCSD adopted Resolution 2022-01, which allowed the February 9, 2022 meeting to be held via Zoom and on February 9, 2022 TCSD adopted Resolution 2022-02, which allowed the March 9, 2022 meeting to be held via Zoom and on March 9, 2022 TCSD adopted Resolution 2022-05, which allowed the April 13, 2022 meeting to be held via Zoom. These conditions continue to exist.

Governor Newsom's March 4, 2020 Proclamation of Emergency related to the COVID-19 pandemic is still in effect. In addition, the Marin County Public Health Officer continues to recommend CDC guidelines on social distancing to protect the public's health and safety.

### **Analysis**

The attached Resolution makes the findings to confirm the current conditions to allow teleconference meetings pursuant to AB 361 for the Board of Directors. The attached Resolution anticipates and authorizes teleconference meetings including hybrid meetings held both via teleconference and in-person. This Resolution will allow members of the public to safely observe and participate in local government teleconference meetings during the continued pandemic.

If a meeting is held via teleconference, including a hybrid meeting, the following requirements apply under AB 361:

1. Notices and agenda requirements remain the same under the Brown Act;
2. No physical location is required for public attendance or public comment. However, the public must be able to access and participate in the meeting through a call-in or an internet-based service, and instructions for how to participate must appear in the posted notices or agenda;
3. Teleconference meetings must protect the statutory and constitutional rights of the parties and the public;
4. If there is any disruption of the call-in or internet-based service, the agency must suspend the meeting until the problem is fixed;
5. Legislative bodies may allow public comments to be submitted prior to a meeting but must also allow the public to participate in real time through call-in or internet-based service;
6. If an internet-based service requires registration through a third-party, individuals can be required to register with the third-party to participate in the meeting; and
7. When providing a public comment period, whether after each item or during a general comment period, a legislative body must allow reasonable time for members of the public to comment and must also include reasonable time for members to register with a third-party host if applicable.

In order to continue to hold remote or hybrid meetings, the Board of Directors must continue to declare every 30 days that either (i) the state of emergency continues to directly impact the ability of the members to meet safely in person, or (ii) State or local officials continue to impose or recommend measures to promote social distancing.

### **Impact on TCSB Resources**

No additional resources are requested at this time.

### **Attachment**

- A. Resolution 2022-10





## TAMALPAIS COMMUNITY SERVICES DISTRICT

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

### RESOLUTION NO. 2022-10

#### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT AUTHORIZING LEGISLATIVE BODY MEETINGS TO BE HELD VIA TELECONFERENCE FOR THE 30-DAY PERIOD BEGINNING JUNE 8, 2022 AND MAKING RELATED FINDINGS PURSUANT TO AB 361

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PASSED AND ADOPTED** by the Board of Directors of Tamalpais Community Services District this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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President

ATTEST:

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Secretary, Tamalpais Community Services District

JUNE 8, 2022

ITEM 5A

**ADOPT RESOLUTION APPROVING FY2022-23 BUDGET**

**TO: BOARD OF DIRECTORS**

**FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER**  
**SARAH MEHTAR, PROGRAMS AND FINANCE MANAGER**  
**GARRETT TOY, GENERAL MANAGER** GT

**SUBJECT: ADOPT RESOLUTION APPROVING FY2022-23 BUDGET**

**Recommendation**

Adopt the resolution approving the TCSD operating budget and capital improvement program budget for Fiscal Year 2022-23

**Policy Issues**

Each June the TCSD Board must adopt its budget for the new fiscal year beginning on July 1.

**Background**

Each year, staff prepares an operating budget for the upcoming fiscal year. At the May Board meeting, the TCSD Board reviewed the proposed draft budget and provided input and direction to staff.

TCSD operating budgets are divided into three main funds that coincide with the service areas provided by TCSD: a) Sewer or wastewater, b) Solid waste, and c) Parks and Recreation. Wastewater and solid waste are enterprise funds supported with fees charged to external users for goods or services, whereas parks and recreation is considered the general fund supported primarily by ad valorem property tax revenues and Measure A parks funds which are supported by sales tax revenues. Expenses for each of the three funds are tracked separately.

**Analysis**

The proposed FY22-23 operating budget is the following:

Wastewater:	\$5,927,800
Solid Waste:	\$2,632,000
Parks and Recreation:	<u>\$1,120,100</u>
<b>TOTAL OPERATING BUDGET:</b>	<b>\$9,679,900</b>

The CIP budget for FY22-23 is \$7,462,500.

In prior years, staff would ask for Board approval throughout the year to approve regularly budgeted invoices to organizations that TCSO has a legal obligation to pay. Payments have included, but are not limited to:

- Monthly payments for benefits such as Kaiser, MCERA, etc.,
- SDRMA annual insurance payments,
- LAFCO annual payment,
- Zero Waste Marin bi-annual payment,
- Other permits and fees such as BAQWMD and Marin Environmental Health,
- Possibly large bi-annual invoices usually approved as part of the consent calendar:
  - SMCSO and SASM treatment plant invoices, and
  - Sewer CIP Debt Service payment.

The attached resolution before the Board tonight to approve the budget authorizes those payments without having to return to the Board throughout the year. However, when those payments are made, they will still appear on the monthly financial reports as part of the Board agenda packet. It is important to note that the TCSO purchasing policy requiring contractual agreements for goods, services, equipment, vehicles, and capital improvements above \$25,000 will still come before the Board for approval.

#### **Updates to Budget Since May Meeting**

During the budget discussion at the May Board meeting, staff was unable to provide the updated staff salaries and staff allocation information because the CPI amount for April was released the day of the meeting, May 11. The April CPI, which historically has provided the basis of a COLA increase for salaries, was 5%. Therefore, a 5% COLA-adjusted salary schedule is included in the staff report as Table 1. In addition, the staff allocation across all three funds has been updated and is included as Table 2.

Furthermore, a 2% performance recognition adjustment is included in the revised budget. In previous years, the budget would include a 5% allocation from which performance pay and COLA's would be distributed. For example, if the COLA for a particular year was 3%, the portion available for performance pay would be 2%, which represents the remaining balance of the 5%. However, since the COLA for FY22-23 is 5%, staff is recommending an additional 2% pool be available for performance pay. From FY2017-2022, TCSO allocated 2% for performance recognition each year. The one exception was FY20-21 where the Board allocated 5% in recognition of staff working through the lockdown and pandemic.

Staff also continued its review and revision of the proposed budget and has increased the budget in the following areas:

### All Three Funds

- Personnel Expenses – Updated salaries with 5% COLA based on CPI for April 2022 (See Table 1) and Performance recognition of 2% one-time allocation.
- Public Communications – Increase dollar amount in each fund customized to the varying needs and requirements of each department.
  - Wastewater = \$5,777
  - Solid Waste = \$10,700
  - Parks and Recreation = \$2,000

### Wastewater

- SASM annual assessment increase of \$38,875 based on previous year winter water usage.
- Sewer System Maintenance & Repair expense category increased consistently with projects planned of \$72,900; this includes \$25,000 for an agreement with Ross Valley Sanitary District for cross-training TCSO staff and other technical/labor assistance, as needed.

### Solid Waste

- Solid Waste disposal expense increased in anticipation of rising costs, particularly recycling fees, of \$19,600.
- Professional Services expenses expected to be higher with additional work for specific projects of financial planning, route audits per state regulation, and stickering of carts (grant funded). \$20,000
- Fuel expense increase of \$25,000
- Solid Waste carts and bins market price and shipping costs have dramatically risen, necessitating an increase of \$14,000 to the budget.

### Parks and Recreation

Salary (see Tables 1 & 2); and public communications (see above)

**Table 1 – COLA Adjustment**

All Departments			Current Salary FY 2021-2022	Base Salary Projections for FY 2022-2023 (C.O.L.A. based on 5% CPI of April 2022)			
Full Time Employees	Position	F.T.E	Annual Salary or Hourly Rate as applicable	Range Low	Range High	Hourly Rate	Base Annual Salary*
#General Manager	Contract	1	\$ 210,000.00	-	-	N/A	\$ 220,500.00
#Assistant General Manager	Admin	1	\$ 155,000.00	\$ 136,500	\$ 162,750	N/A	\$ 162,750.00
#Programs & Finance Manager	Admin	1	\$ 124,372.34	\$ 91,350	\$ 136,500	N/A	\$ 130,590.96
^District Clerk	Admin	1	\$ 38.57	-	-	\$ 40.50	\$ 84,236.88
#Superintendent	W.W. / S.W.	1	\$ 106,861.47	\$ 98,693	\$ 112,205	N/A	\$ 112,204.54
^Cross-trainee	W.W. / S.W.	2	\$ 38.00	\$ 78,624	\$ 91,728	\$ 39.90	\$ 82,992.00
^Solid Waste Driver	S.W.	3	\$ 43.14	-	-	\$ 45.30	\$ 94,217.76
^Parks & Recreation Coordinator	P&R	1	vacant	\$ 67,200	\$ 84,000		vacant
^Parks Maintenance	P&R	1	\$ 31.87	-	-	\$ 40.15	\$ 83,516.16
^Facilities Attendant	P&R	1	\$ 38.24	-	-	\$ 33.46	\$ 69,604.08

\*Salaries shown are base wages and does not include Overtime, Holiday Pay or Performance Recognition

\*\* W.W. = Wastewater

\*\* S.W. = Solid Waste

\*\* P&R = Parks & Recreation

#Salaried Position

^Hourly Position

**Table 2 – Staff Allocation**

TCSO All Departments			Department Allocation					
Full Time Employees	Position	F.T.E	Wastewater	Solid Waste	Parks & Recreation	Wastewater	Solid Waste	Parks & Recreation
General Manager	Contract	1	40%	40%	20%	\$ 88,200	\$ 88,200	\$ 44,100
Assistant General Manager	Admin	1	33%	33%	34%	\$ 53,708	\$ 53,708	\$ 55,335
Programs & Finance Manager	Admin	1	40%	40%	20%	\$ 52,236	\$ 52,236	\$ 26,118
District Clerk	Admin	1	20%	40%	40%	\$ 16,847	\$ 33,695	\$ 33,695
Superintendent	W.W. / S.W.	1	80%	20%	0%	\$ 89,764	\$ 22,441	\$ -
Cross-trainee	W.W. / S.W.	2	50%	50%	0%	\$ 41,496	\$ 41,496	\$ -
Solid Waste Driver	S.W.	3	0%	100%	0%	\$ -	\$ 94,218	\$ -
Recreation & Parks Coordinator	P&R	1	0%	0%	100%	\$ -	\$ -	\$ -
Parks Maintenance Staff	P&R	1	0%	0%	100%	\$ -	\$ -	\$ 83,516
Facilities Attendant	P&R	1	0%	0%	100%	\$ -	\$ -	\$ 69,604

\*Salaries shown are base wages and do not include Overtime, Holiday Pay or Performance Recognition

\*\* W.W. = Wastewater

\*\* S.W. = Solid Waste

\*\* P&R = Parks & Recreation

As a follow-up to a question raised at the May Board meeting regarding the budget increase to \$35,000 for landscape contractors, the FY22-23 proposed budget of \$35,000 is similar to the pre-COVID allocation for those services. Finally, the FY22-23 includes an allocation to purchase a Hydro-

Vactor truck for greater cleaning and maintenance of the sewer collection system at an approximate cost of \$350,000, and \$45,000 to develop a solid waste enterprise financial plan and conduct a five-year rate study for solid waste services, per a proposal by R3. The approval of the contract is included as a separate item on tonight's agenda.

Staff has worked diligently to prepare a balanced budget that will provide high quality services. The attached budget incorporates the information above, including detailed long-term financial plans and up-to-date conservative revenue estimates. The attachments show the proposed FY22-23 budget, and several analysis viewpoints to help the Board and community track the agency's progress. In addition, tonight's agenda packet includes the reserves report, per the request of the Finance Ad Hoc Committee. The reserves report provides further detail on cash flow, reserve balances and the availability of funds. The Treasurer's report of bank balances is scheduled for the August Board meeting, as requested by the Ad Hoc Committee.

#### **Impact on TCSO Resources**

Approving the annual budget itself does not have an impact on resources.

#### **Attachments**

- A. Resolution with Salary Schedule
- B. PowerPoint presentation of proposed FY22-23 budget
- C. Numerical comparison of FY21-22 budget, year-to-date totals, and proposed FY22-23 budget
- D. Proposed FY22-23 Measure A Parks Budget
- E. Financial Reserves Report
- F. Sewer CIP (funded through Certificates of Participation in FY22-23)





## TAMALPAIS COMMUNITY SERVICES DISTRICT

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### RESOLUTION NO. 2022-09

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING THE TAMALPAIS COMMUNITY SERVICES DISTRICT OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR FISCAL YEAR JULY 1, 2022 THROUGH JUNE 30, 2023 AND PROVIDING FOR THE APPROPRIATION OF EXPENDITURES IN SAID BUDGETS

**WHEREAS**, the Board of Directors ("Board") of the Tamalpais Community Services District ("TCSD") has reviewed the proposed Operating Budget for FY2022-23 and Capital Improvement Program for FY2022-23 at a public meeting prior to adoption for the Final Budget; and

**WHEREAS**, the Board shall adopt a salary schedule, attached herein as part of this budget resolution, for all approved TCSD positions; and

**WHEREAS**, as an organization, TCSD must fulfill its legal and contractual obligations throughout the fiscal year. By adopting this budget, payments are authorized to fulfill those obligations, including, but not limited to: SASM, SMCSO, Zero Waste Marin, Kaiser, MCERA, SDRMA; and

**WHEREAS**, pursuant to the TCSD purchasing policy, contractual agreements for goods and services above \$25,000 will still come before the Board for approval; and

**WHEREAS**, the expenditure of Measure A funds, attached to the staff report, is adopted as part of this budget approval, and authorizes staff to submit the Measure A Work Plan to the County based on this allocation.

#### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT, AS FOLLOWS:**

1. The Tamalpais Community Services District FY2022-23 Operating and Capital Improvement Budget presented by the General Manager is hereby approved and adopted and incorporated herein by reference.
2. The Operating Budget is hereby appropriated for Department expenses as follows:

Wastewater:	\$5,927,800
Solid Waste:	\$2,632,000
Parks and Recreation:	\$1,120,100
<b>TOTAL OPERATING BUDGET:</b>	<b>\$9,679,900</b>

3. That up to \$7,462,500 is hereby appropriated for the Capital Improvement Program (CIP) for FY2022-23.

**PASSED, APPROVED AND ADOPTED** at the meeting of June 8, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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President

ATTEST:

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Secretary

## Attachment 1

**TCSD Salary Schedule - Effective July 1, 2022\***

<b>Full Time Employees</b>	<b>Range Low - Annual</b>	<b>Range High - Annual</b>	<b>Hourly Rate</b>
#General Manager	-	\$220,500	N/A
#Assistant General Manager	\$136,500	\$162,750	N/A
#Programs & Finance Manager	\$ 91,350	\$136,500	N/A
^District Clerk	-	-	\$ 40.50
#Superintendent	\$ 98,693	\$112,205	N/A
^Cross-trainee	\$ 78,624	\$ 91,728	\$ 39.90
^Solid Waste Driver	-	-	\$ 45.30
^Parks and Recreation Coordinator	\$ 67,200	\$ 84,000	
^Parks Maintenance	-	-	\$ 40.15
^Facilities Attendant	-	-	\$ 33.46
<b>Part Time Employees</b>	<b>Hourly Rate</b>		
Senior Program			\$ 25.72
Childcare Program Director			\$ 560/monthly
Childcare Program Assistant			\$ 15
Event Staff			\$ 15**

\*Pay Period beginning July 2, 2022

\*\* Hourly rate may be higher based upon qualifications and/or duties

# Salaried Position

^ Hourly Position

TCSD  
Proposed Operational  
Budget  
FY 2022/23





# TCS D DEPARTMENTS

## Financial Planning



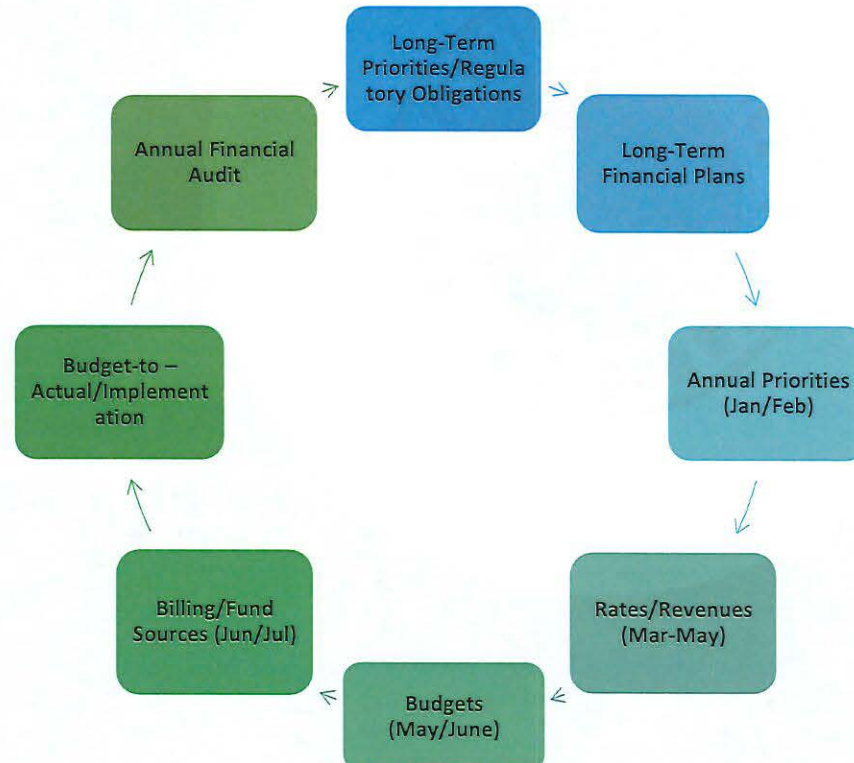
WASTEWATER  
(ENTERPRISE FUND)



SOLID WASTE  
(ENTERPRISE FUND)

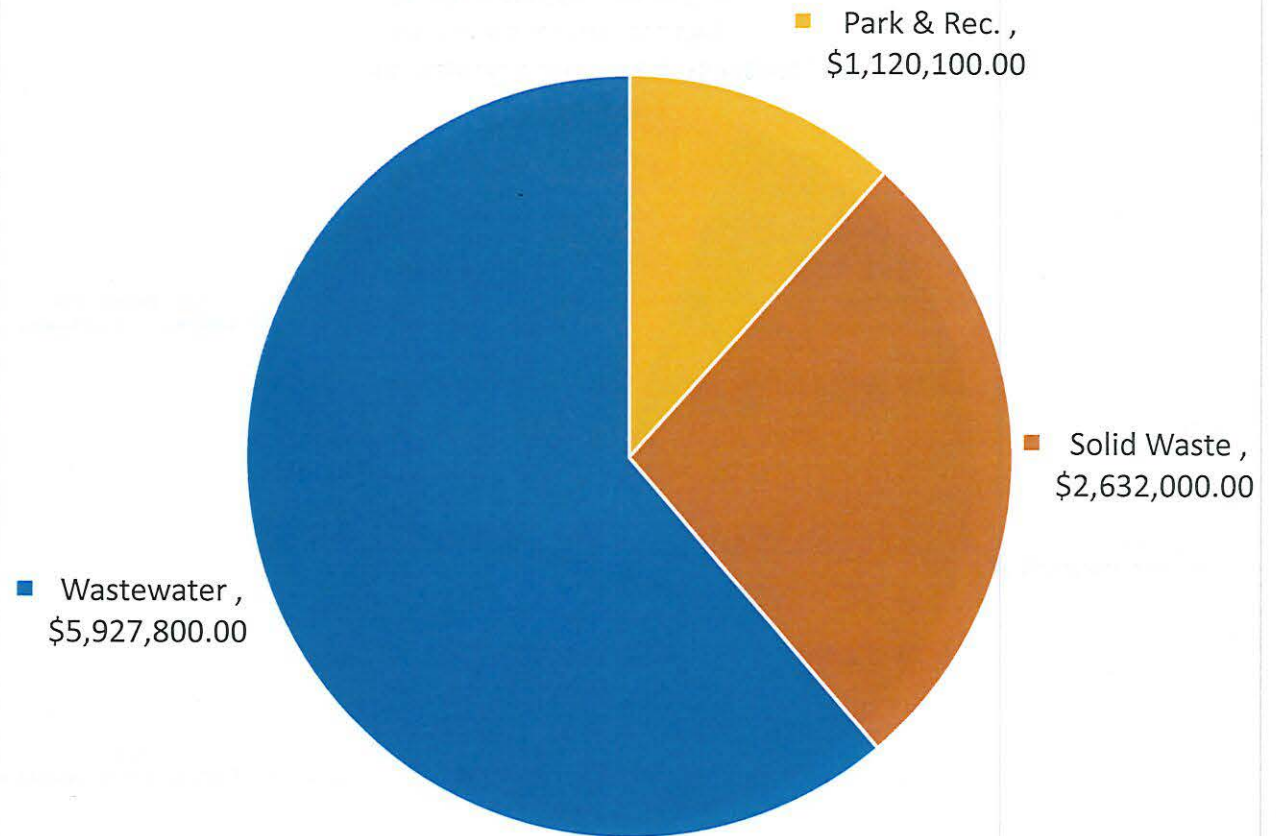


PARKS & RECREATION  
(GENREAL FUND)



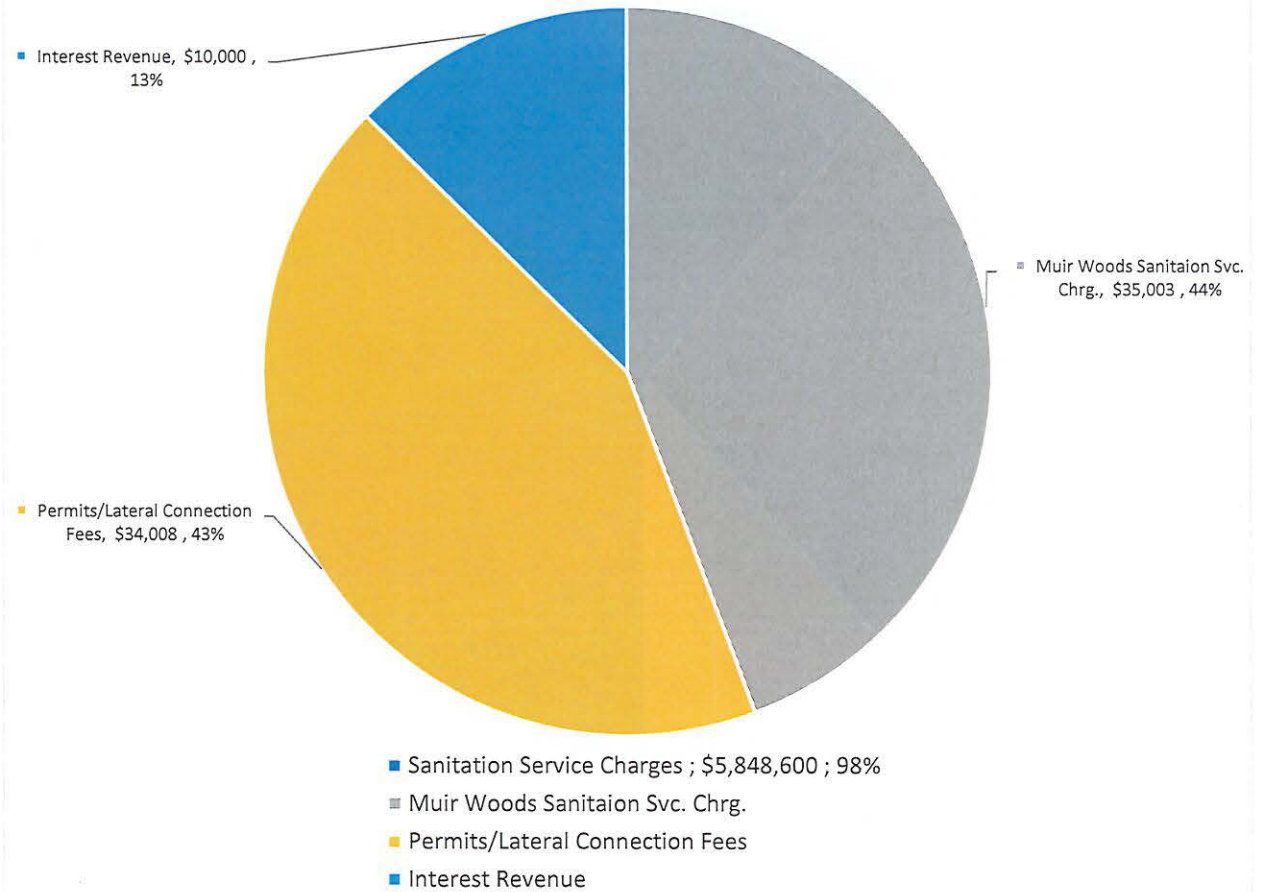
# TCSD Total Projected Revenue 2022/2023

FY 2022-23 Projected Revenue



# Department Projections 2022/23

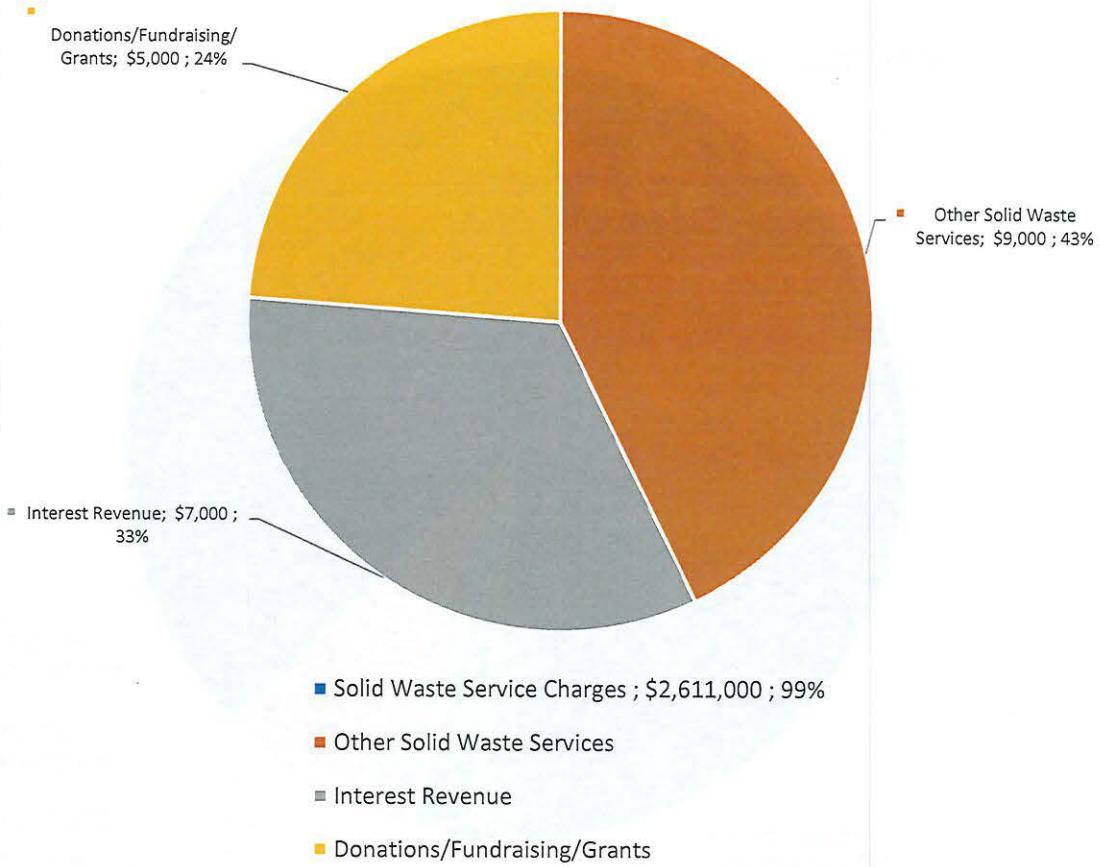
### Projected 2022/23 Wastewater Revenue





# Department Projections 2022/23

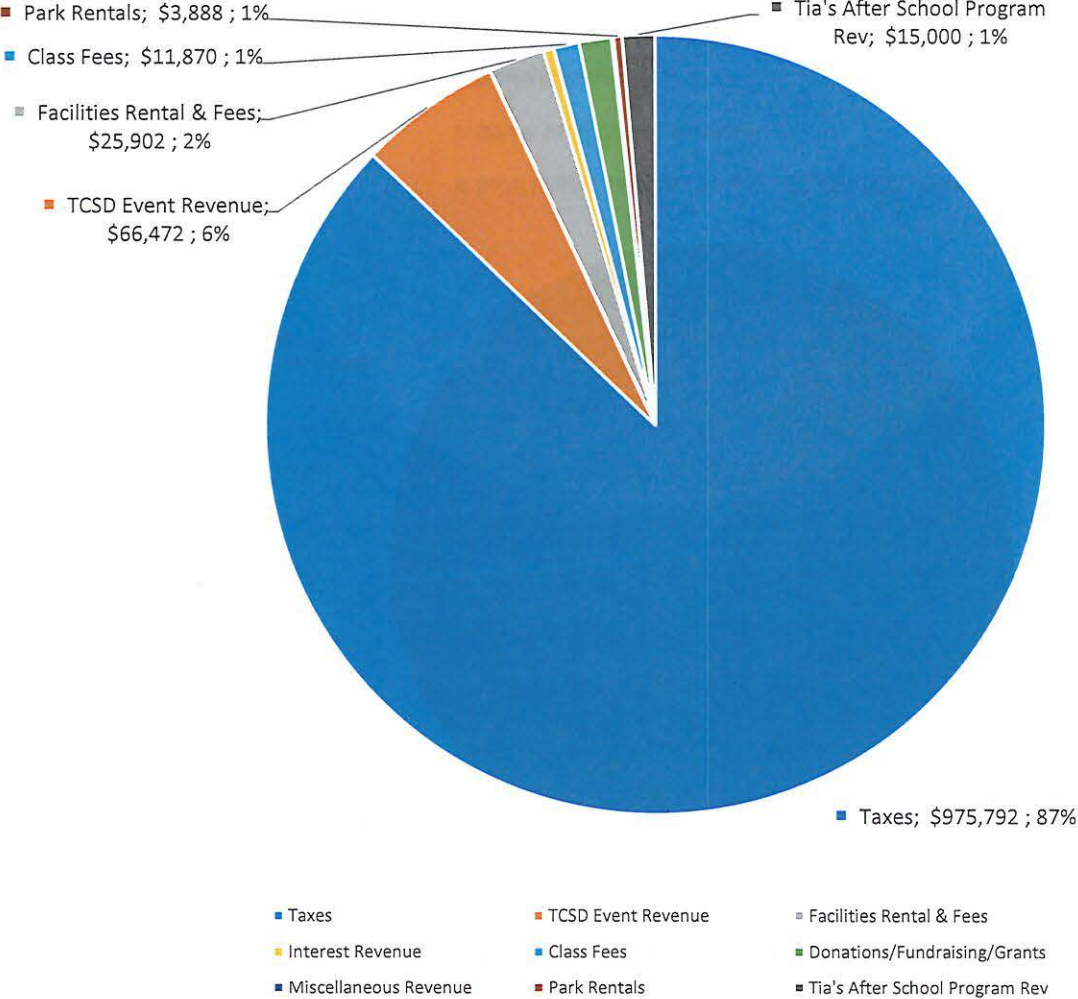
Projected 2022/23 Solid Waste Revenue



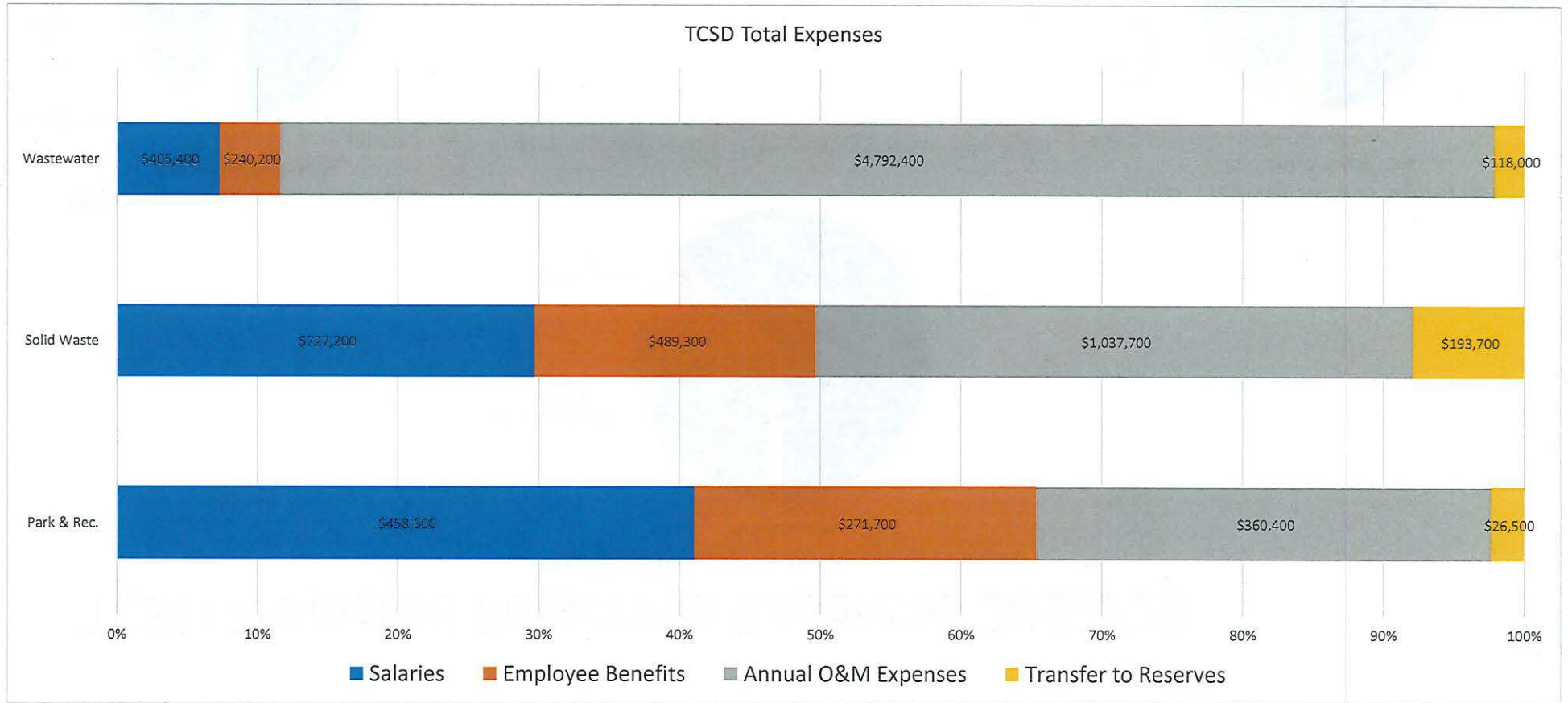


# Department Projections 2022/23

### Projected 2022/23 Parks & Recreation Revenue

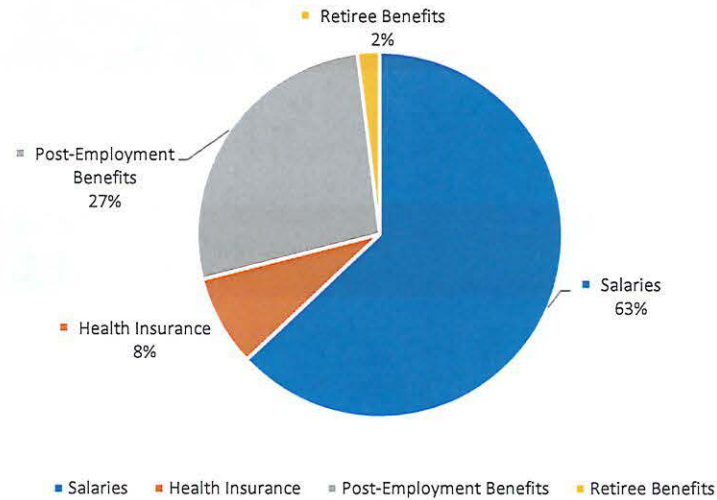


# TCSD Total Projected Expenses 2022/2023

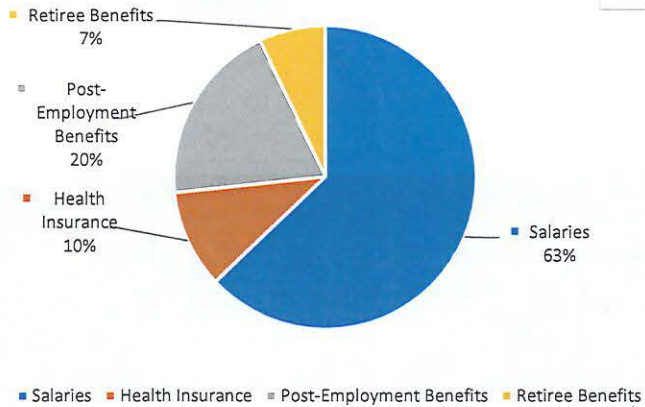


# TCSD Projected Personnel Expenses 2022/23

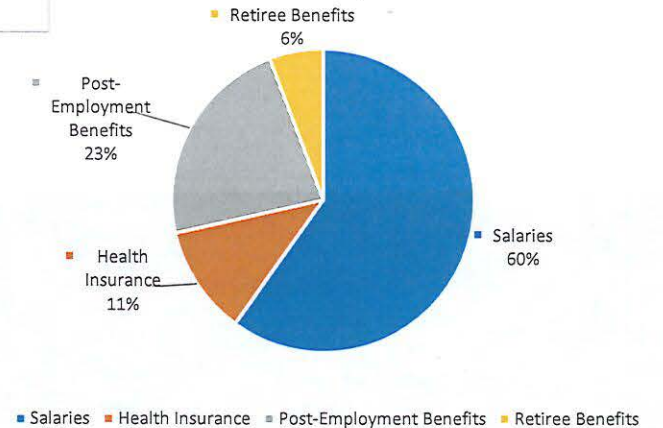
TCSD Projected 2022/23 P&R Personnel Expenses



TCSD Projected 2022/23 Wastewater Personnel Expenses



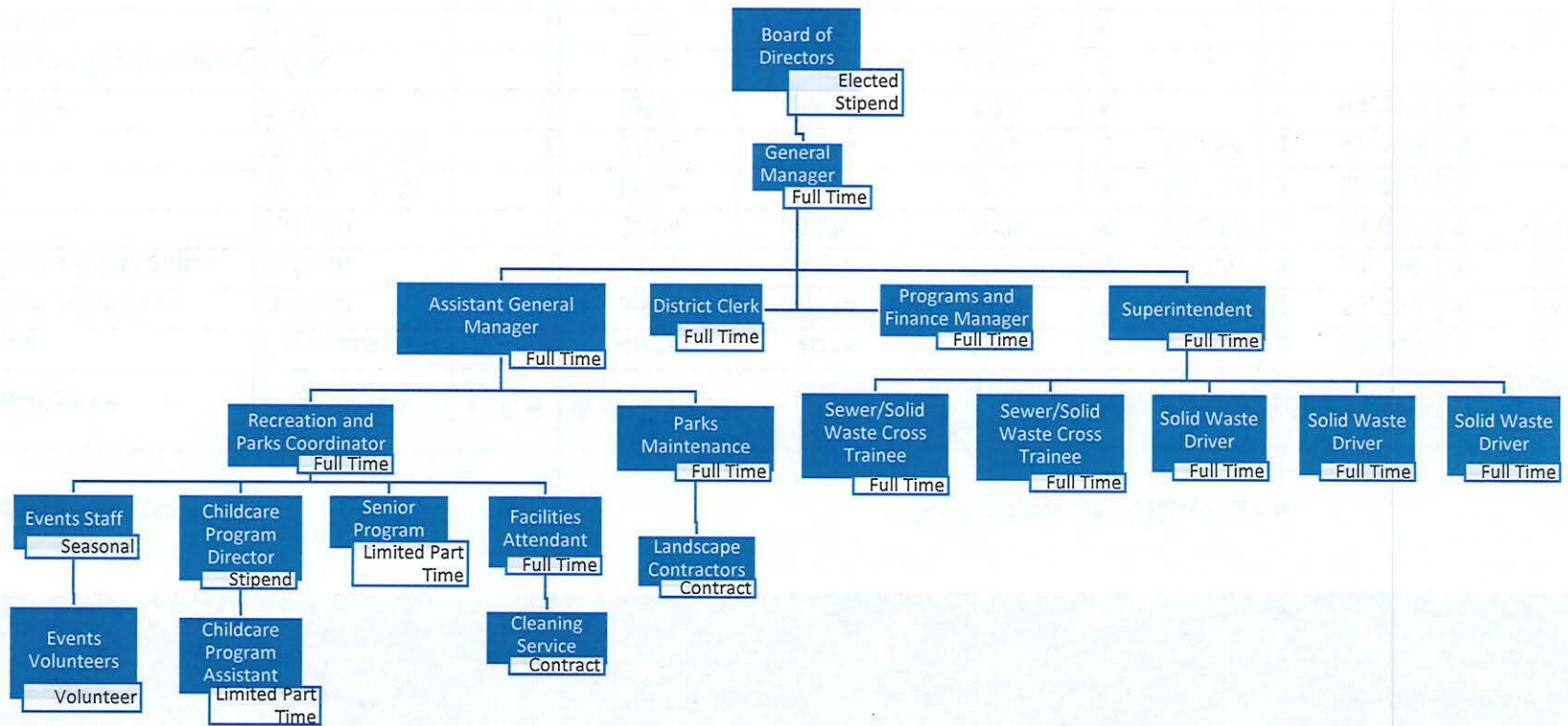
TCSD Projected 2022/23 Solid Waste Personnel Expenses





# Organizational Chart

(Approved October 2021)



# TCSD Staff Allocation 2022/2023

All Departments			Department Allocation					
Full Time Employees	Position	F.T.E	Wastewater	Solid Waste	Parks & Recreation	Wastewater	Solid Waste	Parks & Recreation
General Manager	Contract	1	40%	40%	20%	\$ 88,200	\$ 88,200	\$ 44,100
Assistant General Manager	Admin	1	33%	33%	34%	\$ 53,708	\$ 53,708	\$ 55,335
Programs & Finance Manager	Admin	1	40%	40%	20%	\$ 52,236	\$ 52,236	\$ 26,118
District Clerk	Admin	1	20%	40%	40%	\$ 16,847	\$ 33,695	\$ 33,695
Superintendent	W.W. / S.W.	1	80%	20%	0%	\$ 89,764	\$ 22,441	\$ -
Cross-trainee	W.W. / S.W.	2	50%	50%	0%	\$ 41,496	\$ 41,496	\$ -
Solid Waste Driver	S.W.	3	0%	100%	0%	\$ -	\$ 94,218	\$ -
Parks & Recreation Coordinator	P&R	1	0%	0%	100%	\$ -	\$ -	\$ -
Parks Maintenance	P&R	1	0%	0%	100%	\$ -	\$ -	\$ 83,516
Facilities Attendant	P&R	1	0%	0%	100%	\$ -	\$ -	\$ 69,604
*Salaries shown are base wages and do not include Overtime, Holiday Pay or Performance Recognition								
** W.W. = Wastewater								
** S.W. = Solid Waste								
** P&R = Parks & Recreation								

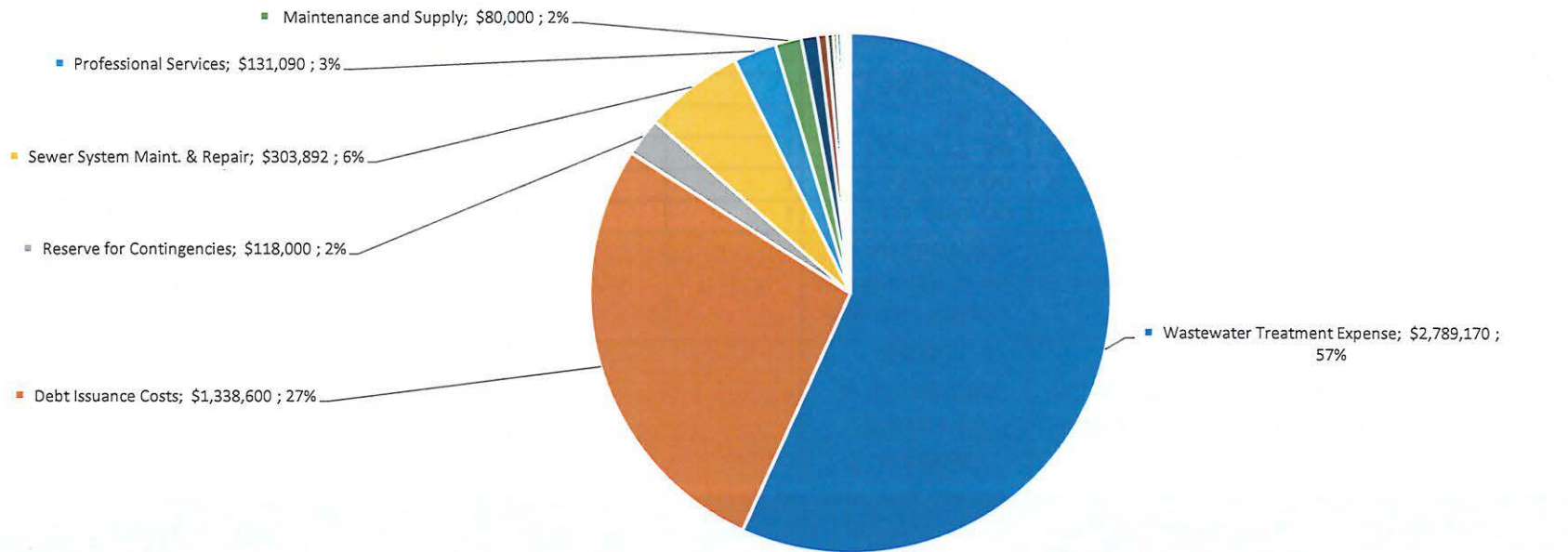


# TCSD 5% COLA Adjustment 2022/2023

All Departments			Current Salary FY 2021-2022	Base Salary Projections for FY 2022-2023 (C.O.L.A. based on 5% CPI of April 2022)			
Full Time Employees	Position	F.T.E	Annual Salary or Hourly Rate as applicable	Range Low	Range High	Hourly Rate	Base Annual Salary*
#General Manager	Contract	1	\$ 210,000.00	-	-	N/A	\$ 220,500.00
#Assistant General Manager	Admin	1	\$ 155,000.00	\$ 136,500	\$ 162,750	N/A	\$ 162,750.00
#Programs & Finance Manager	Admin	1	\$ 124,372.34	\$ 91,350	\$ 136,500	N/A	\$ 130,590.96
^District Clerk	Admin	1	\$ 38.57	-	-	\$ 40.50	\$ 84,236.88
#Superintendent	W.W. / S.W.	1	\$ 106,861.47	\$ 98,693	\$ 112,205	N/A	\$ 112,204.54
^Cross-trainee	W.W. / S.W.	2	\$ 38.00	\$ 78,624	\$ 91,728	\$ 39.90	\$ 82,992.00
^Solid Waste Driver	S.W.	3	\$ 43.14	-	-	\$ 45.30	\$ 94,217.76
^Parks & Recreation Coordinator	P&R	1	vacant	\$ 67,200	\$ 84,000		vacant
^Parks Maintenance	P&R	1	\$ 31.87	-	-	\$ 40.15	\$ 83,516.16
^Facilities Attendant	P&R	1	\$ 38.24	-	-	\$ 33.46	\$ 69,604.08
*Salaries shown are base wages and does not include Overtime, Holiday Pay or Performance Recognition							
** W.W. = Wastewater							
** S.W. = Solid Waste							
** P&R = Parks & Recreation							
#Salaried Position							
^Hourly Position							

# TCSD Projected Operating & Maintenance Expenses

Projected 2022/23 Wastewater O&M Expenses

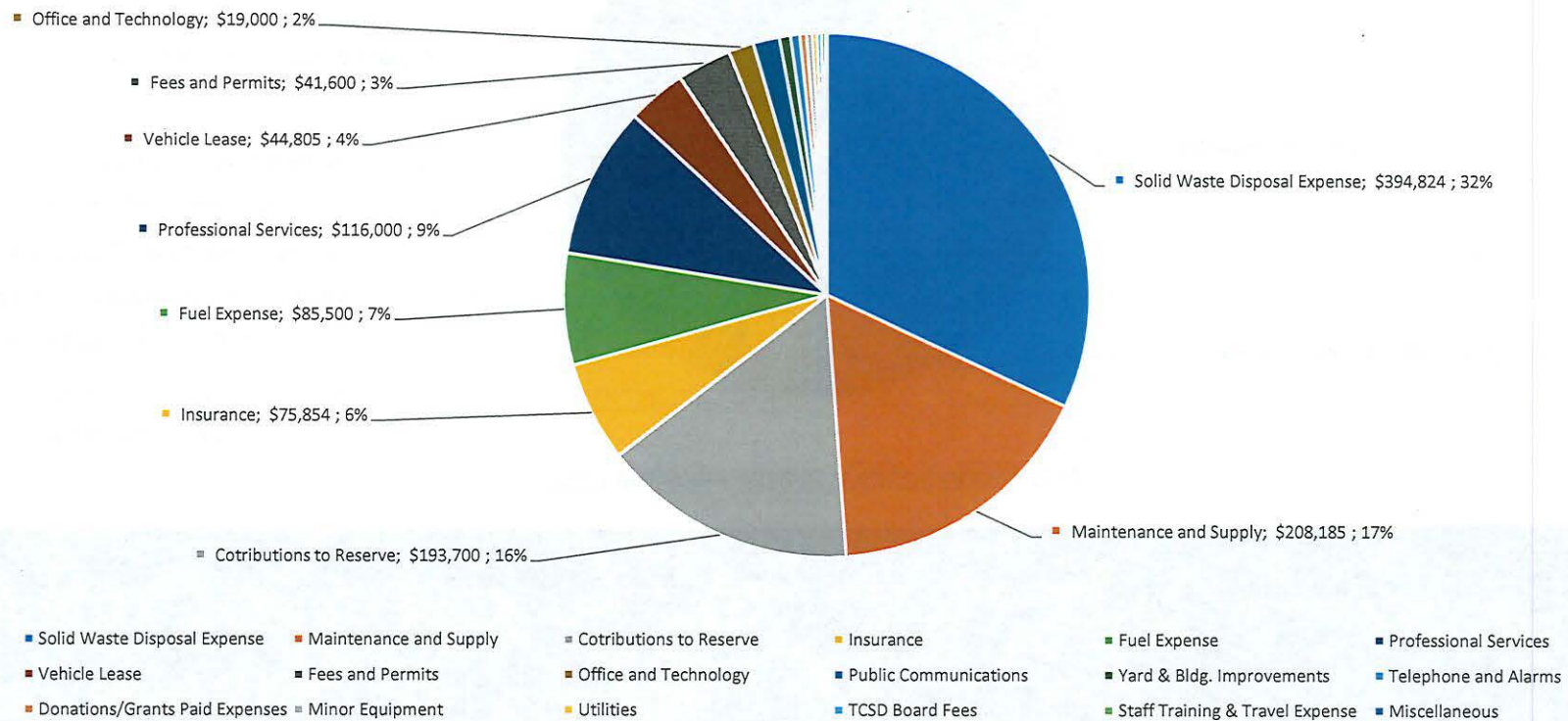


- Wastewater Treatment Expense
- Insurance
- TCSD Board Fees
- Debt Issuance Costs
- Fees and Permits
- Staff Training & Travel Expense
- Reserve for Contingencies
- Office and Technology
- Public Communications
- Sewer System Maint. & Repair
- Telephone and Alarms
- Miscellaneous
- Professional Services
- Fuel Expense
- Maintenance and Supply
- Utilities



# TCSD Projected Operating & Maintenance Expenses (cont.)

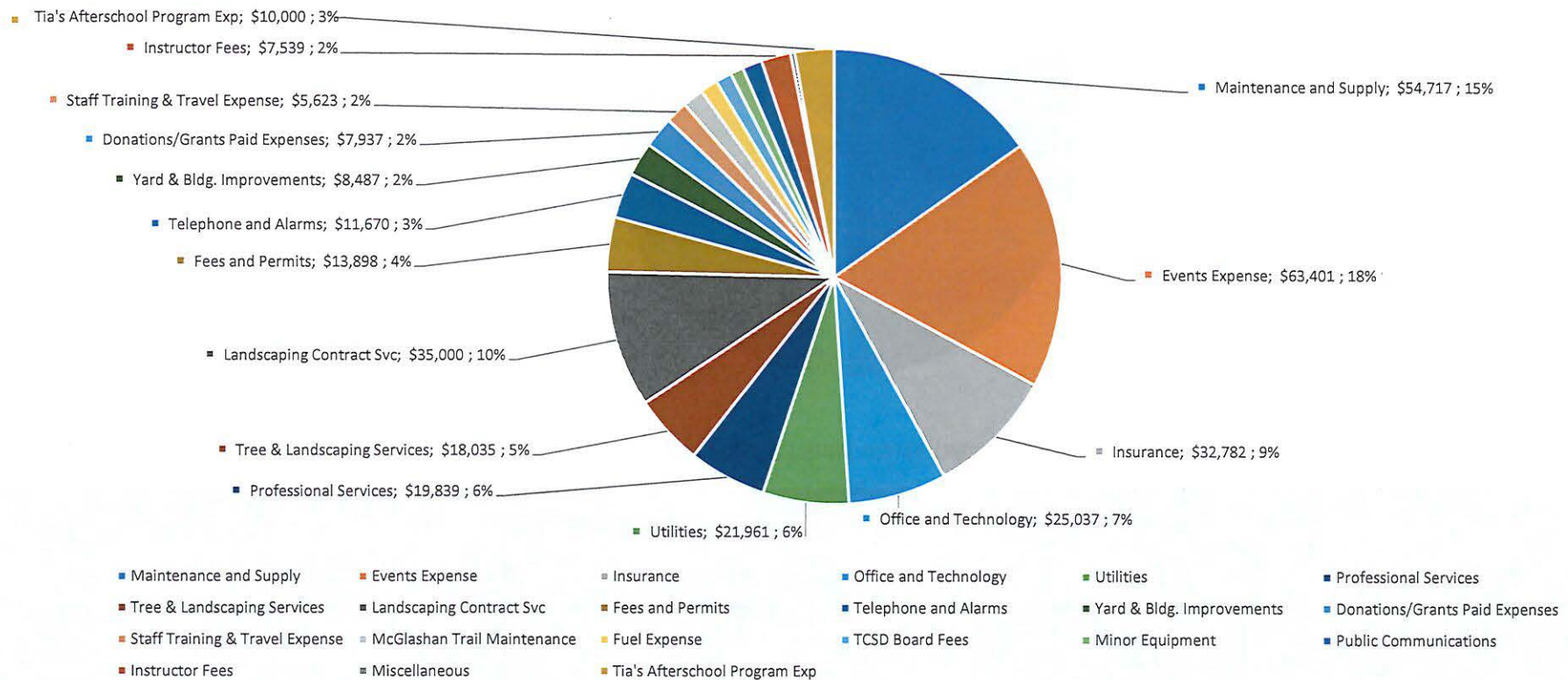
Projected 2022/23 Solid Waste O&M Expenses





# TCSD Projected Operating & Maintenance Expenses (cont.)

TCSD Projected 2022/23 P&R O&M Expenses





TAMALPAIS COMMUNITY SERVICES DISTRICT  
Proposed Annual Budget  
FY 2022- 2023

**WASTEWATER DEPT.**

	May '22 (92% of FY)	Budget 2021-22	Proposed Budget 2022-23
Ordinary Revenue/Expense			
Revenue			
4101 · Sanitation Service Charges	\$ 5,474,129	\$ 5,618,000	\$ 5,848,600
4103 · Permits/Lateral Connection Fees	\$ 62,848	\$ 32,700	\$ 34,100
4104 · Muir Woods Sanitation Svc. Chrg.	\$ 33,657	\$ 39,700	\$ 35,100
4420 · Interest Revenue	\$ 8,806	\$ 17,800	\$ 10,000
Total Revenue	<u>\$ 5,579,440</u>	<u>\$ 5,708,200</u>	<u>\$ 5,927,800</u>
Expense			
5010 · Salaries			
5011 · Wages and P.T.O	\$ 298,893	\$ 364,049	\$ 384,600
5012 · Overtime Pay	\$ 4,066	\$ 3,255	\$ 5,200
5013 · Performance Recognition	\$ 6,529	\$ 4,369	\$ 7,700
5014 · Temporary Help	\$ 2,867	\$ 7,665	\$ 7,900
Total 5010 · Salaries	<u>\$ 312,355</u>	<u>\$ 379,337</u>	<u>\$ 405,400</u>
5020 · Employee Benefits			
5021 · Health Insurance	\$ 47,031	\$ 92,610	\$ 67,100
5022 · Retirement Contributions	\$ 79,785	\$ 116,550	\$ 95,200
5023 · Social Security and Medicare	\$ 22,134	\$ 28,822	\$ 31,100
5024 · Other Employee Benefits	\$ -	\$ 516	\$ 1,000
5025 · Retiree Medical Insurance	\$ 18,408	\$ 30,450	\$ 23,200
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 25,200	\$ 22,600
Total 5020 · Employee Benefits	<u>\$ 167,358</u>	<u>\$ 294,148</u>	<u>\$ 240,200</u>
5110 · Wastewater Treatment Expense			
5111 · SMCSO Sewage Treatment O&M	\$ 2,508,113	\$ 2,536,600	\$ 2,606,800
5121 · SASM Sewage Treatment & Capital	\$ 134,509	\$ 159,500	\$ 173,400
5131 · Almonte and Homestead Svc Fees	\$ 7,939	\$ 9,000	\$ 9,000
Total 5110 · Wastewater Treatment Expense	<u>\$ 2,650,561</u>	<u>\$ 2,705,100</u>	<u>\$ 2,789,200</u>
5140 · Sewer System Maint. & Repair	\$ 284,011	\$ 220,000	\$ 303,900
5400 · TCSD Board Fees	\$ 4,612	\$ 7,000	\$ 7,000
5401 · Professional Services	\$ 64,555	\$ 103,000	\$ 131,100
5420 · Staff Training & Travel Expense	\$ 1,433	\$ 6,300	\$ 6,500
5425 · Office and Technology	\$ 18,256	\$ 14,311	\$ 18,900
5430 · Telephone and Alarms	\$ 10,511	\$ 10,914	\$ 11,300
5431 · Public Communications	\$ 1,189	\$ 5,100	\$ 7,000
5432 · Insurance	\$ 42,368	\$ 47,621	\$ 50,500
5437 · Miscellaneous	\$ 8,451	\$ 1,000	\$ 1,000
5438 · Fees and Permits	\$ 18,223	\$ 27,810	\$ 27,900
5439 · Utilities	\$ 5,966	\$ 7,313	\$ 7,500
5440 · Fuel Expense	\$ 7,354	\$ 7,978	\$ 12,000
5450 · Maintenance and Supply	\$ 42,818	\$ 78,764	\$ 80,000
5483 · Debt Issuance Costs	\$ 765,699	\$ 1,086,400	\$ 1,338,600
Total Expense	<u>\$ 4,405,720</u>	<u>\$ 5,002,096</u>	<u>\$ 5,438,000</u>
Contribution to Capital Reserve	\$ -	\$ 700,000	\$ 118,000
Available for Operating Reserves	\$ -	\$ 6,104	\$ 371,800





TAMALPAIS COMMUNITY SERVICES DISTRICT  
Proposed Annual Budget  
FY 2022- 2023

**SOLID WASTE DEPT.**

	May'22 (92% of FY)	Budget 2021-22	Budget 2022-23
Ordinary Revenue/Expense			
Revenue			
4201 · Solid Waste Service Charges	\$ 2,445,724	\$ 2,442,000	\$ 2,611,000
4202 · Other Solid Waste Services	\$ 7,295	\$ 15,000	\$ 9,000
4410 · Donations/Fundraising/Grants	\$ 6,066	\$ 5,000	\$ 5,000
4420 · Interest Revenue	\$ 4,403	\$ 10,000	\$ 7,000
<b>Total Revenue</b>	<b>\$ 2,463,489</b>	<b>\$ 2,472,000</b>	<b>\$ 2,632,000</b>
Expense			
5010 · Salaries			
5011 · Wages and P.T.O	\$ 506,898	\$ 600,075	\$ 630,100
5012 · Overtime Pay	\$ 30,551	\$ 57,259	\$ 58,500
5013 · Performance Recognition	\$ 10,925	\$ 7,024	\$ 12,400
5014 · Temporary Help	\$ 19,872	\$ 25,426	\$ 26,200
<b>Total 5010 · Salaries</b>	<b>\$ 568,245</b>	<b>\$ 689,784</b>	<b>\$ 727,200</b>
5020 · Employee Benefits			
5021 · Health Insurance	\$ 113,954	\$ 149,536	\$ 140,700
5022 · Retirement Contributions	\$ 169,736	\$ 220,420	\$ 224,900
5023 · Social Security and Medicare	\$ 41,565	\$ 49,131	\$ 51,600
5024 · Other Employee Benefits	\$ (161)	\$ 2,054	\$ 2,100
5025 · Retiree Medical Insurance	\$ 35,161	\$ 62,727	\$ 44,600
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 24,588	\$ 25,400
<b>Total 5020 · Employee Benefits</b>	<b>\$ 360,255</b>	<b>\$ 508,455</b>	<b>\$ 489,300</b>
5210 · Solid Waste Disposal Expense			
5211 · Waste Disposal Fees	\$ 154,017	\$ 209,878	\$ 214,100
5212 · Recycling Fees	\$ 1,466	\$ 35,000	\$ 50,000
5213 · Green Waste Disposal Fees	\$ 91,144	\$ 124,028	\$ 127,800
5214 · Debris Day Expenses	\$ 1,127	\$ 3,000	\$ 3,000
<b>5210 · Solid Waste Disposal Expense</b>	<b>\$ 247,755</b>	<b>\$ 371,906</b>	<b>\$ 394,900</b>
5400 · TCSD Board Fees	\$ 2,711	\$ 3,200	\$ 3,400
5401 · Professional Services	\$ 31,137	\$ 50,000	\$ 116,000
5420 · Staff Training & Travel Expense	\$ 1,162	\$ 3,200	\$ 3,200
5425 · Office and Technology	\$ 17,578	\$ 18,400	\$ 19,000
5430 · Telephone and Alarms	\$ 6,710	\$ 5,800	\$ 7,000
5431 · Public Communications	\$ 1,342	\$ 9,000	\$ 20,000
5432 · Insurance	\$ 56,312	\$ 73,645	\$ 75,900
5437 · Miscellaneous	\$ 8,451	\$ 1,000	\$ 1,000
5438 · Fees and Permits	\$ 32,915	\$ 40,400	\$ 41,600
5439 · Utilities	\$ 1,802	\$ 3,400	\$ 3,500
5440 · Fuel Expense	\$ 55,500	\$ 57,000	\$ 85,500
5450 · Maintenance and Supply			
5451 · General Supplies	\$ 3,907	\$ 3,914	\$ 4,100
5452 · Maint. & Supply Contract Svc	\$ 10,046	\$ 9,991	\$ 11,600
5454 · Vehicle Repair & Maint.	\$ 85,425	\$ 140,330	\$ 138,000
5456 · Bridge Tolls	\$ 2,550	\$ 5,000	\$ 4,000
5457 · Solid Waste Carts & Bins	\$ 22,563	\$ 36,800	\$ 50,000
5461 · Meeting Supplies	\$ 245	\$ 400	\$ 700
5470 · Yard & Bldg. Improvements	\$ -	\$ 8,240	\$ 8,500
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 124,736</b>	<b>\$ 204,675</b>	<b>\$ 216,900</b>
5471 · Minor Equipment	\$ -	\$ 4,300	\$ 4,400
5472 · Donations/Grants Paid Expenses	\$ 6,000	\$ 5,000	\$ 5,000
Vehicle Lease	\$ 44,804	\$ 44,805	\$ 44,900
<b>Total Expense</b>	<b>\$ 1,567,415</b>	<b>\$ 2,093,971</b>	<b>\$ 2,258,700</b>
Contribution to Capital Reserve	\$ -	\$ 168,700	\$ 193,700
Available for Operating Reserves	\$ -	\$ 209,330	\$ 179,600



TAMALPAIS COMMUNITY SERVICES DISTRICT  
Proposed Annual Budget  
FY 2022-23

**PARKS AND RECREATION DEPT.**

	May '22 (92% of FY)	Budget 2021-22	Proposed Budget 2022-23
Ordinary Revenue/Expense			
Revenue			
4301 · Taxes	\$ 957,743	\$ 946,085	\$ 975,800
4303 · Tia's After School Program Rev	\$ 3,477	\$ -	\$ 15,000
4310 · Facilities Rental & Fees	\$ 18,271	\$ 10,000	\$ 26,000
4320 · Park Rentals	\$ 3,703	\$ 1,500	\$ 3,900
4330 · Class Fees	\$ 15,880	\$ 4,000	\$ 11,900
4350 · TCSD Event Revenue	\$ 35,092	\$ 41,500	\$ 66,500
4410 · Donations/Fundraising/Grants	\$ 206,399	\$ 4,000	\$ 15,000
4420 · Interest Revenue	\$ 1,468	\$ 10,000	\$ 5,000
4430 · Miscellaneous Revenue	\$ 1,544	\$ 3,000	\$ 1,000
Total Revenue	\$ 1,243,576	\$ 1,020,085	\$ 1,120,100
Expense			
5011 · Wages and P.T.O	\$ 276,553	\$ 387,240	\$ 406,700
5012 · Overtime Pay	\$ 7,363	\$ 9,660	\$ 7,500
5013 · Performance Recognition	\$ 6,098	\$ 4,321	\$ 7,800
5014 · Temporary Help	\$ 42,568	\$ 30,464	\$ 36,600
Total 5010 · Salaries	\$ 332,582	\$ 431,685	\$ 458,600
5020 · Employee Benefits			
5021 · Health Insurance	\$ 39,595	\$ 57,999	\$ 58,500
5022 · Retirement Contributions	\$ 68,451	\$ 155,111	\$ 164,200
5023 · Social Security and Medicare	\$ 26,139	\$ 30,870	\$ 32,500
5024 · Other Employee Benefits	\$ 18	\$ 1,944	\$ 2,100
5025 · Retiree Medical Insurance	\$ 3,504	\$ 5,400	\$ 5,900
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 16,938	\$ 8,500
Total 5020 · Employee Benefits	\$ 137,706	\$ 268,263	\$ 271,700
5300 · Events Expense	\$ 51,025	\$ 37,350	\$ 63,500
5330 · Tree & Landscaping Services	\$ 15,161	\$ 17,510	\$ 18,100
5331 · Landscaping Contract Svc	\$ -	\$ 17,000	\$ 35,000
5332 · McGlashan Trail Maintenance	\$ 3,500	\$ 5,150	\$ 5,400
5340 · Instructor Fees	\$ 9,324	\$ 2,000	\$ 7,600
5341 · Tia's Afterschool Program Exp	\$ 12,531	\$ -	\$ 10,000
5400 · TCSD Board Fees	\$ 3,474	\$ 4,000	\$ 4,200
5401 · Professional Services	\$ 38,490	\$ 19,261	\$ 19,900
5420 · Staff Training & Travel Expense	\$ 779	\$ 5,459	\$ 5,700
5425 · Office and Technology	\$ 20,199	\$ 24,308	\$ 25,100
5430 · Telephone and Alarms	\$ 10,529	\$ 11,330	\$ 11,700
5431 · Public Communications	\$ 4,591	\$ 3,000	\$ 5,100
5432 · Insurance	\$ 27,485	\$ 31,827	\$ 32,800
5437 · Miscellaneous	\$ 8,451	\$ 1,030	\$ 1,100
5438 · Fees and Permits	\$ 6,301	\$ 13,493	\$ 13,900
5439 · Utilities	\$ 11,484	\$ 21,321	\$ 22,000
5440 · Fuel Expense	\$ 3,473	\$ 4,326	\$ 4,600
5450 · Maintenance and Supply			
5451 · General Supplies	\$ 8,904	\$ 14,832	\$ 9,300
5452 · Maint. & Supply Contract Svc	\$ 14,879	\$ 7,828	\$ 16,100
5454 · Vehicle Repair & Maint.	\$ 7,185	\$ 2,781	\$ 5,800
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 1,993	\$ 2,060	\$ 4,000
5459 · Park Maint.	\$ 16,808	\$ 7,004	\$ 19,000
5461 · Meeting Supplies	\$ 256	\$ 309	\$ 700
5470 · Yard & Bldg. Improvements	\$ -	\$ 8,240	\$ 8,500
Total 5450 · Maintenance and Supply	\$ 50,025	\$ 34,814	\$ 63,400
5471 · Minor Equipment	\$ -	\$ 3,193	\$ 3,300
5472 · Donations/Grants Paid Expenses	\$ 68,324	\$ 7,443	\$ 8,000
Total Expense	\$ 815,434	\$ 972,002	\$ 1,090,700
Contribution to Capital Reserve	\$ -	\$ 26,500	\$ 26,500
Available for Operating Reserves	\$ -	\$ 21,583	\$ 2,900

Tamalpais Community Services District  
MEASURE A FUNDS  
Proposal for FY22/23

Projected FY21/22	Proposed Budget FY 22/23
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**Sources of Funds**

Estimated Balance from Prior Years	\$ 157,861.08	\$ 198,620.09
FY22/23 Disbursements	\$ 128,713.00	-
<b>Total Funds</b>	<b>\$ 286,574.08</b>	<b>\$ 198,620.09</b>

**Planned Work**

Community Center Stage Accessibility Improvements**	\$ -	\$ 65,000.00
Replace Community Center Kitchen Cabinets**	\$ -	\$ 40,000.00
T.V.I.C Historical Archive Bldg. - Landscaping **	\$ -	\$ 10,000.00
Tree & Landscaping Services	\$ 12,550.00	\$ 30,000.00
Cabin & Community Center Maintenance	\$ 2,201.45	\$ 28,620.09
Park Maintenance	\$ 10,418.54	\$ 25,000.00
Boardwalk & Bridges Maintenance	\$ -	N/A
Parks Department Vehicle	\$ 57,251.67	N/A
Events Stage **	\$ 5,532.33	N/A
<b>Total Expenses</b>	<b>\$ 87,953.99</b>	<b>\$ 198,620.09</b>

<b>Measure A Balance at Fiscal Year End</b>	<b>\$ 198,620.09</b>	<b>\$ -</b>
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\*\*Projects carried over from previous year





**TCSD Wastewater Operating Fund**

	FY 21-22 Budget		FY 21-22 Projected		FY 22-23 Proposed	
<b>Beginning Balance</b>	\$	2,996,838	\$	3,027,000	\$	3,047,800
<b>Revenues</b>						
Wastewater Rate Revenue	\$	5,618,000	\$	5,618,000	\$	5,849,000
Other Operating Revenue	\$	90,200	\$	53,000	\$	51,100
<b>Total Revenues</b>	\$	5,708,200	\$	5,671,000	\$	5,900,100
<b>Expenses &amp; Transfers Out</b>						
TCSD Wastewater Operations	\$	1,219,600	\$	1,185,000	\$	1,241,000
SMCSD Treatment	\$	2,536,600	\$	2,508,000	\$	2,607,000
SASM Treatment	\$	159,500	\$	146,200	\$	144,300
Debt Service - 2020 WW COP	\$	1,086,400	\$	1,086,000	\$	1,339,000
Transfer to Capital Reserve	\$	700,000	\$	700,000	\$	118,000
Transfer to OPEB			\$	25,000	\$	27,000
<b>Total Expenses &amp; Trans. Out</b>	\$	5,702,100	\$	5,650,200	\$	5,476,300
<b>Ending Balance</b>	\$	3,002,938	\$	3,047,800	\$	3,471,600
Target Operating Reserve	\$	2,501,000	\$	2,475,000	\$	2,679,000
Available Balance	\$	501,938	\$	572,800	\$	792,600

**TCSD Wastewater Capital Reserve**

	FY 21-22 Budget		FY 21-22 Projected		FY 22-23 Proposed	
<b>Beginning Balance</b>	\$	1,545,000	\$	1,553,000	\$	2,292,800
<b>Revenues &amp; Transfers In</b>						
Transfer from Operating Fund	\$	700,000	\$	700,000	\$	-
Capital Fund Revenue	\$	3,000	\$	39,800	\$	44,300
<b>Total Revenues &amp; Trans. In</b>	\$	703,000	\$	739,800	\$	44,300
<b>Expenses &amp; Transfers Out</b>						
PayGo Capital Projects	\$	-	\$	-	\$	145,300
<b>Total Expenses &amp; Trans. Out</b>	\$	-	\$	-	\$	145,300
<b>Ending Balance</b>	\$	2,248,000	\$	2,292,800	\$	2,191,800
Target Capital Reserve	\$	1,545,000	\$	1,552,500	\$	1,607,000
Surplus/(Deficit) for Future Projects	\$	703,000	\$	740,300	\$	584,800



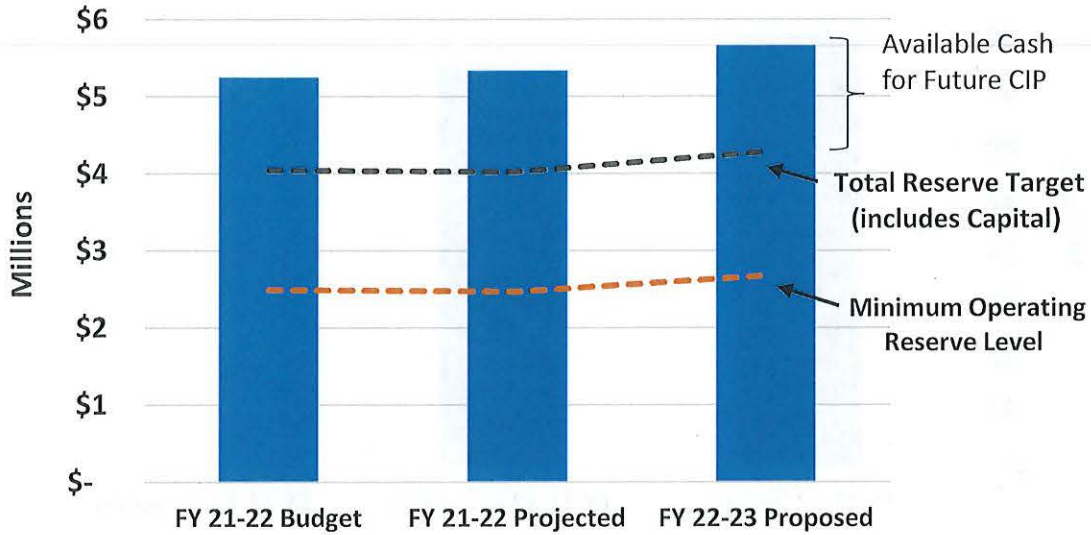
### TCS D 2020 WW COP Project Fund

	FY 21-22 Budget	FY 21-22 Projected	FY 22-23 Proposed
<b>Beginning Balance</b>	\$ 12,728,307	\$ 12,179,000	\$ 7,462,000
<b>Revenues</b>			
Interest Earnings	\$ 127,283	\$ -	\$ -
Total Revenues	\$ 127,283	\$ -	\$ -
<b>Expenses</b>			
Capital Projects	\$ 4,800,000	\$ 4,717,000	\$ 7,462,000
Total Expenses	\$ 4,800,000	\$ 4,717,000	\$ 7,462,000
<b>Ending Balance</b>	\$ 8,055,590	\$ 7,462,000	\$ -

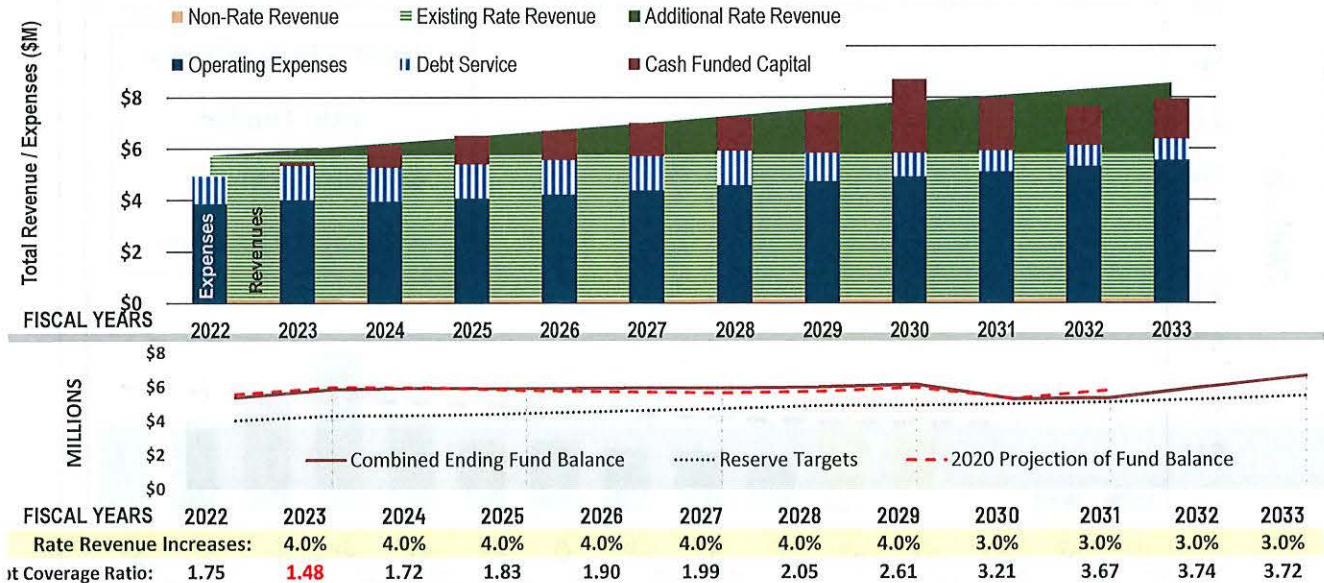
	FY 21-22 Budget	FY 21-22 Projected	FY 22-23 Proposed
Combined Fund Balance	\$ 5,250,938	\$ 5,340,600	\$ 5,663,400
Minimum Operating Reserve Level	\$ 2,501,000	\$ 2,475,000	\$ 2,679,000
Target Capital Fund Reserve	\$ 1,545,000	\$ 1,552,500	\$ 1,607,000
<b>Total Reserve Target (includes Capital)</b>	<b>\$ 4,046,000</b>	<b>\$ 4,027,500</b>	<b>\$ 4,286,000</b>



### Fund Balances vs. Reserve Targets



## SEWER FINANCIAL PLAN SUMMARY

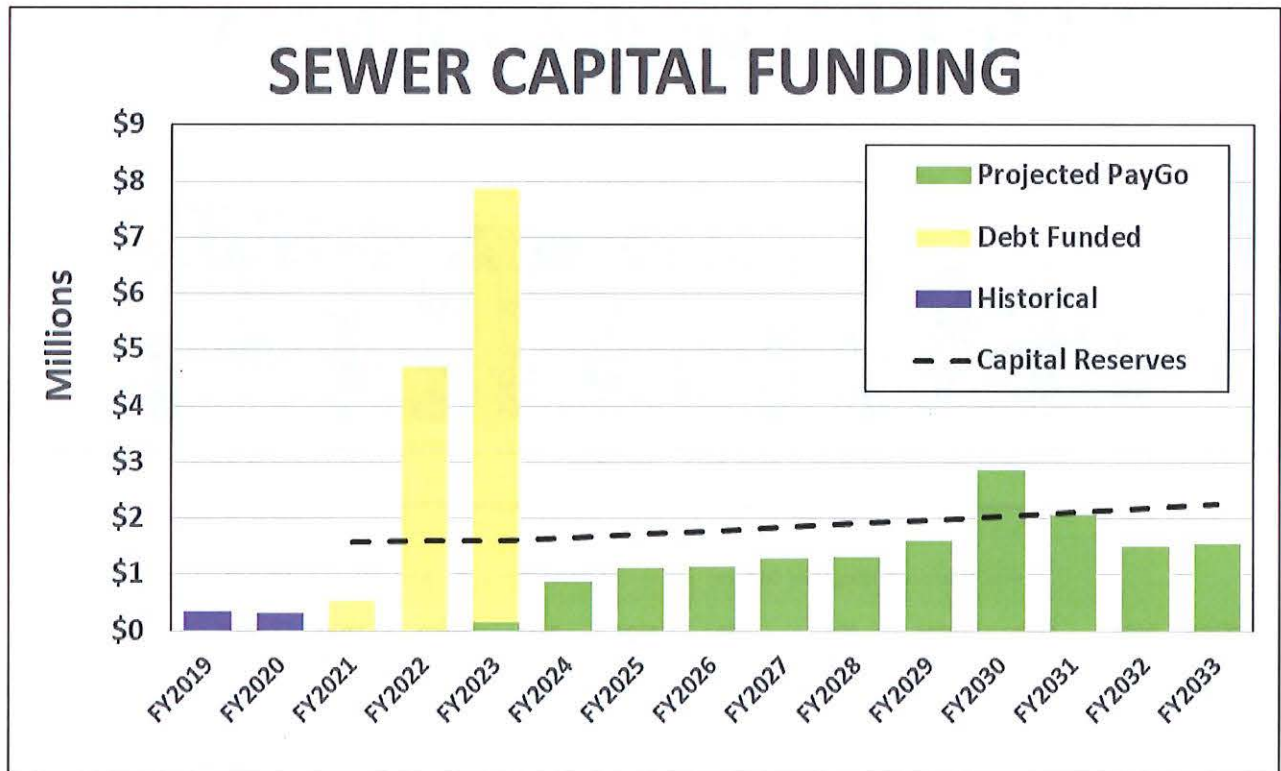
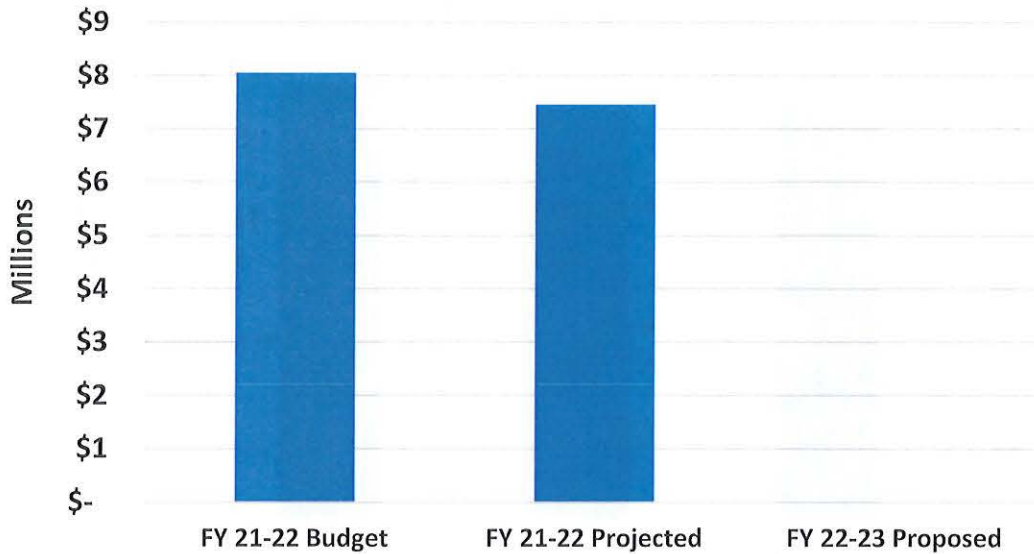


COP Project Fund





### COP Project Fund





TAMALPAIS COMUNITY SERVICES DISTRICT  
Solid Waste Department

**TCSO Solid Waste Operating Fund**

	FY 21-22 Budget	FY 21-22 Projected	FY 22-23 Proposed
<b>Beginning Balance</b>	\$ 1,210,000	\$ 1,328,268	\$ 1,691,298
<b>Revenues</b>			
Solid Waste Rate Revenue	\$ 2,442,000	\$ 2,442,000	\$ 2,611,000
Other Operating Revenue	\$ 15,000	\$ 15,000	\$ 30,000
<b>Total Revenues</b>	<b>\$ 2,457,000</b>	<b>\$ 2,457,000</b>	<b>\$ 2,641,000</b>
<b>Expenses &amp; Transfers Out</b>			
TCSO Solid Waste Operations	\$ 1,677,259	\$ 1,677,259	\$ 1,762,889
Solid Waste Disposal and Processing	\$ 371,906	\$ 371,906	\$ 375,245
Vehicle Lease - 2020	\$ 44,805	\$ 44,805	\$ 44,805
Transfer to Capital Reserve	\$ -	\$ -	\$ -
<b>Total Expenses &amp; Trans. Out</b>	<b>\$ 2,093,970</b>	<b>\$ 2,093,970</b>	<b>\$ 2,182,939</b>
<b>Ending Balance</b>	<b>\$ 1,573,030</b>	<b>\$ 1,691,298</b>	<b>\$ 2,149,359</b>
Target Operating Reserve	\$ 1,396,000	\$ 1,396,000	\$ 1,455,000
Available Balance	\$ 177,030	\$ 295,298	\$ 694,359

**TCSO Solid Waste Capital Reserve**

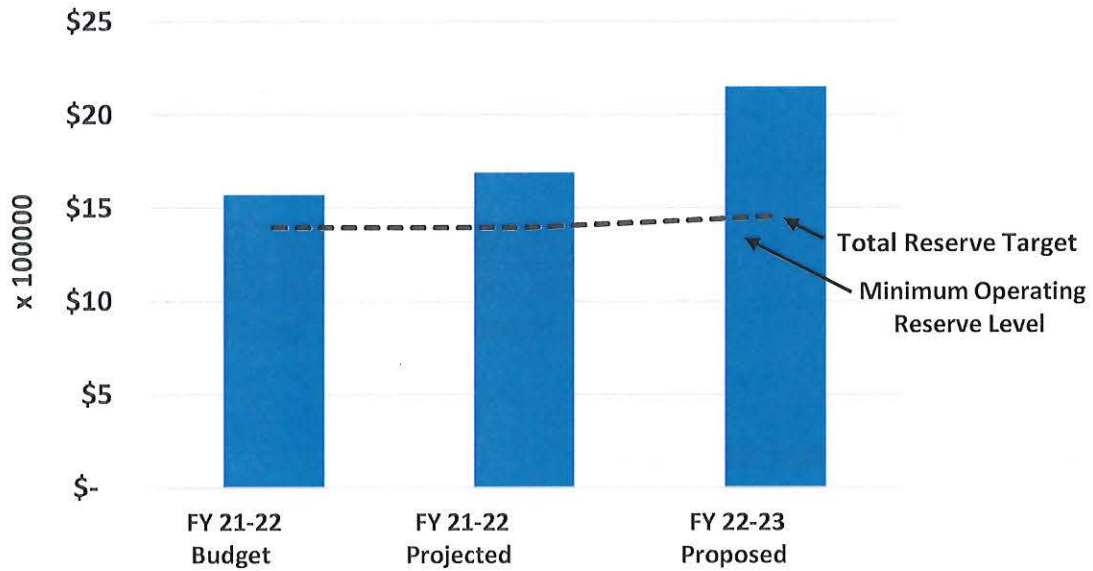
	FY 21-22 Budget	FY 21-22 Projected	FY 22-23 Proposed
<b>Beginning Balance</b>	\$ -	\$ -	\$ -
<b>Revenues &amp; Transfers In</b>			
Transfer from Operating Fund	\$ -	\$ -	\$ -
Capital Reserve Revenue	\$ -	\$ -	\$ -
<b>Total Revenues &amp; Trans. In</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenses &amp; Transfers Out</b>			
Capital Projects	\$ -	\$ -	\$ -
<b>Total Expenses &amp; Trans. Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Target Capital Reserve	\$ -	\$ -	\$ -
Surplus/(Deficit) for Future Projects	\$ -	\$ -	\$ -



TAMALPAIS COMMUNITY SERVICES DISTRICT  
Solid Waste Department

	FY 21-22 Budget	FY 21-22 Projected	FY 22-23 Proposed
Combined Fund Balance	\$ 1,573,030	\$ 1,691,298	\$ 2,149,359
Minimum Operating Reserve Level	\$ 1,396,000	\$ 1,396,000	\$ 1,455,000
Target Capital Fund Reserve	\$ -	\$ -	\$ -
<b>Total Reserve Target</b>	<b>\$ 1,396,000</b>	<b>\$ 1,396,000</b>	<b>\$ 1,455,000</b>

**Fund Balances vs. Reserve Targets**





TAMALPAIS COMUNITY SERVICES DISTRICT  
Parks Recreation Department

**TCSD P&R Operating Fund**

	FY 21-22 Budget	FY 21-22 Projected	FY 22-23 Proposed
<b>Beginning Balance</b>	\$ 517,100	\$ 692,583	\$ 858,040
<b>Revenues</b>			
Property Tax	\$ 946,085	\$ 900,000	\$ 975,792
Other Operating Revenue	\$ 74,000	\$ 263,959	\$ 143,862
<b>Total Revenues</b>	\$ 1,020,085	\$ 1,163,959	\$ 1,119,654
<b>Expenses &amp; Transfers Out</b>			
TCSD P&R Operations	\$ 972,002	\$ 972,002	\$ 1,065,746
Transfer to Capital Reserve	\$ 26,500	\$ 26,500	\$ 26,500
<b>Total Expenses &amp; Trans. Out</b>	\$ 998,502	\$ 998,502	\$ 1,092,246
<b>Ending Balance</b>	\$ 538,683	\$ 858,040	\$ 885,448
Target Operating Reserve	\$ 162,000	\$ 162,000	\$ 178,000
Available Balance	\$ 376,683	\$ 696,040	\$ 707,448

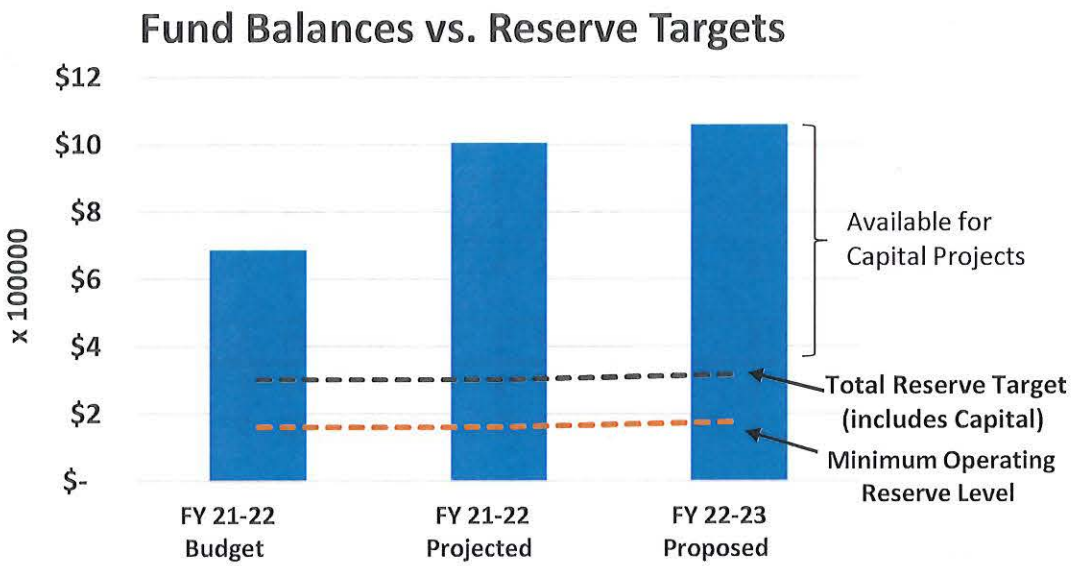
**TCSD P&R Capital Reserve**

	FY 21-22 Budget	FY 21-22 Projected	FY 22-23 Proposed
<b>Beginning Balance</b>	\$ 121,600	\$ 121,600	\$ 148,100
<b>Revenues &amp; Transfers In</b>			
Transfer from Operating Fund	\$ 26,500	\$ 26,500	\$ 26,500
<b>Total Revenues &amp; Trans. In</b>	\$ 26,500	\$ 26,500	\$ 26,500
<b>Expenses &amp; Transfers Out</b>			
Capital Projects	\$ -	\$ -	\$ -
<b>Total Expenses &amp; Trans. Out</b>	\$ -	\$ -	\$ -
<b>Ending Balance</b>	\$ 148,100	\$ 148,100	\$ 174,600
Target Capital Reserve	\$ 140,000	\$ 140,000	\$ 140,000
Surplus/(Deficit) for Future Projects	\$ 8,100	\$ 8,100	\$ 34,600



TAMALPAIS COMMUNITY SERVICES DISTRICT  
Parks Recreation Department

	FY 21-22 Budget	FY 21-22 Projected	FY 22-23 Proposed
Combined Fund Balance	\$ 686,783	\$ 1,006,140	\$ 1,060,048
Minimum Operating Reserve Level	\$ 162,000	\$ 162,000	\$ 178,000
Target Capital Fund Reserve	\$ 140,000	\$ 140,000	\$ 140,000
Total Reserve Target (includes Capital)	\$ 302,000	\$ 302,000	\$ 318,000







**TAMALPAIS COMMUNITY SERVICES DISTRICT  
SANITATION DEPARTMENT  
Capital Improvement Program (CIP) Summary**

**Certificates Of Participation (COP) Funded Capital Projects**

\* Engineers estimates and total budget have small differences, that will be resolved as project details are fleshed out.

TCSD Accelerated CIP Compare Plan to FY Spend	Budgeted	FY 20/21 Actual Spend	FY 21/22 Actual Spend	FY 21/22 Forecast Additional Spend	FY 22/23 Forecast Spend	Forecast Total	% Complete Today	\$ Delta Forecast vs. Budget Total	% Delta
Phase A	\$ 375,000	\$ 57,330	\$ 316,706	\$ -	\$ -	\$ 374,035	100%	\$ (965)	0%
Phase B	\$ 1,300,000	\$ 491,590	\$ 978,666	\$ -	\$ -	\$ 1,470,256	100%	\$ 170,256	13%
Phase C	\$ 2,900,000		\$ 817,531	\$ 2,060,469	\$ -	\$ 2,878,000	28%	\$ (22,000)	-1%
Phase D	\$ 506,176				\$ 506,176	\$ 506,176	0%	\$ -	0%
Bell Ln PS	\$ 3,865,000		\$ 68,516	\$ 100,000	\$ 3,895,184	\$ 4,063,700	2%	\$ 198,700	5%
Force Main	\$ 3,086,140		\$ 1,862	\$ 373,139	\$ 2,711,140	\$ 3,086,140	0%	\$ -	0%
Hydro-Vactor Truck	\$ 350,000				\$ 350,000	\$ 350,000	0%	\$ -	0%
<i>Total Spent+Forecast</i>		\$ 548,920		\$ 4,716,888	\$ 7,462,500	\$ 12,728,307	21%		

**Project Scopes**


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

JUNE 8, 2022

ITEM 5B

**APPROVE R3 PROPOSAL FOR SOLID WASTE FINANCIAL PLAN AND FIVE-YEAR RATE STUDY**

**TO: BOARD OF DIRECTORS**

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

**SUBJECT: APPROVE R3 PROPOSAL FOR SOLID WASTE FINANCIAL PLAN AND FIVE-YEAR RATE STUDY**

**Recommendation**

Authorize the General Manager to enter into an agreement with R3 Consulting Group to develop a solid waste enterprise fund financial plan and to conduct a five-year rate study at a cost not-to-exceed \$44,760.

**Policy Issues**

TCSD provides solid waste services to Tam Valley residents. It is vital the solid waste enterprise fund is fiscally sound to continually meet the needs of residents and remains compliant to local, state, and federal regulations.

**Background**

R3 created the TCSD current financial plan back in 2018, and concurrently projected five years of solid waste rates that were adopted by TCSD through the Prop 218 process. As such, R3 has the knowledge and familiarity required to update the financial plan and create a five-year rate plan that ensures financial sustainability while being mindful of District needs.

**Analysis**

R3 Consulting Group submitted the attached proposal to develop a solid waste enterprise financial plan and to conduct a five-year rate study, inclusive of the Proposition 218 rate hearing notification at a cost of \$44,760. Specifically, R3 shall perform the following:

1. Update the current Financial Plan and develop budgetary projections for the next 10 years, incorporating:
  - Collection, transfer, processing, and disposal of solid waste
  - Vehicle and equipment replacement
  - Staffing requirements
  - Corporation yard repairs and improvements
  - Reserve Fund policy recommendations
2. Conduct a Five-Year Rate Study utilizing the Financial Plan resulting in:
  - Cost-based, equitable, and legally defensible rates

- Recommended rate schedule for the following five fiscal years (FY): FY 2023/24, FY 2024/25, FY 2025/26, FY 2026/27, and FY 2027/28
- Compliance with the legal requirements of Prop 218

**Impact on TCSO Resources**

If approved, the cost of the agreement is \$44,760. This amount is budgeted in the FY22-23 proposed solid waste budget.

**Attachment**

R3 Consulting Group proposal



June 1, 2022

Mr. Alan Shear, Acting General Manager  
Tamalpais Community Services District  
305 Bell Lane, Mill Valley, CA 94541

submitted via email: [ashear@tamcsd.org](mailto:ashear@tamcsd.org)

**SUBJECT: Proposal for Solid Waste Enterprise Financial Plan and Five-Year Rate Study**

Dear Mr. Shear,

R3 Consulting Group, Inc. (R3) is pleased to submit this proposal to the Tamalpais Community Services District (TCSD) to develop a solid waste enterprise financial plan and to conduct a five-year rate study, inclusive of Proposition 218 (Prop 218) rate hearing notification. R3 created TCSD's current financial plan back in 2018, and concurrently projected five years of solid waste rates that were adopted by TCSD through the Prop 218 process. As such, R3 has the knowledge and familiarity required to update the financial plan and create a five-year rate plan that ensures financial sustainability while being mindful of District needs.

***These tasks will include, generally:***

- › Update the current Financial Plan and develop budgetary projections for the next 10 years, incorporating:
  - Collection, transfer, processing, and disposal of solid waste
  - Vehicle and equipment replacement
  - Staffing requirements
  - Corporation yard repairs and improvements
  - Reserve Fund policy recommendations
- › Conduct a Five-Year Rate Study utilizing the Financial Plan resulting in:
  - Cost-based, equitable, and legally defensible rates.
  - Recommended rate schedule for the following five fiscal years (FY): FY 2023/24, FY 2024/25, FY 2025/26, FY 2026/27, and FY 2027/28.
  - Compliance with the legal requirements of Prop 218.

**Jordan Muratsuchi** will serve as Project Manager and primary point of contact for this specific engagement. **Garth Schultz** will serve as Principal-in-Charge and **Scott Hanin** will advise as Project Director, both of whom will work closely with Jordan. Additional qualified R3 staff will provide support as necessary.

We appreciate the opportunity to submit our updated proposal to TCSD. Should you have any questions regarding our proposal, or need any additional information, please don't hesitate to reach out directly.

Sincerely,



Jordan Muratsuchi | Sr. Project Analyst  
R3 Consulting Group, Inc.  
916.655.2104 | [jmuratsuchi@r3cgi.com](mailto:jmuratsuchi@r3cgi.com)



Garth Schultz | Principal  
R3 Consulting Group, Inc.  
510.292.0853 | [gschultz@r3cgi.com](mailto:gschultz@r3cgi.com)

# 1. SCOPE OF WORK

## Task 1 Initial Document Request

R3 Upon notice to proceed, R3 requests that TCSD provide the following information, *as available*:

1. TCSD current organizational chart.
2. Current approved rate schedules.
3. Prior FY actual, current FY projected, and next FY forecasted revenue and expense line-item budget in **Excel** format, including:
  - i. Any one-time or periodic revenues and non-customer rate revenues should be clearly identified.
  - ii. Any one-time or periodic expenses that are not normal ongoing expenses should be clearly identified.
4. Segregated costs for all relevant services and activities including curbside services, recycling events, organics events, bulky events, and planned solid waste enterprise efforts.
5. Excel file detailing customer service levels, billing rates, service address, and any associated special services provided, delineated by line of business.
6. Complete list of billing codes.
7. List of all reserve accounts with intended uses noted, and most recent Fiscal Year End (FYE) balances.
8. Historical FY audited financial statements from 2018-2020.
9. Current and projected capital projects expenses and amortization schedules.
10. Vehicle and equipment list with type of vehicle, model year, projected useful life, age, and replacement schedule indicated (preferably in Excel format).
11. Any other relevant data.

R3 will review the data and identify any additional requirements or issues to be discussed at the Task 2 Kick-Off Meeting.

### Task 1 Deliverable

- › Request and review of documents.

## Task 2 Kick-Off Meeting

A Kick-Off Meeting will be held following the receipt of readily available information requested as part of Task 1. The purpose of the Kick-Off Meeting will be to review and confirm the following project details:

- › Communication protocol and contacts.
- › Project objectives.
- › Work scope, schedule, and deliverables.

In addition to the above items, a primary objective of the Kick-Off Meeting will be to review and discuss available data, including but not limited to:

- › Current revenue and expenses.
- › Growth projections.
- › Reserve funds.
- › New programs and/or changes in collection operations or service levels.



## **Task 2 Deliverables**

- › Kick-off Meeting Agenda.
- › Facilitation of one virtual (1) Kick-off Meeting with TCSD staff.

## **Task 3 Develop Financial Plan & Rate Model**

The objective of this task is to develop a Financial Plan and Rate Model that provides for the projection of the TCSD's revenues and expenses over a 10-year planning period accounting for:

- › Collection, transfer, processing, and disposal of solid waste.
- › Vehicle and equipment replacement.
- › Staffing requirements.
- › Corporation yard repairs and improvements.
- › Reserve Fund policy recommendations.

The Financial Plan will include TCSD's current services (as included in the 2018 Financial Plan, and any other services directly communicated to R3), and may include costs of additional services that may be proposed. The Financial Plan will be structured in the form of a Rate Model so that the impact of various rate adjustment options on the TCSD's finances over the planning period can be effectively evaluated.

### **Task 3.1 Review Current and Projected Operational Requirements**

As part of the development of the Financial Plan and Rate Model, R3 will work with TCSD staff to document current and projected collection system operational requirements. TCSD's vehicle and equipment replacement schedules and capital cost projections will be reviewed and incorporated into the Financial Plan and Rate Model. As necessary, R3 will work with TCSD management to develop and/or refine equipment replacement schedules and capital cost projections.

### **Task 3.2 Document Current Financial Baselines**

This task involves documenting current financial baselines, which includes all applicable revenue and expense line items, fund reserves, capital cost estimates, the costs of the activities and services listed above, and any other relevant data. It is anticipated that this information will, with any appropriate adjustments, form the basis for projections over the planning period.

### **Task 3.3 Prepare Revenue Projections**

Revenue projections will be prepared for the planning period. These projections will account for rate-related revenue and non-rate related revenue (recyclable material sales revenues, grants, and other non-rate revenues), and the impact of any anticipated growth and any other relevant factors. Rate revenue projections will be based on current rates, which will then be adjusted as part of the rate modeling and analysis performed in Task 4.

### **Task 3.4 Prepare Expense Projections**

The purpose of this task will be to prepare projections of TCSD's expenditures over the planning period. This task will build on the basis for projections that is established as part of Task 3.2. In developing these projections, R3 will coordinate with appropriate TCSD staff, as necessary, to review the historical expenditures and discuss the assumptions, conditions, and trends affecting the projections. The format for these projections will correspond with TCSD's existing accounting records.

### **Task 3.5 Review Operating Reserve Funds and Uses**

R3 will review TCSD's reserve accounts to determine if the balance of each reserve with respect to the intended purposes is sufficient to fund the necessary expenses. This review will specifically include

identifying the funding necessary to replace vehicles and equipment according to an established replacement schedule and fund any projected capital costs (e.g., corporation yard improvements). The Financial Plan and Rate Model that is developed in Task 3.6 will be constructed so that rates are sufficient to generate the necessary reserve funds over the planning period, and account for the utilization of those reserves as needed to fund the associated expenses as they are expected to incur.

### **Task 3.6 Prepare Financial Plan and Rate Model**

The various revenue and expense projections developed in the prior tasks will be used to construct the Financial Plan and Rate Model along with other agreed-upon capabilities and components (e.g. reserve fund balances and funding requirements). The Financial Plan and Rate Model will be developed using Excel and will provide a means to evaluating various rate adjustment scenarios. The Financial Plan and Rate Model will include a summary of TCSD's current rate structure, operating expenses, capital costs, revenue streams and reserve funds, and projected financial performance over the 10-year planning period.

### **Task 3 Deliverable**

- › An Excel-based Financial Plan and Rate Model, along with the calculated solid waste revenues based on the proposed rates developed as part of Task 4.

## **Task 4 Develop Five Year Rate Study**

Using the Financial Plan and Rate Model developed in Task 3 and in conjunction with TCSD staff, R3 will analyze various rate adjustment scenarios that are sufficient to fund TCSD's annual operating costs and provide necessary funding for vehicle replacement, corporation yard repairs and improvements, and operating reserves.

#### ***The Rate Study will:***

- › Use best industry practices;
- › Use the Financial Plan findings (financial projections) to recommend solid waste rates that are cost-based, equitable, and legally defensible; and
- › Provide rates which meet the legal requirements of Proposition 218.<sup>1</sup>

#### ***Rate adjustment scenarios may include:***

- › A single rate adjustment that will restructure rates and satisfy the revenue requirement over a set planning period without need for additional adjustment (i.e., no additional annual indexed adjustments);
- › A single rate adjustment that will restructure rates and satisfy the revenue requirement over the set planning period, with additional planned annual CPI indexed adjustments;
- › Consistent annual rate adjustments over a set amount of time to introduce the rate structure changes more gradually; and/or
- › Periodic rate adjustments (e.g., rate adjustments every two or three years).

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<sup>1</sup> *As noted in our cover letter, the prior cost of service study conducted by R3 for TCSD found that TCSD's residential and commercial revenues were generally consistent with the associated expenses (i.e., there did not appear to be any clear subsidies between the residential and commercial sectors). As a result, there were no recommended line of business (i.e., residential versus commercial) cost of service rate adjustments. As such, we do not propose to conduct any additional cost of service analysis as part of this engagement or recommend any line of business cost of service adjustments.*



## Task 4 Deliverables

- › Rate adjustment scenarios and recommended rate adjustments, and rate schedule for five (5) fiscal years – FY 2023/24, FY 24/25, FY 25/26, FY 26/27, and FY 27/28:
  - Rate schedule will consider costs of collections and processing of each material and will be formatted to translate readily into the Marin County property tax bill, as requested.
- › Charts, tables, and graphics showing the proposed rates for each FY.

## Task 5 Project Report and Presentations

### Task 5.1 Reports

R3's findings and recommendations will be organized in an electronic Draft Rate Report that explains the financial plan and rate study. An Administrative Draft Report will be submitted to TCSD staff for review and comment, and a second Draft Report will be prepared based on comments received from the TCSD. The second Draft Rate Report will be revised based on TCSD's comments, and an electronic Final Rate Report will be issued.

The Draft and Final Rate Reports will include recommended rate adjustments over the five-year planning period through FY 27/28 and will summarize the findings and recommendations from Tasks 1 through 4 above, including charts showing the proposed rates and detailed calculations of the expected solid waste expenditure budget for each year, as well as the expected solid waste revenue based on rates proposed in the Task 4 Rate Study.

### Task 5.2 Presentations

R3 staff will present our findings and recommendations at three presentations to the TCSD Board: one (1) Board Work Session regarding the Financial Plan, one (1) Community Meeting regarding the Rate Study, and one (1) Rate Hearing.

Draft PowerPoint presentations will be provided to the TCSD General Manager for review and finalized based on comments received. R3 staff will be available for additional presentations, if requested, on a time-and-materials basis.

## Task 5 Deliverables

- › Two (2) electronic Draft Reports and one (1) electronic copy of the Final Report, all of which will include:
  - Explanations of the Financial Plan, Rate Model, and Rate Study;
  - Charts, tables, and graphics clearly showing the proposed rates;
  - A detailed calculation of the expected solid waste expenditure budget for each year; and
  - A detailed calculation of the expected solid waste revenue based on rates proposed in the rate study.
- › Up to Three (3) presentations to the TCSD Board:
  - One (1) Board Work Session regarding the Financial Plan;
  - One (1) Community Meeting regarding the Rate Study; and
  - One (1) Rate Hearing.

## 2. PROJECT SCHEDULE

R3's proposed schedule, below, incorporates tentative dates.

TASK	START DATE	END DATE
1. Document Request	August 1, 2022	
2. Kick-Off Meeting	September 1, 2022	
3. Develop Financial Plan & Rate Model	September 1, 2022	October 27, 2022
4. Develop Five Year Rate Study	September 1, 2022	October 27, 2022
5. Project Report and Presentations	<i>see table below</i>	

MILESTONE / DELIVERABLE	DEADLINE
<b>First Draft Report</b> (2+-week TSCD Review)	October 27, 2022
<b>Board Work Session #1</b>	November 16, 2022
<b>Second Draft Report</b> (2+-week TSCD Review)	December 14, 2022
<b>Board Work Session #2</b>	January 18, 2022
<b>Final Report</b>	January 31, 2023
<b>Rate Hearing and Board Meeting</b>	March 3, 2023
<b>Rate Hearing and Board Meeting</b> (Backup)	March 31, 2023



### 3. PROJECT BUDGET

We propose to complete the Project Scope of Work for a not-to-exceed budget of **\$44,760**. We would be happy to discuss changes to our scope or budget as may be needed to align with TCSD's needs.

TASK	HOURS	COST
1. Document Request	4	\$ 820
2. Kick-Off Meeting	8	\$ 1,640
3. Develop Financial Plan & Rate Model	92	\$ 17,680
4. Develop Five Year Rate Study	56	\$ 11,080
5. Project Report and Presentations	64	\$ 13,540
<b>TOTAL</b>	<b>224</b>	<b>\$ 44,760</b>

### Billing Rates

In the table below we have provided our hourly billing rates. These hourly rates are subject to periodic adjustments. Unless otherwise agreed in writing, fees for work completed will be billed monthly at the first of each month for the preceding month and will be payable within 30 days of the invoice date.


CLASSIFICATION	HOURLY RATE
Principal	\$ 265 per hour
Project Director	\$ 235 per hour
Senior Project Manager	\$ 205 per hour
Project Manager	\$ 185 per hour
Senior Project Analyst	\$ 165 per hour
Senior Administrative Support	\$ 160 per hour
Project Analyst	\$ 155 per hour
Associate Analyst	\$ 145 per hour
Administrative Support	\$ 125 per hour
REIMBURSABLE COSTS	
Consultants/Subcontractors	Cost plus 10%
Lodging and meals	Direct cost
Travel - <i>Private or company car</i>	At Current Federal Rate
Travel - <i>Other</i>	Direct cost
Delivery and other expenses	Direct cost

June 8, 2022

ITEM 5C

**ADOPT MASTER FEE SCHEDULE TO INCREASE RENTAL RATES BY CPI AND ESTABLISH NEW ADMINISTRATIVE FEES**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER** 

**SUBJECT: ADOPT MASTER FEE SCHEDULE TO INCREASE RENTAL RATES BY CPI AND ESTABLISH NEW ADMINISTRATIVE FEES**

**Recommendation**

Adopt a resolution adopting a Master Fee Schedule for facility rental fees and other administrative fees

**Policy Issues**

The resolution reconfirms the TCSD policy of automatic annual increases to facility rental fees by the percentage increase in the San Francisco-Oakland-San Jose Consumer Price Index (CPI-U) between February of the then-current year and February of the then-previous year to be effective on July 1<sup>st</sup> of each fiscal year.

**Background**

In 2018, TCSD approved increases to the rental rates for its facilities. The adopted increases were the first increases since 2014. As part of the TCSD policy, the Board also approved automatic annual increases based on the CPI as described above.

Attachment A shows the fee rates established in 2018 thru 2021. TCSD did not increase the rental rates in 2019 or 2020 due to COVID-19. The fees were increased by approximately 1.6% (CPI) in 2021.

The Table below shows the year-to date (YTD) usage of the TCSD facilities, and the revenue collected, not including cleaning and/or attendant fees. The Community Center and Cabin were rented a combined total of 55 times. The Eastwood and Kay Park facilities were rented a combined total of 40 times.

FACILITIES RENTAL FEES	Number of Rentals	Charges	Refunds	Balance
Community Center Rent	14	\$ 9,059.70	\$ 542.00	\$ 8,517.70
Cabin Rent	41	\$ 9,529.85	\$ 462.00	\$ 9,067.85
Total Facilities Rental & Fees	55	\$18,589.55	\$1,004.00	\$17,585.55
PARKS RENTAL FEES	Number of Rentals	Charges	Refunds	Balance
Eastwood Park Rent	30	\$ 2,367.00	\$ 37.00	\$ 2,330.00
Kay Park Table Rent	10	\$ 728.00	\$ -	\$ 728.00
Total Park Rentals	40	\$ 3,095.00	\$ 37.00	\$ 3,058.00
<b>Total Facilities &amp; Parks Rental Fees YTD FY2021-2022</b>				<b>\$20,643.55</b>



### Discussion

Attachment A also shows the proposed fee increases for 2022. The CPI adjustment factor is rounded down to 5% (note: Feb. 2021-Feb 2022 CPI is 5.2%.) Attachment B contains a market study of nearby communities including special districts. An extra effort was made to try to compare TCSD facility rental rates to similar sized facilities. We believe the proposed 2022 rates are comparable to and competitive with the other communities listed in the market study.

Based on the market study, we are also proposing new categories of rates (marked new on Attachment A) for consideration as follows:

- A rate for non-profits based outside of Tam Valley. This rate represents the mid-point between the non-resident and Tam Valley non-profit rates.
- Elimination of the weekend two-day rate and the establishment of a full-day rate which is discounted by 10% based on an 8-hr rental day.
- The addition of non-residential/commercial and non-profit/public agency rental rates for the parks. Please note we are not encouraging non-residents/commercial uses to rent park facilities, but if they are planning to use the facility without a reservation, we should establish a rental fee to accommodate such requests.

For FY22-23, we anticipate an increase in the rental of TCSD facilities and a corresponding increase in revenue collected.

### Administrative Fees

Given TCSD is updating its rental fees, staff believes it would be prudent to adopt other administrative fees (see Exhibit B to the Resolution) as there currently are no such fees on the books. The copying/scanning fees are typical for local agencies. While we added candidate filing and statement fees, the Board may want to consider the merits of not charging such fees.

### Other Solid Waste and Sanitation Fees

We are in the process of evaluating other TCSD fee for service charges such extra garbage, late pick up fees, and permits. We anticipate bringing to the Board for future discussion our analysis and recommendations for consideration and direction.

The attached resolution confirms the Board's previous CPI increase policy and establishes the new fee structure.

### Impact on TCSD Resources

The proposed increases will increase rental revenues.

### Attachments

- A) Current and Proposed Fees
- B) Market Study
- C) Resolution with Exhibits A & B.

**TABLE A- FACILITY FEES FROM 2018-2021 & PROPOSED FEES 2022**

Community Center	Proposed 2022 Fee (rounded)	Proposed 2022 Increase (CPI:5%)	2021 Rates (rounded)	2021 Increase 1.6%	2020	2019 & 2020	2018	
Tam Valley Residents	\$ 85.00	\$ 4.06	\$ 81.00	\$ 1.28	\$ 80.00	\$ 80.00	\$ 65.00	
Non Residents	\$ 112.00	\$ 5.33	\$ 107.00	\$ 1.68	\$ 105.00	\$ 105.00	\$ 95.00	
Tam Valley Non Profits	\$ 96.00	\$ 4.57	\$ 91.00	\$ 1.44	\$ 90.00	\$ 90.00	\$ 75.00	
<b>NEW</b> Non-Profits	\$ 104.00	rate is the mid-pt between non-res and TV non-profits rate						
Public Agencies	\$ 75.00	\$ 3.56	\$ 71.00	\$ 1.12	\$ 70.00	\$ 70.00	N/A	
Commercial	\$ 128.00	\$ 6.10	\$ 122.00	\$ 1.92	\$ 120.00	\$ 120.00	\$ 120.00	
Cleaning	\$ 213.00	\$ 10.16	\$ 203.00	\$ 3.20	\$ 200.00	\$ 200.00	\$ 150.00	
Attendant	\$ 33.00	\$ 1.52	\$ 31.00	\$ 0.48	\$ 30.00	\$ 30.00	\$ 25.00	
Attendant after 8 hrs	\$ 43.00	\$ 2.03	\$ 41.00	\$ 0.64	\$ 40.00	\$ 40.00	\$ 30.00	
<b>Full Weekend Rate (2-8 hrs)</b>	<b>Propose Eliminate and replace with full day rate</b>							
Tam Valley Residents	\$ 1,280.00	\$ 60.96	\$ 1,219.00	\$ 19.20	\$ 1,200.00		\$ 1,200.00	
Non Residents	\$ 1,707.00	\$ 81.28	\$ 1,626.00	\$ 25.60	\$ 1,600.00		\$ 1,600.00	
Tam Valley Non Profits	\$ 1,493.00	\$ 71.12	\$ 1,422.00	\$ 22.40	\$ 1,400.00		\$ 1,400.00	
Public Agencies	\$ 1,493.00	\$ 71.12	\$ 1,422.00	\$ 22.40	\$ 1,400.00		\$ 1,400.00	
Commercial	\$ 2,027.00	\$ 96.52	\$ 1,930.00	\$ 30.40	\$ 1,900.00		\$ 1,900.00	
<b>NEW</b>								
<b>Full Day rate (8 hours- save 10% from std rate)</b>	<b>Proposed 2022</b>							
Tam Valley Residents	\$ 612.00							
Non Residents	\$ 806.00							
Tam Valley Non-Profits	\$ 691.00							
Non-Profits	\$ 749.00							
Public Agencies	\$ 540.00							
Commercial	\$ 922.00							
<i>note</i>	<i>addiitonal hours @ std rate</i>							
<b>Cabin</b>								
Tam Valley Residents	\$ 38.00	\$ 1.78	\$ 36.00	0.56	\$ 35.00	\$ 35.00	\$ 25.00	
Non Residents	\$ 48.00	\$ 2.29	\$ 46.00	0.72	\$ 45.00	\$ 45.00	\$ 35.00	
Tam Valley Non Profits	\$ 38.00	\$ 1.78	\$ 36.00	0.56	\$ 35.00	\$ 35.00	\$ 25.00	
<b>NEW</b> Non-Profits	\$ 43.00							
Public Agencies	\$ 33.00	\$ 1.52	\$ 31.00	0.48	\$ 30.00	\$ 30.00	N/A	
Commercial	\$ 64.00	\$ 3.05	\$ 61.00	0.96	\$ 60.00	\$ 60.00	\$ 50.00	
Cleaning	\$ 160.00	\$ 7.62	\$ 152.00	2.40	\$ 150.00	\$ 150.00	\$ 100.00	
<b>NEW</b>								
<b>Full Day rate (8 hours- save 10% from std rate)</b>								
Tam Valley Residents	\$ 274.00							
Non Residents	\$ 346.00							
Tam Valley Non Profits	\$ 274.00							
Non-Profits	\$ 310.00							
Public Agencies	\$ 238.00							
Commercial	\$ 461.00							
<b>Parks</b>								
Tam Valley Residents Only	\$ 27.00	\$ 1.27	\$ 26.00	\$ 0.40	\$ 25.00	\$ 25.00	\$ 25.00	
Tam Valley Non-Profits	\$ 27.00	\$ 1.27	\$ 26.00	\$ 0.40	\$ 25.00	\$ 25.00	\$ 25.00	
<b>NEW</b> Non-Residents/Commercial	\$ 40.00							
<b>NEW</b> Non-Profits/Public Agency	\$ 34.00							
Note: new fee is highlighted in yellow								
Proposed fees are highlighted in green.								

## Market Study 2022

Note: Comparison to facilities of approximate comparable sizes; current hourly rates

All Rates are hourly unless otherwise noted

TCSD Facilities Proposed 2022 Fees	Cabin	Community Center	Parks
Tam Valley Residents	\$ 38.00	\$ 85.00	\$ 27.00
Non-Residents	\$ 48.00	\$ 112.00	\$ 40.00
Tam Valley Non-Profits	\$ 38.00	\$ 96.00	\$ 27.00
Non-Profits	\$ 43.00	\$ 104.00	\$ 34.00
Public Agencies	\$ 33.00	\$ 75.00	\$ 34.00
Commercial	\$ 64.00	\$ 128.00	\$ 40.00

San Rafael Community Center (B St.)	Clubroom	Auditorium	Parks (small group)
Resident	\$ 40.00	\$ 110.00	\$ 30.00
Non-Resident	\$ 45.00	\$ 120.00	\$ 35.00
Non-Profits (res)	\$ 30.00	\$ 90.00	\$ 20.00
Non-Profits (non-res)	\$ 35.00	\$ 100.00	\$ 25.00
Commercial (res)	\$ 55.00	\$ 130.00	\$ 40.00
Commercial (non-res)	\$ 60.00	\$ 140.00	\$ 45.00

Marinwood Community Center		Bill Gordon Hall (based on 8 hrs)	Parks (based on 1/2 day rate)
Resident		\$ 93.75	\$ 18.00
Non-Resident		\$ 187.50	\$ 36.00
Non-Profits		\$ 93.75	

Mill Valley Community Center	Manzanita Rm	Mt View Room	Parks
Resident	\$ 35.00	\$ 60.00	\$ 20.00
Non-Resident	\$ 40.00	\$ 70.00	\$ 30.00
MV Non-Profits	\$ 30.00	\$ 50.00	
Non-Profits	\$ 35.00	\$ 60.00	
Private Use	\$ 40.00	\$ 70.00	
Commercial	\$ 45.00	\$ 80.00	
Weekend			

Terra Linda Community Center	Clubroom	combine up to 3 rms
Resident	\$ 40.00	\$ 120.00
Non-Resident	\$ 45.00	\$ 135.00
Non-Profit (res)	\$ 30.00	\$ 90.00
Non-Profits (non-res)	\$ 35.00	\$ 105.00
Commercial (res)	\$ 55.00	\$ 165.00
Commercial (non-res)	\$ 60.00	\$ 180.00

Homestead Valley Community Center	Great Room	Great Room
	Weekday	Weekend
Resident	\$ 55.00	\$ 60.00
Non-Resident	\$ 65.00	\$ 75.00
Non-Profits	\$ 55.00	\$ 60.00

Strawberry Recreation District (2020)	1st Fl Mtg Rm	Hall/Gym
Resident	\$ 40.00	\$ 120.00
Non-Resident	\$ 75.00	\$ 200.00
Non-Profits	\$ 42.00	\$ 118.00
Commercial	\$ 90.00	\$ 250.00

City of Sausalito- Rec Depart	Edgewater Room (<25 pers)	Edgewater Room (26+ pers)	Parks (not Dunphy or MLK)
Resident	\$ 32.00	\$ 47.00	\$ 28.00
Non-Resident	\$ 42.00	\$ 58.00	\$ 42.00
Non-Profit	\$ 21.00	\$ 37.00	\$ 16.00
Commercial	\$ 58.00	\$ 84.00	\$ 58.00



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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

## RESOLUTION NO. 2022-08

### A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING A MASTER FEE SCHEDULE

**WHEREAS**, in 2018, the Board of the Tamalpais Community Services District ("TCSD") adopted facility rental and deposit rates; and

**WHEREAS**, in 2018, TCSD adopted a policy to have the facility rental rates to be increased annually by the Consumer Price index (CPI) for the Bay Area to take effect on July 1<sup>st</sup> of each fiscal year; and

**WHEREAS**, TCSD wants to reconfirm its rental fee policy; and

**WHEREAS**, TCSD has other fees for service that it wishes to adopt; and,

**WHEREAS**, State of California Government Code Section 61115 (a)(1) permits the TCSD Board of Directors by resolution to "Establish rates or other charges for services and facilities that the district provides."

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Tamalpais Community Services District does hereby adopt the Master Fee Schedule attached herein as Exhibits A and B and incorporated herein by reference, to be effective July 1, 2022.

**BE IT FURTHER RESOLVED** that the Board of Directors of the Tamalpais Community Services District does hereby authorize that facility rental rates be increased annually by the percentage increase in the San Francisco-Oakland-San Jose Consumer Price Index (CPI-U) between February of the then-current year and February of the then-previous year to be effective on July 1<sup>st</sup> of each fiscal year.

**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 June 2022, by the following vote:

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Steffen Bartschat, President

ATTEST:

\_\_\_\_\_  
Secretary, Tamalpais Community Services District



**EXHIBIT A- TCSD FACILITY FEES 2022**

<b>Community Center</b>	<b>Type</b>	<b>2022 Fees</b>
	Tam Valley Residents	\$ 85.00
	Non Residents	\$ 112.00
	Tam Valley Non Profits	\$ 96.00
	Non-Profits	\$ 104.00
	Public Agencies	\$ 75.00
	Commercial	\$ 128.00
	Cleaning	\$ 213.00
	Attendant	\$ 33.00
	Attendant after 8 hrs	\$ 43.00
	Security/Cleaning Deposit	\$ 500.00
<b>Full Day rate</b>	<b>(8 hours- save 10% from std rate)</b>	
	Tam Valley Residents	\$ 612.00
	Non Residents	\$ 806.00
	Tam Valley Non-Profits	\$ 691.00
	Non-Profits	\$ 749.00
	Public Agencies	\$ 540.00
	Commercial	\$ 922.00
<b>Cabin</b>		
	Tam Valley Residents	\$ 38.00
	Non Residents	\$ 48.00
	Tam Valley Non Profits	\$ 38.00
	Non-Profits	\$ 43.00
	Public Agencies	\$ 33.00
	Commercial	\$ 64.00
	Cleaning	\$ 160.00
	Security/Cleaning Deposit	\$ 150.00
<b>Full Day rate</b>	<b>(8 hours- save 10% from std rate)</b>	
	Tam Valley Residents	\$ 274.00
	Non Residents	\$ 346.00
	Tam Valley Non Profits	\$ 274.00
	Non-Profits	\$ 310.00
	Public Agencies	\$ 238.00
	Commercial	\$ 461.00
<b>Parks</b>		
	Tam Valley Residents Only	\$ 27.00
	Tam Valley Non-Profits	\$ 27.00
	Non-Residents/Commercial	\$ 40.00
	Non-Profits/Public Agency	\$ 34.00
<b>facilty notes:</b>	<b>additional hours @ std rate</b>	
	2 hr min rental	

**EXHIBIT B- TCSD  
ADMINISTRATIVE FEES**

Service	2022 Fees
Returned Checks	\$50
Duplications- printed	\$0.25 per page for the first 10 pages; \$0.10 per page thereafter
Document scanning	\$5 per request; \$0.10 per page scanned
Candidate filing	\$25
Candidate statement	candidate pays any required County and/or state fees
TCSD Research Fee	\$200 deposit, \$50/hr; min 30 minutes
Initiative/Referendum Filing	\$200

JUNE 8, 2022  
ITEM 5D

**DISCUSS AND VOTE FOR CALIFORNIA SPECIAL DISTRICT ASSOCIATION  
BOARD MEMBER**

**TO: BOARD OF DIRECTORS**

**FROM: CYNDIE MARTEL, DISTRICT CLERK** 

**SUBJECT: DISCUSS AND VOTE FOR CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD MEMBER**

**Recommendation**

Staff recommends the TCSD Board vote for one candidate for the California Special Districts Association (CSDA) Board of Directors for Seat B-Bay Area Network for the term 2023-2025. Alternatively, the Board may wish to delegate authority for voting for CSDA Board of Directors.

**Policy Issues**

CSDA allows district staff or Boards to vote for one CSDA Board Member, it is the TCSD Board's discretion regarding whether the Board would like to direct TCSD's one vote in this ballot or delegate the vote to staff or an individual Board member.

**Background**

Two candidates have submitted candidate information for one seat on the CSDA Board of Directors. Each candidate's information is attached for review. Member special districts in good standing are eligible to cast one ballot.

**Analysis**

Each special district is asked to select one candidate via electronic voting by July 16, 2022. The two candidates are:

- Ryan Clausnitzer, Alameda Mosquito Abatement District (incumbent)
- Matthew Fuzie, Livermore Area Recreation and Park District

**Impact on TCSD Resources**

No new resources are requested.

**Attachments**

A. Candidates Information





- Home
- How It Works
- Logout **Cyndie Martel**

**CSDA Board of Directors Election Ballot - Term 2023-2025; Seat B - Bay Area Network**

**Please vote for your choice**

Choose one of the following candidates:

- Ryan Clausnitzer, Alameda Mosquito Abatement District\*
- Matthew Fuzie, Livermore Area Recreation and Park District

\*Incumbent

This question is **required**. You may select **one** of the following.  
Click on any **view details** link to view more information.

**Ryan Clausnitzer\*** [\[view details\]](#)

**Mathew Fuzie** [\[view details\]](#)

**Continue**

**Cancel**

March 11, 2022

Bay Area Special Districts

**Re: CSDA Board of Directors Bay Area Network Seat B**

I am seeking your support for a third term on the CSDA Board of Directors in the Bay Area Network based on my CSDA leadership, my involvement in the community specifically focused on raising awareness of special districts, my 25 years of experience in all levels of government, and my academic background in public policy.

In my current 3-year term on the Board of CSDA, my fellow directors chose me as Vice-President for the first year and President the following two. Other than serving on the Board of the Alameda CSDA chapter, I was pleased to be able to attend several virtual county chapter meetings in Santa Clara, San Mateo, Contra Costa, Marin, with a formation meeting in Sonoma County. These connections allow me to better represent the entire region at CSDA meetings and advocacy events. Regarding events, in 2021, I led CSDA to make its first connections with the Boys and Girls State of California leading to a presentation and career day inclusion at the 2021 virtual Boys State. CSDA has assurances from both the Girls and Boys State that we will engage again in 2022 and beyond. This fulfills my goal in my first year as President to increase the visibility of special districts to future directors and as a viable career option.

The goal in my second year of CSDA Presidency is for special districts to better represent the communities that they serve. I began this process by working with the Institute for Local Government and will be bringing these initiatives directly to CSDA's strategic planning session this summer.

The San Francisco Bay Area is a very amazing place to live and it is our job to make life here even better by delivering critical services to our communities as efficiently and effectively as possible. I would be honored to represent your special district once again on the CSDA Board of Directors.

Sincerely,

Ryan Clausnitzer, MPA, CSDM, REHS  
General Manager  
Alameda County Mosquito Abatement District  
23187 Connecticut Street  
Hayward, CA 94545  
510-925-1756  
ryan@mosquitoes.org

Encl: Nomination form, candidate information sheet, Board resolution



California Special  
Districts Association  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Mathew L. Fuzle

District/Company: Livermore Area Recreation and Park District (LARPD)

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 3.5 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Member, Alameda County Special Districts Association

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Served on the Board of Directors for CAPRI (the California Association for Park & Recreation Indemnity)

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Livermore Valley Intergovernmental Committee

4. List civic organization involvement:

N/A

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**





**California Special  
Districts Association**  
*Districts Stronger Together*

## Candidate Statement: Mathew L. Fuzie

I have been in Recreation and Law Enforcement since 1981. After a 33-year career with California State Parks finishing as Deputy Director, I retired on August 4 of 2018. On August 6, 2018, I started as General Manager of the Livermore Area Recreation and Park District (LARPD). My experiences with State Government translated very well into the management of a special district. My experience translates very well into this position as well. I have worked in every corner of California and at high levels in Sacramento. I know my way around the Capitol buildings and have many contacts. I am very comfortable working with legislators and their staff. I am a very good problem solver and professional who can get things done.

June 8, 2022

ITEM 5E

**CONSIDER/DISCUSS A FLAT RATE RENTAL RATE OR OTHER FEE FOR THE USE OF THE CABIN BY AA GROUPS**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER** 

**SUBJECT: CONSIDER/DISCUSS A FLAT RATE RENTAL RATE OR OTHER FEE FOR THE USE OF THE CABIN BY AA GROUPS**

**Recommendation**

Approve a flat rate of \$20/meeting (max. of 2 hours) for the use of the Cabin by Alcohol Anonymous (AA) groups for their general/open meetings.

**Policy Issues**

Consider a flat rate for the use of the Cabin facility by AA groups.

**Discussion**

At the May 11<sup>th</sup> Board meeting, John Wallace submitted the attached request for a reduced rate for an Alcoholics Anonymous group (AA) to use the Cabin for its general/open meetings. The request is for a flat rate of \$20 for a one-hour meeting plus set up and clean-up time (additional 20 min). Mr. Wallace wants to reestablish a daily meeting time of 7:00am, Monday-Saturday, at the Cabin. He wants to try to restart this daily group meetings for a 90-day period to gauge interest and, if successful, expand the meetings to include Sundays.

AA Groups have historically used the Cabin for their meetings. However, due to COVID-19 restrictions and concerns, there are currently only two AA groups who use the facility: One on Friday early afternoon and one on Wednesday evening. We currently charge different rates for the two groups: \$22.80/hr. for the Friday group and Wednesday is \$21.80/hr. These rates were based on an increase of \$0.50/hr. every six months and, thus, the longer a group stayed over time the more the rate increased.

Staff believes it is important to support AA groups as they provide a broader community benefit. We also recommend moving to a flat rate for all AA groups for consistency purposes. We propose a flat rate of \$20/meeting with a maximum of 2-hours per AA general/open meetings. The two-hour period includes any necessary set-up and clean-up time for the meetings. All AA groups will need to comply with the maximum capacity limit of 30 people and all other rules for the use of Cabin.

**Impact on TCSD Resources**

Nominal impact

**Attachment**

Letter from John Wallace

*John R. Wallace*

307 Richardson Court  
Mill Valley, CA 94941

TO: Board of Directors  
TAMALPAIS COMMUNITY SERVICES DISTRICT

FROM: John R. Wallace

DATE: May 11, 2022

RE: Request to Add Agenda Item on 06/08/22 Board Meeting

ACTION REQUESTED:

1) Variance on previously utilized rental rate of twenty-two dollars and eighty cents (\$22.80) per hour for Mill Valley Log Cabin usage by General, Open Meeting of Alcoholics Anonymous, 7:00 AM Group. Proposal will request a reduced rate of twenty dollars (\$20.00) per hour.

2) Variance requested on calculation of hourly usage time to allow for usage to start at 6:45 AM, for set-up, 7:00 AM-8:00 AM for the meeting, and departure at 8:05 AM, with 1.3 hours of usage time charged at flat rate of only 1.0 hour.

ANTICIPATED USAGE:

Use of The Cabin as a site for a 7:00 AM [M-F] / 8:00 AM [Sat-Sun] one-hour meeting was curtailed due to restrictions imposed by the COVID-19 Pandemic. Once lifted, the trusted servants acting in the capacity of "Cabin Coordinators" for the "7:00 AM Mill Valley AA Group" determined that the larger facility available on the Peace Lutheran facility across Tennessee Valley Road from The Cabin would better serve the members' needs to accommodate 'Social Distancing' concerns. The newly appointed Cabin Coordinators have subsequently and recently sought and received approval of the 7:00 AM Mill Valley AA Group to move to United Methodist Church on Sycamore to conduct the meetings at that location; the landlord offered a significant cost reduction. That move is now to be effective June 1, 2022.

The present request is made by the individual presenting it, only. The request is to enable the re-establishment of a 7:00 AM presence at The Mill Valley Log Cabin so as to provide access to meetings for the still suffering alcoholic at that site and at that time.

It is hoped that, if the requested variances can be approved, a meeting could commence on or after Monday, June 20, 2022. It is expected initially that the newly established meeting, entitled "Back to Basics," would meet Monday - Saturday, at 7:00 AM. If attendance thereafter warrants, that schedule, with approval of the Board, would increase to a 7:00 AM meeting seven days per week.

Being aware of the history of noise issues, eliminating activity (i.e.: conversations outside The Cabin, applause for announced longevity of sobriety, etc.) or muting same will be a primary focus of the Back to Basics group conscious. Because of the 7:00 AM Mill Valley AA Group meeting from which the Back to Basics will be a 'spin-off,' it is anticipated that participation on a daily basis will be well below the 30-person limit.

If approval is extended and, after a sufficient trial period (i.e.: 90 days), participation does not encourage continued effort, on due notice to TCSD the meeting will be curtailed.

Sincerely,

John R. Wallace





John R. Wallace

*Attorney at Law*

307 Richardson Court  
Mill Valley, CA 94941

415-519-7798

415-493-2237 / F

[jwallacehw@gmail.com](mailto:jwallacehw@gmail.com)

# A Member's- Eye View of Alcoholics Anonymous



This is A.A. General Service  
Conference-approved literature.

*ALCOHOLICS ANONYMOUS*<sup>®</sup> is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

- The only requirement for membership is a desire to stop drinking. ~~There are no dues or fees for A.A. membership; we are self-supporting through our own contributions.~~
- A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes.
- Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

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*Mail address:*  
Box 459, Grand Central Station,  
New York, NY 10163

[www.aa.org](http://www.aa.org)



This pamphlet is designed to explain to people in the helping professions how A.A. works. Though the A.A. program relies upon the sharing of experience, strength and hope among alcoholics, the recovery process itself is highly individual, adapted by each member to meet his or her needs. Therefore, the program is described here as it appears to one member; but the pamphlet does reflect Fellowship thinking since it has been approved by the A.A. General Service Conference.

The author of this paper delivered it first before a class on alcoholism counseling at one of our large universities. A.A. World Services, Inc. wishes to thank him for his generous permission to reprint and distribute this talk.

*I SHOULD LIKE TO SPEAK* to you tonight from a prepared text — for this reason: Heretofore in my association with Alcoholics Anonymous, I have spoken *in* A.A. or to one of its derivative organizations, Al-Anon or Alateen. I have been participating *in* a therapy, and *I* have been the subject. Therefore, the more *subjective* the talk, the better. Tonight I have been asked to talk *about* that therapy, and the difference becomes immediately apparent. It seems to me that I should try to be as *objective* as possible, and this seemed to me to call for advance thought and preparation. How objective a member can be about an organization which he feels has helped save his life and his sanity is a moot question, but I can try.

My task tonight is more difficult than it would first appear, because — as those of you who are members of A.A. already know — there is no *official* interpretation which I can blithely pass along to you. There is no “party line,” no official body of dogma or doctrine to which the members subscribe, no creed that we recite. Even if the surviving co-founder of A.A. himself\* were standing before you tonight, he could tell you only how it all appears to him. I personally consider this absence of orthodoxy one of A.A.’s strongest and most therapeutic principles — and I hope to cover this in more detail later — but it can be a bit of a burden at a time like this. The fact remains that whatever I say tonight is and must remain a totally personal statement. In fact, what I am about to say might very well be titled “A Member’s-Eye View of Alcoholics Anonymous.” And since I am saying it within the halls of a university all I ask is that you listen in a spirit of honest and open-minded inquiry.

\*Bill W. died January 24, 1971.

Why I have been asked to say it, I think you already know. Since one of A.A.'s strongest Traditions is that "Our public relations policy is based on attraction rather than promotion," I am not here to try to sell it to you — whether you are a future counselor or a present alcoholic. A.A.'s track record as compared with other methods of recovery from alcoholism speaks for itself, and I am sure you have long since been apprised of that record in this classroom.

Now, it is quite logical to assume that if one method of approaching a problem yields noticeably better and more spectacular results than others, then that method must contain some unique factor or factors that set it apart and form the basis of its superiority. Is this true of Alcoholics Anonymous? If so, what constitutes this uniqueness?

Perhaps our search can be ended quickly with a definition of Alcoholics Anonymous. What might be termed its "official" definition and the one read at many A.A. meetings goes as follows:

"Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

"The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety."

Yes it is lengthy, and like most definitions abroad in the world today, it rather successfully evades telling you what it is by emphasizing what it is not.

Let's see if we can do better in A.A.'s basic textbook, the volume *Alcoholics Anonymous*,

first published in 1939 and written by Bill W., with the help and advice of the first hundred alcoholics who were able to achieve a year of sobriety. In Chapter V, entitled "How It Works," we find these words:

"Our description of the alcoholic, the chapter to the agnostic, and our personal adventures before and after make clear three pertinent ideas:

"(a) That we were alcoholic and could not manage our own lives.

"(b) That probably no human power could have relieved our alcoholism.

"(c) That God could and would if He were sought."

These so-called ideas, while more specific, are certainly not unique to Alcoholics Anonymous. Man has been beaten to his knees in an admission of personal helplessness since time began. Likewise, since time began he has turned to the idea of a supernatural Being who would deliver him from his fate if he performed certain rituals and observed certain rules. There is obviously no new or different factor here, yet the three "ideas" we have just heard are the very cornerstone of A.A.'s philosophy. So where can we turn now in our effort to isolate A.A.'s uniqueness?

The first sentence of the first definition I read to you contains the only "is" statement I have ever been able to find in all of A.A.'s literature. Let's listen to it again:

"Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism."

Once again, is there anything totally new here? The experiences of alcoholics are essentially the same. While they may differ in circumstances, the theme is always the same: a progressive deterioration of the human personality. And the levels of strength and hope these men and women possess vary from day



to day, in both degree and substance. What then is the *constant* factor? What is A.A.'s unique difference?

Could our answer lie in the *manner* in which this experience, strength and hope are shared, and — much more important — *who* is sharing them? Is the secret contained, as most secrets are, in how it all began?

Long before there was a definition of A.A., before there was a book or Steps or Traditions or a program of recovery, there was a night in Akron, Ohio, only a short 33 years\* ago. A night when a man named Bill W., alone in a strange city, shaken and frightened, concluded that his only hope of maintaining his present hard-won sobriety was to talk to and try to help another alcoholic. So far as I know, that is the first recorded instance where one alcoholic *consciously* and *deliberately* turned to another alcoholic, not to drink with, but to stay sober with.

In the fateful meeting of Bill W. and Doctor Bob the next evening was an answer finally given to that rhetorical question which Christ asked two thousand years ago? "If the blind lead the blind, shall they not both fall into the pit?" And in 1935 was the answer, strangely enough, "No"? But perhaps what occurred that evening was not a contradiction of Christ's maxim. Perhaps one who was a little less blind, one who was at last able to discern vague shapes and forms, described what he saw to one who still lived in total darkness.

Much more important than *what* was said that evening was *who* was saying it. Long before the average alcoholic walks through the doors of his first A.A. meeting, he has sought help from others or help has been offered to him, in some instances even forced upon him. But these helpers are always *superior* beings: spouses, parents, physicians, employers, priests, ministers, rabbis, swamis, judges, policemen, even bartenders. The moral culpability of the alcoholic and the moral superiority of the helper,

\*At the time this paper was written. The year referred to is 1935.

even though unstated, are always clearly understood. The overtone of parental disapproval and discipline in these authority figures is always present. For the first time, 33 years ago an alcoholic suddenly heard a different drummer. Instead of the constant and menacing rat-a-tat-tat of "This is what you should do," he heard an instantly recognizable voice saying, "This is what I did."

I am personally convinced that the basic search of every human being, from the cradle to the grave, is to find at least one other human being before whom he can stand completely naked, stripped of all pretense or defense, and trust that person not to hurt him, because that other person has stripped himself naked, too. This lifelong search can begin to end with the first A.A. encounter.

One of A.A.'s early differences — the idea that alcoholism is a disease — is now no longer unique. While discussion of the exact nature of this disease and its possible cure may well go on forever, no reasonably intelligent person seems any longer to quarrel with this conclusion. However, the impact of the alcoholic's discovery of this fact from the lips of another alcoholic remains undiminished. To alcoholics swamped with guilt and shame, the words "I found I had a disease, and I found a way to arrest it" constitute immediate absolution for many, and for others at least a ray of hope that they might one day earn absolution.

It seems to me that what happens to an alcoholic on his first encounter with A.A. is that he realizes he has been invited to *share* in the experience of recovery. And the key word in that sentence is the word "share." Whether he responds to it immediately or ever is not at that moment important. What is important is that the invitation has been extended and remains, and that he has been invited to share as an equal and not as a mendicant. No matter what his initial reaction, even the sickest alcoholic is hard put to deny to himself that he has been offered understanding, equality, and an

already-proved way out. And he is made to feel that he is, in fact, *entitled* to all this; indeed, he has already earned it, simply because he is an alcoholic.

If the alcoholic responds to this invitation, he then encounters what I believe is A.A.'s second unique factor: A.A. treats the *symptom* first. It may come as a surprise to some that, from a short 30 years ago, when the idea was fairly revolutionary, Alcoholics Anonymous has consistently emphasized its conviction that alcoholism is, to use its own phrase, "the symptom of deeper troubles." However, A.A. also believes that the cleverest diagnosis of these troubles is of little benefit if the patient dies. Autopsies do not benefit the person upon whom they are performed. Sometimes sooner, sometimes later, A.A. seems to be able to get over to its neophytes that total abstinence is the name of the game. In A.A., the cart does come before the horse: The first step is still the First Step. No newcomer to A.A. is ever left in any real doubt that recovery can begin only with a decision to "stay away from the first drink." And he soon learns that no one can or will make that decision for him. In fact, he soon further learns that if he makes the decision, no one can or will force him to implement it. In A.A., the choice begins and always remains with the alcoholic himself.

The desire, as well as the ability, to make this decision often results, I believe, from what appears to be A.A.'s third unique quality: The intuitive understanding the alcoholic receives, while compassionate, is not indulgent. The "therapists" in A.A. already have their doctorates in the four fields where the alcoholic reigns supreme: phoniness, self-deception, evasion, and self-pity. He is not *asked* what he is thinking. He is *told* what he is thinking. No one waits to trap him in a lie. He is told what lies he is getting ready to tell. In the end, he begins to achieve honesty by default. There's not much point in trying to fool people who may have invented the game you're playing.

There is yet a fourth factor in A.A. which I feel can be found nowhere else, and that is the recovered alcoholic's omnipresent, bottomless, enthusiastic willingness to talk about alcoholism — its ins and its outs, its whys and its wherefores, its because and begats. Without the newcomer's ever becoming fully aware of it, his fascination with alcohol, his thirst, his desire, yea, even his need for a drink is literally talked to death. It has always seemed exquisitely fitting to me that people who once used their mouths to get sick now use them to get well.

Finally, there is the reversal of form which A.A.'s educational process takes. The newcomer to A.A. is asked, not so much to learn new values, as to unlearn those he comes in with; not so much to adopt new goals, as to abandon old ones. To my mind, one of the most significant sentences in the entire book *Alcoholics Anonymous* is this: "Some of us have tried to hold on to our old ideas and the result was nil until we let go absolutely." The rigidity with which even some nondrinking alcoholics will cling to the opinions, beliefs, and convictions they had upon entering A.A. is well-nigh incredible. One of the major objectives of A.A. therapy is to help the alcoholic finally recognize these ideas and become willing to relinquish his death grip on them.

Now then, you ask, where can these unique factors be found? Where are they at work? Where do they occur? Is the answer always such and such a meeting at such and such an address at such and such a time? No. The real answer is that this unique therapy occurs wherever two alcoholics meet: at home, at lunch, in a street, in a car, on the sidewalk, on a porch, and oh God, on the telephone. There is only one requirement: One of them should be sober. But even this is not absolutely necessary. I am living proof that two drunken alcoholics, once having been exposed to A.A., can talk each other into returning.

At this point you may very well ask: Out of all this uniqueness, what finally happens?



Well, I'll admit that's the heart of the matter, all right, and I only wish the answer was as easy as the question. On second thought, there is an easy answer. I could echo a saying that has long winged its way down the corridors of A.A.: "The miracle of A.A. occurs." There's no doubt that those words would get me out from under — poetically and beautifully. But I don't think either of us would know very much more than we did before the question was posed.

There is a widely held belief in A.A. that if a newcomer will simply continue to attend meetings, "Something will finally rub off on you." And the implication, of course, is that the something which rubs off will be this so-called miracle of A.A. Now, there is no doubt in my mind that many people in A.A. accept this statement quite literally. I have observed them over the years. They faithfully attend meetings, faithfully waiting for "something to rub off." The funny part about it is that "something" is rubbing off on them. Death. They sit there — week after month after year — while mental, spiritual, and physical *rigor mortis* slowly sets in.

I believe the real "miracle of A.A.," the "something" that will rub off, we hope, is simply the alcoholic's willingness to *act*. *Why* he finally becomes willing, I hope to touch on later. Right now, let's turn our attention to what it is he becomes willing to do.

A.A. has been happily called "a program of action." In fact, one of our most-quoted aphorisms is "Action is the magic word." When the newcomer hears this, he invariably gets a mental picture of his attending meetings, making what are known as "Twelfth Step calls" on other alcoholics, speaking at meetings, joining committees — in general, a kind of constant rushing to and from. Let's see whether this is what it really is.

Quoting from Chapter V of the book *Alcoholics Anonymous*:

"Here are the steps we took, which are suggested as a program of recovery:

"1. We admitted we were powerless over

alcohol — that our lives had become unmanageable.

"2. Came to believe that a Power greater than ourselves could restore us to sanity.

"3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.

"4. Made a searching and fearless moral inventory of ourselves.

"5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.

"6. Were entirely ready to have God remove all these defects of character.

"7. Humbly asked Him to remove our shortcomings.

"8. Made a list of all persons we had harmed and became willing to make amends to them all.

"9. Made direct amends to such people wherever possible, except when to do so would injure them or others.

"10. Continued to take personal inventory and when we were wrong promptly admitted it.

"11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.

"12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics and to practice these principles in all our affairs."

What you have just heard are A.A.'s famed Twelve Steps. They have been described by various members at various times in various phrases, ranging from "The Golden Stairs to Happiness" to "all that God stuff."

Now I shall try to pose some questions which may help us understand the impact the Twelve Steps have had upon the lives of thousands of alcoholics, and their already-demonstrated efficacy in dealing with the problem of alcoholism.

First, does it come as a surprise to you, as it did to me, that there is nothing physical in

this program — no leafy, green vegetables, no vitamins, no daily calisthenics? I think this is because, from the very beginning, the alcoholic in A.A. has believed that the physical aspects of our disease would have little import if they were not accompanied by an equally progressive spiritual deterioration. If the major thing we had to worry about was the physical allergy to alcohol, then I believe A.A. would never have happened, because it would never have been needed. At various times I have been strongly allergic to various foods: to strawberries, but I have never had to join Strawberries Anonymous; to pork, but I didn't have to change my religion to abstain from it.

If, then, alcoholism is largely a spiritual disease requiring a spiritual healing, does it come as a surprise to you, as it did to me, that there is nothing new in a spiritual sense, nothing startlingly different or unique in this program? Most of these ideas have been around since man crawled out of the cave. Many of them existed in even primitive societies, and every alcoholic — no matter how irreligious or unethical he may have succeeded in keeping himself — at some time must have used some or all of them as a set of values by which to measure himself. To believe that the alcoholic who approaches A.A. is an unprincipled, untaught barbarian, suddenly transformed by the previously unavailable spiritual illumination of the Twelve Steps, is, to me, utter foolishness.

Once again, we are confronted with an aspect of A.A.'s therapy which has had a totally new impact without, apparently, any accompanying newness of substance. Where, then, could the difference be?

I believe it lies in *the way the Steps are presented*, rather than what they contain: They are reports of action taken, rather than rules not to be broken under pain of drunkenness.

I have often wondered what the course of mankind might have been if the Ten Commandments had been presented in this same manner, rather than as blunt commandments negatively expressed: "We honored our father and our

mother." "We remembered to keep holy the Sabbath." "We honored the name of the Lord our God and took it not in vain." "We bore no false witness against our neighbor."

In A.A., the reporting is clear and unmistakable. "Here are the steps we took," say those who have gone before. The newcomer finally sees that he, too, must take these Steps before he is entitled to report on them. And in an atmosphere where the constant subject is "What I did" and "What I think," no neurotic can long resist the temptation to get in on the action. In an organization whose members are always secretly convinced that they are unique, no neurotic is long going to be contented with a report of what *others* are doing. Whether by accident or design or supernatural guidance, the Twelve Steps are so framed and presented that the alcoholic can either ignore them completely, take them cafeteria-style, or embrace them wholeheartedly. In any case, he can report only on what *he* has done. Till he does, he knows that he is more a guest of A.A. than a member, and this is a situation that is finally intolerable to the alcoholic. He must take at least some of the Steps, or go away. In my opinion, this is the answer to what finally rubs off on the waiting, inactive, often hostile A.A. member, and also the answer as to *why* it happens.

The presentation of the Twelve Steps as reports of action taken, rather than as commandments to be followed, also forms the basis of A.A.'s conspicuous absence of any formalized body of dogma or doctrine. No member is ever told that he *must* perform these Steps or return to a life of drunkenness. A person who says he is a member of A.A. is a member of A.A., no matter how sparingly or wholeheartedly he takes the Steps. Members range from those who loudly and untiringly proclaim, "I've stayed sober for x-number of years on the First and Twelfth Steps," to those who just as untiringly exhort, "Utilize, don't analyze." The first group seems to be able to blithely ignore the qualifying clause of the Twelfth Step, "Having



had a spiritual awakening as the result of these Steps," and is apparently content with what to others may be a sadly circumscribed and impoverished sobriety. The latter group seems equally able to ignore the fact that the very exhortation *not* to analyze is the result of these members' own analysis.

Since I am speaking to you as present and future counselors, rather than as alcoholics, I do not wish to dwell on the Steps at length. But there are some aspects of these Steps which I feel must not be overlooked, since I am sure they will come up again and again in your future work.

The first is what is sometimes called, crudely if aptly, "the God bit." As A.A. becomes more and more international, as it moves abroad from the Judeo-Christian ethic of the American society in which it was founded, while it is even now being tested more and more here at home, this basic principle of A.A.'s recovery program is bound to come under more and more scrutiny and be held more and more in question.

The founders of A.A., it is obvious, felt that alcoholics need the help of a Power greater than themselves. But again, whether by accident, design, or divine guidance, they have wisely refrained from strictly defining this Power. While A.A. literature has used and continues to use the personal pronoun which describes the concept of a personal deity, a belief in this concept is by no means required. In fact, I am convinced that the greater a member's years in A.A., the less important the *nature* of this Power becomes. I and most of the members I know seem to progress over the years from a search for a God we can understand to a belief in a God who understands us.

The founders of A.A. also hastened to clarify their original use of the terms "spiritual experience" and "spiritual awakening" to describe the personality change they believed to be indispensable to permanent recovery. In the Appendix to the book *Alcoholics Anonymous*, we find these words:

"Among our rapidly growing membership of thousands of alcoholics, such transformations [i.e., sudden, spectacular upheavals of a religious nature], though frequent, are by no means the rule. Most of our experiences are what the psychologist William James calls the 'educational variety' because they develop slowly over a period of time.... He [the newcomer] finally realizes that he has undergone a profound alteration in his reaction to life; that such a change could hardly have been brought about by himself alone."

In the Twelve Traditions, A.A. claims "but one ultimate authority... a loving God as He may express Himself in our group conscience." However, I would remind you that these groups are made up of alcoholics, and by the time it can be determined *what* the collective conscience has decided, even the most militant atheist or persistent agnostic can have stayed sober for years.

It may also appear to some of you that in the Fourth and Fifth of its Twelve Steps, A.A. might very well be accused of talking out of both sides of its mouth at once. If you will recall, these Steps are:

"4. Made a searching and fearless moral inventory of ourselves.

"5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs."

Here, it would appear, is an organization that on the one hand claims there is no moral culpability involved in the disease of alcoholism, and on the other suggests to its members that recovery entails a searching and fearless accounting of this culpability to God and to another human being. I personally feel that this apparent paradox results from the empirical knowledge gained by the founders of A.A. I believe they found, as we all have since, that no matter what you tell the newcomer about the disease of alcoholism, he still *feels* guilty. He cannot blind himself to the moral *consequences* of his drinking: the blight he has

visited upon those around him and the shame and degradation he has inflicted on himself. This load of conventional guilt — and I use the word “conventional” advisedly — as well as the alcoholic’s stubborn and perverse wish to cling to it, is the oldest of his “old ideas.” It is the oldest because it started first, and in most cases it will be the last to go. But go it must if the alcoholic’s attitude toward himself and hence the world around him is to undergo any basic change. That’s why I believe the founders of A.A. learned in their own experimentation that the alcoholic must be given a *conventional* means of unloading this burden of *conventional* guilt. Hence the Fourth and Fifth Steps.

It is also apparent by now, I hope, that A.A.’s program of action is not the rushing to and fro so often envisioned by the newcomer, nor even the unflagging carrying of the message to other alcoholics. Instead, its action is concentrated for the most part on the inner man, involving his deepest sensibilities and values. Only three Steps — the Fifth, Ninth, and Twelfth — involve other people. The other nine concern themselves with the interior life of the alcoholic. Yet in their observance the ultimate result is to turn the alcoholic inside out — from himself to others.

An oft-quoted sentence from the book *Alcoholics Anonymous* is: “Self-centeredness... is the root of our troubles.” And one of the earliest evidences of the basic change in the personality of the recovering alcoholic is the slow, hesitant, frightened, but persistent offering of himself to others. Alcoholics are numbered among the great “gimmes” of the world. “Gimme a break... Gimme a chance... Gimme time... Gimme understanding... Gimme love.” In A.A., these self-same “gimmes” come to be numbered among the great givers, and lo, some of them even learn to want nothing in return.

The house that A.A. helps a man build for himself is different for each occupant, because each occupant is his own architect. For many, A.A. is a kind of going home — a return, like

the Prodigal Son's, to the house and the faith of his fathers. To others, it is a never-ending journey into lands they did not dream existed. It does not matter into which group one falls. What is really important is that A.A. has more than demonstrated that the house it builds can accommodate the rebel as well as the conformist, the radical as well as the conservative, the agnostic as well as the believer. The absence of formalized dogma, the lack of rules and commandments, the nonspecific nature of its definitions, and the flexibility of its framework — all the things we have thus far considered contribute to this incredible and happy end.

But what clinches the result and keeps the recovered alcoholic in A.A. forever self-determining is, I believe, one of the most important if seldom-noticed principles at work within it. The very factors which I have just enumerated mean that any alcoholic on any given day at any given time can find someone in A.A. who will in all good faith agree with what he has already decided to do. Conversely, on any given day at any given time, the same alcoholic can find someone in A. A. who in all good faith will disagree with what he has already decided to do. Thus, sooner or later, the recovering alcoholic in A.A. is literally forced to think for himself. Sooner or later, he finds himself akin to the turtle, that lowly creature who makes progress only when his neck is stuck out. The formless flexibility of A.A.'s principles as interpreted by their different adherents finally pushes our alcoholic into a stance where he must use only himself as a frame of reference for his actions, and this in turn means he must be willing to accept the consequences of those actions. In my book, that is the definition of emotional maturity.

It would be wonderful if I could now close my book and depart in a glow of sweetness and light, leaving my beautifully established premises to fend for themselves. But if I did, I would be doing you, as future counselors, a grave disservice. To every member of A.A., there



comes a day — admitted by some, kept secret by others — when he begins to ask himself a gnawing, troubled question. Sometimes, the words are: "Is A.A. enough?" Other times, the question takes a more fatalistic overtone: "Is A.A. all there is going to be?" And in still other instances, it comes out simply as "What now, little man, what now?"

There may come a day when one of these troubled souls reaches your desk or your office, and the reasons he gives you will be found among these:

"A.A. is an organization of sick people, and I feel it is a handicap for me to be around them any longer."

"A.A. is always oriented to the newcomer. There is no way for the oldtimer to continue growing in it."

"A.A. is really a kind of subculture, and it can serve to shut you off from the mainstream of life."

Why do these statements come so readily to my lips? Because I first said them to myself, and over the years both those who preceded me and those who have come after have also echoed them in my ears.

If, as, and when you hear any or all of them, do not — I beg of you — brush them lightly aside. The very reason they are so persistent is that there is more than a grain of truth in them.

The guilt, fear, and worry that these thoughts arouse in the A.A. member are due in the main, I believe, to this simple fact: Long before we dare admit these thoughts to our consciousness, we have been exhorted by many defenders of the A.A. faith that "A.A. is all you need." It never seems to occur to them — nor to their listeners, for that matter — that just a simple change of the pronoun in that exhortation would make it completely accurate. "A.A. is all I need" is an individual statement that can strengthen many and trouble no one.

In all of A.A.'s literature, I can find no substantiation for the sometimes assumed and

sometimes advocated precept that A.A. therapy is all the recovering or recovered alcoholic should ever be interested in. In fact, the stories of thousands of A.A. members reveal quite the opposite. I myself have been a lifelong Catholic, of varying degrees of intensity and varying levels of virtue. I also had several years of psychoanalysis after being sober in A.A. for 11 years. I have yet to find any of these interests or endeavors to be mutually exclusive of the others. It seems to me that it always comes back to the Biblical injunction "There is a time and a place for all things." If tonight any of you would ask my help with your drinking problem, I most certainly would not ask you, "Would you like to go to Mass with me next Sunday?" Nor would I ask whether you wanted an appointment with my former analyst. But I *would* unhesitatingly ask you, "Would you like to attend an A.A. meeting with me?" ... "There is a time and a place for all things." The real danger lies, in my opinion, in the recovered alcoholic's assumption that if he wishes to move to another time and another place he must perforce leave A.A. behind. Nothing could be more untrue; nothing could be more unnecessary.

The oft-heard cry "A.A. is all you need" has the hollow ring of fear — fear that if any member dissents from the belief that A.A. is the one and only, the total and complete answer to all the alcoholic's ills, then all the other members will perish with him. I once clung to this self-same attitude about my religion. Indeed, I came into A.A. stubbornly clutching it to my breast. How sad it would have been if I had learned to let go of one "old idea," only to substitute another for it.

This search for perfection, for the one Perfect Answer, is the hallmark of the neurotic. Ever since Eden, man has cried out: "Give me a ritual; give me some word; give me a prayer; give me a chant; give me a cross, a relic or a string of beads; give me a mantra; give me a conundrum; give me something; give me anything, just so long as it's a magical, mechanical

formula I can touch or hold or say or do — and all will be well.”

To apply this same unrealistic yardstick to A.A. is as unfair to the Fellowship as it would be, or has been, to any other human institution. True freedom lies in the realization and calm acceptance of the fact that there may very well be no *perfect* answer. It remains then for each man to discover and to share whatever works for him.

In the final analysis, I am convinced that I, as well as so many others, have elected to remain in A.A. because only there can we actually relive the original experience of recovery. Only there can we be an active part of the daily striving on the part of all the members — a striving that is sometimes better, sometimes worse, sometimes strong, sometimes weak — but always the striving to be human beings a little better than we were the day before. If you are a nonalcoholic or not a member of A.A., I can almost hear you saying, “Surely, that man must realize that this daily striving goes on in other groups and in other organizations.” Of course, I realize this. I have been, and still am, a member of some of those groups and organizations. But only in A.A. can I *share* in this striving to the extent and the intensity that have given my life new meaning. More and more with each passing year in A.A., everywhere I turn and everywhere I look, the key word, the activating agent, the supreme catalyst seems to be that simple word “share.”

However, like all great blessings, this intensity of sharing, this feeling of one alcoholic for another carries with it a corresponding danger. In some subtle way, it also serves the alcoholic's omnipresent, ever-lurking need to withdraw from the mainstream and turn in upon himself. Learning to substitute a group, no matter how large, for one's own self-centeredness is only partial recovery.

A.A. will probably always number among its ranks those who, in their fear and their anger, would make of A.A. a kind of spiritu-

al ghetto, a sort of co-ed monastery; where alcoholics hide and lick their wounds, coining childish and defensive words like "normsie" and "alky," and pointing accusing fingers at the tigers "out there."

There must come a day, it seems to me, when every alcoholic, in or out of A.A., finally sits down in the presence of his enemies. When he does, he will be amazed to discover that he is attending a meeting of one — himself. The day the alcoholic in A.A. realizes that his enemy is within, that the tigers are largely creatures of his own design and lurk in his own unconscious, that is the day when for him A.A. becomes what I believe its founders meant it to be: a flight *into* reality.

I happened to be in San Francisco not long after I had attended *my* meeting with *my* enemies, and I took a ride on one of those wonderful little cable cars, down Powell Street, to Fisherman's Wharf. It was then I saw something strange and wonderful happen. All the passengers who had ridden the car down the hill with me piled out, and, not waiting for the crew, proceeded to turn it around themselves and head it back up the long, steep hill it had just come down. And I rode it all the way back up with them, all the way back up to that breathtaking view of the Golden Gate.

It occurred to me then that this is what A.A. had been for me, and, I hoped, would always be for others: a ridiculously simple, jerry-built, noisy, clanking but sturdy, fiercely loved, and joyous kind of vehicle that had asked me and all its other passengers to turn it and ourselves around so that all of us could head back up the hill we had come down, back up to where we could once again see the bridge — the bridge to normal living.

Tonight, if I could find one fault with A.A., it would be that we have not yet begun to tap the potential hidden in the last seven words of the Twelfth Step: "practice these principles in all our affairs."

It occurred to me not long ago that whenever

I am sitting in an A.A. meeting, I am never aware that I am sitting next to another white man, another Catholic, another American, or a Frenchman, Mexican, Jew, Moslem, or Hindu, black man or brown. I am aware only that I am sitting next to another alcoholic. And it seemed deeply significant to me that this feeling of common humanity had been purchased by me at the cost of considerable pain and suffering.

Should this hard-won understanding of, and feeling for, others be confined to the meeting halls and members of A.A.? Or does it remain for me to take what I have learned and what I have experienced, not only in A.A., but in every other area and endeavor of my life, to lift up my head, and to assume my rightful place in the family of man? Can I there, in the household of God, know that I am not sitting next to another white man, another Catholic, another American, nor yet a Frenchman, Mexican, Jew, Moslem, Hindu, black man or brown, not even another alcoholic, and can I finally — at long last, please God — come home from all the wars and say in the very depths of my soul, "I am sitting next to another human being"?

Ladies and gentlemen, who would dare attempt to analyze a phenomenon, diagram a wonder, or parse a miracle? The answer is: only a fool. And I trust that tonight I have not been such a fool. All I have tried to do is tell you where I have been these past 16 years and some things I have come to believe because of my journeyings.

This coming Sunday, in the churches of many of us, there will be read that portion of the Gospel of Matthew which recounts the time when John the Baptist was languishing in the prison of Herod, and, hearing of the works of his cousin Jesus, he sent two of his disciples to say to Him, "Art thou He who is to come, or shall we look for another?" And Christ did as He so often did: He did not answer them directly, but wanted John to decide for himself. And so He said to the disciples: "Go and report to John what you have heard and what you have seen:



the blind see, the lame walk, the lepers are cleansed, the deaf hear, the dead rise, the poor have the gospel preached to them." Back in my childhood catechism days, I was taught that the "poor" in this instance did not mean only the poor in a material sense, but also meant the "poor in spirit," those who burned with an inner hunger and an inner thirst; and that the word "gospel" meant quite literally "the good news."

More than 16 years ago, four men — my boss, my physician, my pastor, and the one friend I had left — working singly and together, maneuvered me into A.A. Tonight, if they were to ask me, "Tell us, what did you find?" I would say to them what I now say to you:

"I can tell you only what I have heard and seen: It seems the blind do see, the lame do walk, the lepers are cleansed, the deaf hear, the dead rise, and over and over again, in the middle of the longest day or the darkest night, the poor in spirit have the good news told to them."

God grant that it may always be so.

THE TWELVE STEPS  
OF ALCOHOLICS ANONYMOUS

1. We admitted we were powerless over alcohol — that our lives had become unmanageable.

2. Came to believe that a Power greater than ourselves could restore us to sanity.

3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.

4. Made a searching and fearless moral inventory of ourselves.

5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.

6. Were entirely ready to have God remove all these defects of character.

7. Humbly asked Him to remove our shortcomings.

8. Made a list of all persons we had harmed, and became willing to make amends to them all.

9. Made direct amends to such people wherever possible, except when to do so would injure them or others.

10. Continued to take personal inventory and when we were wrong promptly admitted it.

11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.

12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

## THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends upon A.A. unity.

2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

3. The only requirement for A.A. membership is a desire to stop drinking.

4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.

5. Each group has but one primary purpose — to carry its message to the alcoholic who still suffers.

6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.

7. Every A.A. group ought to be fully self-supporting, declining outside contributions.

8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.

12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## THE TWELVE CONCEPTS FOR WORLD SERVICE

I. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.

II. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.

III. To insure effective leadership, we should endow each element of A.A. — the Conference, the General Service Board and its service corporations, staffs, committees, and executives — with a traditional "Right of Decision."

IV. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

V. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

VI. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.

VII. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.

VIII. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

IX. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.

X. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

XI. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

XII. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

**A.A. PUBLICATIONS** Below is a partial listing of A.A. publications. Complete order forms are available from the General Service Office of ALCOHOLICS ANONYMOUS, Box 459, Grand Central Station, New York, NY 10163. Telephone: (212) 870-3400; Website: aa.org.

**BOOKS**

ALCOHOLICS ANONYMOUS  
TWELVE STEPS AND TWELVE TRADITIONS  
DAILY REFLECTIONS  
ALCOHOLICS ANONYMOUS COMES OF AGE  
AS BILL SEES IT  
DR. BOB AND THE GOOD OLDTIMERS  
'PASS IT ON'

**BOOKLETS**

LIVING SOBER  
CAME TO BELIEVE  
A.A. IN PRISON: INMATE TO INMATE

**PAMPHLETS**

**Experience, Strength and Hope:**  
WOMEN IN A.A.  
A.A. FOR THE BLACK AND AFRICAN-AMERICAN ALCOHOLIC  
A.A. FOR THE NATIVE NORTH AMERICAN  
YOUNG PEOPLE AND A.A.  
A.A. FOR THE OLDER ALCOHOLIC — NEVER TOO LATE  
LGBTQ ALCOHOLICS IN A.A.  
THE "GOD" WORD: AGNOSTIC AND ATHEIST MEMBERS IN A.A.  
A.A. FOR ALCOHOLICS WITH MENTAL HEALTH ISSUES —  
AND THEIR SPONSORS  
ACCESS TO A.A.; MEMBERS SHARE ON OVERCOMING BARRIERS  
A.A. AND THE ARMED SERVICES  
DO YOU THINK YOU'RE DIFFERENT?  
MANY PATHS TO SPIRITUALITY  
MEMO TO AN INMATE  
IT SURE BEATS SITTING IN A CELL  
(An illustrated pamphlet for inmates)

**About A.A.:**  
FREQUENTLY ASKED QUESTIONS ABOUT A.A.  
IS A.A. FOR ME?  
IS A.A. FOR YOU?  
A NEWCOMER ASKS  
IS THERE AN ALCOHOLIC IN YOUR LIFE?  
THIS IS A.A.  
QUESTIONS AND ANSWERS ON SPONSORSHIP  
THE A.A. GROUP  
PROBLEMS OTHER THAN ALCOHOL  
THE A.A. MEMBER—MEDICATIONS AND OTHER DRUGS  
SELF-SUPPORT: WHERE MONEY AND SPIRITUALITY MIX  
THE TWELVE STEPS ILLUSTRATED  
THE TWELVE TRADITIONS ILLUSTRATED  
THE TWELVE CONCEPTS ILLUSTRATED  
HOW A.A. MEMBERS COOPERATE WITH PROFESSIONALS  
A.A. IN CORRECTIONAL FACILITIES  
A.A. IN TREATMENT SETTINGS  
BRIDGING THE GAP  
A.A. TRADITION—HOW IT DEVELOPED  
LET'S BE FRIENDLY WITH OUR FRIENDS  
UNDERSTANDING ANONYMITY

**For Professionals:**  
A.A. IN YOUR COMMUNITY  
A BRIEF GUIDE TO A.A.  
IF YOU ARE A PROFESSIONAL  
ALCOHOLICS ANONYMOUS AS A RESOURCE  
FOR THE HEALTH CARE PROFESSIONAL  
A MESSAGE TO CORRECTIONS PROFESSIONALS  
IS THERE A PROBLEM DRINKER IN THE WORKPLACE?  
MEMBERS OF THE CLERGY ASK ABOUT A.A.  
A.A. MEMBERSHIP SURVEY  
A MEMBER'S-EYE VIEW OF ALCOHOLICS ANONYMOUS

**VIDEOS** (available on aa.org)

A.A. VIDEOS FOR YOUNG PEOPLE  
HOPE: ALCOHOLICS ANONYMOUS  
A NEW FREEDOM  
CARRYING THE MESSAGE BEHIND THESE WALLS

**For Professionals:**  
A.A. VIDEO FOR HEALTH CARE PROFESSIONALS  
A.A. VIDEO FOR LEGAL AND CORRECTIONS PROFESSIONALS  
A.A. VIDEO FOR EMPLOYMENT/HUMAN RESOURCES PROFESSIONALS

**PERIODICALS**

AA GRAPEVINE (monthly)  
LA VIÑA (bimonthly, in Spanish)



## A DECLARATION OF UNITY

This we owe to A.A.'s future: To place our common welfare first; to keep our fellowship united. For on A.A. unity depend our lives and the lives of those to come.

### I am responsible

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there.

And for that, I am responsible.

ISBN 978-3-144270-36-7



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June 8, 2022

ITEM 5F

**CONSIDER/DISCUSS ENGINEERED WOOD FIBER AS AN INTERIM MAINTENANCE MEASURE FOR THE TURF AREA IN KAY PARK**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER** *GT*

**SUBJECT: CONSIDER/DISCUSS ENGINEERED WOOD FIBER AS AN INTERIM MAINTENANCE MEASURE FOR THE TURF AREA IN KAY PARK**

**Recommendation**

Provide input to staff regarding the use of engineered wood fiber in Kay Park.

**Policy Issues**

The Board will need to discuss a more permanent solution in the future.

**Discussion**

Park Maintenance staff have indicated that the turf area in Kay Park will need some type of interim treatment to keep the dust and dirt down in the summer months. Due to drought restrictions, we turned off the irrigation in 2021. While we are currently allowed to irrigate twice a week, we believe additional irrigation would not necessarily address the turf issue. Specifically, the Kay Park turf is dead and, most likely, would not come back with irrigation. Irrigation would just create a mud field. In addition, the soil composition in Kay Park is primarily sand which is not conducive to maintaining and growing grass.

We are pursuing an interim measure because more permanent solutions will require a more in-depth analysis of available options and capital costs. Staff is recommending that we cover the turf/grassy areas in Kay Park with engineered wood fiber (aka "playground bark") which will help keep the dust and dirt down to a minimum. The engineered wood fiber would also keep splinters to a minimum for those people who run/walk bare footed on the turf areas. The other options are to do nothing or use regular bark or wood chips to cover the areas. At the Board meeting, we will have cost estimates for engineered wood fiber and regular bark.

Staff is not planning to sheet mulch or use any synthetic materials under the bark. As this is only a temporary measure, we will need to remove all materials to implement a permanent solution. We will cut the weeds as they grow thru the bark, but the combination of weeds and bark should keep the dust and dirt down to a minimum.

We anticipate park capital improvements including Kay Park to be one of the retreat topics in September.

**Impact on TCSD Resources**

TBD



June 8, 2022

ITEM 6A

## GENERAL MANAGER REPORT

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

### Recommendation

Receive the report and provide comments as appropriate.

### Policy Issues

N/A

### Discussion

#### Wastewater Statistics and Work for May 2022

- Flow through Bell Lane Pump Station: 8,310,000 gallons
- Flow through Bob Bunce Pump Station: 108,445 gallons
- Rain: approximately 0.04 inches in one recordable event
- Sewer System Overflows: 0
- The total number of sewer laterals inspected in the month of May was 51 of which 13 were for completed repairs
- Staff along with Mark Hildebrand are working with SASM staff to improve the annual process for reporting "EDUs" (equivalent dwelling units), which determine the annual sewer service charge for each member entity. We have requested the SASM Board to consider a reexamination of its Capacity Allocation formula using Mr. Hildebrand's findings as a recommendation. A copy of the SASM letter is attached to Director Jacobs' SASM report.

#### Solid Waste Statistics and Work for May 2022

- Conducted Debris Day and Shred Day on May 7<sup>th</sup>
  - o Tonnage data for Debris Day is estimated at 6.5 tons, which is less than usual. Staff believes that the lower amount is due to households cleaning their homes more during COVID-19 health orders and/or working remotely.
  - o The event filled two 25-cu. yd. bins of scrap metal.
  - o The contractor estimates they shredded ½ a truck load, but the vendor did not track the poundage for Shred Day. TCSD averaged approx. 3,200 lbs. per Shred Day from 2017-2020.
- Staff met with SCS engineers to discuss the methodology and schedule for the lid-flip audits for all three residential carts. SCS engineers is revising its proposal based on our discussions for staff consideration.

#### Parks and Recreation Work for May 2022

- Began updating the "Tree Inventory and Management Plan 2019" report to determine status of maintenance efforts.
- Southern Marin Fire continues its vegetation management activities including Hawk Hill, the Stanford parcels and Median parcels. The goats are working their way through the Marinview area.

- Conducted quarterly Playground inspections

#### Administration/Events/Classes

- Creekside Fridays

Staff has been working diligently to plan for and coordinate the Creekside events. The event location has been moved to the TCSO parking lot. With the unanticipated departure of the recreation coordinator and scheduled staff vacations the first week of the event, we decided it would be easier to plan, coordinate and support the event in the parking lot. We also hired a part-time person to help coordinate/plan the event.

- Improv Event and Classes

At the May 11<sup>th</sup> Board meeting, a request was made by Mr. Mick Laugs to the Board to hold an Improv event at the TCSO Community Center at a reduced rate. Mr. Laugs goal was to use the event as a springboard to get the community interested in attending his Improv classes. The Board directed staff to work out the details with Mr. Laugs and report back to the Board. Originally, Mr. Laugs had proposed a few dates in June. The new date for the Improv event at the Community Center is Saturday July 16<sup>th</sup> with 4 evening Improv classes, dates to be determined, to be held weekly after the event. Mr. Laugs plans to charge a nominal fee to attend the event as well as subsequent class fee. TCSO will be managing the event as a class and will contract with Mr. Laugs as an instructor. The event and classes will be included on TCSO's website and electronic communications. TCSO's revenue sharing policy is 65%/35% meaning the instructor receives 65% of the revenue they generate from the classes.

- Electronic Communications

Staff will be expanding its electronic communication efforts to the community by using Constant Contact to send out the TCSO newsletter and news flashes. Towards this end, we will be encouraging the community to sign up for the newsletter and TCSO correspondence with QR codes on signs/posters at Creekside Fridays and via Nextdoor posts. In the future, we may send out a postcard to the residents with the QR code and other TCSO information. Our goal is to expand our email list well beyond the 400+ addresses we currently have in our database. There will still be a need for a mailed biannual recreation newsletter/guide. However, electronic newsletters are more cost efficient and effective than a quarterly newsletter. Most Marin communities have moved to weekly/monthly newsletter format. If we are unsuccessful in developing our electronic newsletter database, then we may need to reconsider the printed quarterly newsletter.

- Initial Impressions

I just started in mid-May but will share my initial impressions with the Board at the meeting as well as propose potential topics for discussion at the June 22<sup>nd</sup> Board work session. It would be helpful to receive Board feedback on potential discussion items for the June 22<sup>nd</sup> meeting.

#### Impact on TCSO Resources

N/A

#### Attachments

None



TAMALPAIS COMMUNITY SERVICES DISTRICT  
Budget Year-to-Date Report  
FY 2021- 2022

ITEM 6B

<b>WASTEWATER DEPT.</b>				
	May '22 (92% of FY)	Budget 2021-22	% of Budget Spent	Comments
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4101 · Sanitation Service Charges	\$ 5,474,129	\$ 5,618,000	97%	
4103 · Permits/Lateral Connection Fees	\$ 62,848	\$ 32,700	192%	
4104 · Muir Woods Sanitation Svc. Chrg.	\$ 33,657	\$ 39,700	85%	Lower flows due to COVID-19
4420 · Interest Revenue	\$ 8,806	\$ 17,800	49%	
<b>Total Revenue</b>	<b>\$ 5,579,440</b>	<b>\$ 5,708,200</b>	<b>98%</b>	
<b>Expense</b>				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 298,893	\$ 364,049	82%	
5012 · Overtime Pay	\$ 4,066	\$ 3,255	125%	
5013 · Performance Recognition	\$ 6,529	\$ 4,369	149%	
5014 · Temporary Help	\$ 2,867	\$ 7,665	37%	
<b>Total 5010 · Salaries</b>	<b>\$ 312,355</b>	<b>\$ 379,337</b>	<b>82%</b>	
5020 · Employee Benefits				
5021 · Medical and Dental Insurance	\$ 47,031	\$ 92,610	51%	
5022 · Retirement Contributions	\$ 79,785	\$ 116,550	68%	
5023 · Social Security and Medicare	\$ 22,134	\$ 28,822	77%	
5024 · Other Employee Benefits	\$ -	\$ 516	0%	
5025 · Retiree Medical Insurance	\$ 18,408	\$ 30,450	60%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 25,200	0%	
<b>Total 5020 · Employee Benefits</b>	<b>\$ 167,358</b>	<b>\$ 294,148</b>	<b>57%</b>	
5110 · Wastewater Treatment Expense				
5111 · SMCSO Sewage Treatment O&M	\$ 2,508,113	\$ 2,536,600	99%	
5121 · SASM Sewage Treatment & Capital	\$ 134,509	\$ 159,500	84%	
5131 · Almonte and Homestead Svc Fees	\$ 7,939	\$ 9,000	88%	
<b>Total 5110 · Wastewater Treatment Expense</b>	<b>\$ 2,650,561</b>	<b>\$ 2,705,100</b>	<b>98%</b>	
5140 · Sewer System Maint. & Repair	\$ 284,011	\$ 220,000	129%	CIP work reported separately
5400 · TCSD Board Fees	\$ 4,612	\$ 7,000	66%	
5401 · Professional Services	\$ 64,555	\$ 103,000	63%	
5420 · Staff Training & Travel Expense	\$ 1,433	\$ 6,300	23%	
5425 · Office and Technology	\$ 18,256	\$ 14,311	128%	New Devices & Software Subscription
5430 · Telephone and Alarms	\$ 10,511	\$ 10,914	96%	
5431 · Public Communications	\$ 1,189	\$ 5,100	23%	
5432 · Insurance	\$ 42,368	\$ 47,621	89%	
5437 · Miscellaneous	\$ 8,451	\$ 1,000	845%	G.M Recruitment
5438 · Fees and Permits	\$ 18,223	\$ 27,810	66%	
5439 · Utilities	\$ 5,966	\$ 7,313	82%	
5440 · Fuel Expense	\$ 7,354	\$ 7,978	92%	
5450 · Maintenance and Supply	\$ 42,818	\$ 78,764	54%	
5483 · Debt Issuance Costs	\$ 765,699	\$ 1,086,400	70%	
<b>Total Expense</b>	<b>\$ 4,405,720</b>	<b>\$ 5,002,096</b>	<b>88%</b>	
Contribution to Capital Reserve	\$ -	\$ 700,000	0%	Occurs at FYE
Available for Operating Reserves	\$ -	\$ 6,104	0%	Occurs at FYE





TAMALPAIS COMMUNITY SERVICES DISTRICT  
 Budget Year-to-Date Report  
 FY 2021- 2022

SOLID WASTE DEPT.

	May'22 (92% of FY)	Budget 2021-22	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 2,445,724	\$ 2,442,000	100%	
4202 · Other Solid Waste Services	\$ 7,295	\$ 15,000	49%	
4410 · Donations/Fundraising/Grants	\$ 6,066	\$ 5,000	121%	
4420 · Interest Revenue	\$ 4,403	\$ 10,000	44%	
Total Revenue	\$ 2,463,489	\$ 2,472,000	100%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 506,898	\$ 600,075	84%	
5012 · Overtime Pay	\$ 30,551	\$ 57,259	53%	
5013 · Performance Recognition	\$ 10,925	\$ 7,024	156%	
5014 · Temporary Help	\$ 19,872	\$ 25,426	78%	Fill in for driver absence
Total 5010 · Salaries	\$ 568,245	\$ 689,784	82%	
5020 · Employee Benefits				
5021 · Medical and Dental Insurance	\$ 113,954	\$ 149,536	76%	
5022 · Retirement Contributions	\$ 169,736	\$ 220,420	77%	
5023 · Social Security and Medicare	\$ 41,565	\$ 49,131	85%	
5024 · Other Employee Benefits	\$ (161)	\$ 2,054	-8%	
5025 · Retiree Medical Insurance	\$ 35,161	\$ 62,727	56%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 24,588	0%	
Total 5020 · Employee Benefits	\$ 360,255	\$ 508,455	71%	
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 154,017	\$ 209,878	73%	
5212 · Recycling Fees	\$ 1,466	\$ 35,000	4%	
5213 · Green Waste Disposal Fees	\$ 91,144	\$ 124,028	73%	
5214 · Debris Day Expenses	\$ 1,127	\$ 3,000	38%	
Total 5210 · Solid Waste Disposal Expense	\$ 247,755	\$ 371,906	67%	
5400 · TCSD Board Fees	\$ 2,711	\$ 3,200	85%	
5401 · Professional Services	\$ 31,137	\$ 50,000	62%	
5420 · Staff Training & Travel Expense	\$ 1,162	\$ 3,200	36%	
5425 · Office and Technology	\$ 17,578	\$ 18,400	96%	
5430 · Telephone and Alarms	\$ 6,710	\$ 5,800	116%	New Devices & Software Subscription
5431 · Public Communications	\$ 1,342	\$ 9,000	15%	
5432 · Insurance	\$ 56,312	\$ 73,645	76%	Annual payment made
5437 · Miscellaneous	\$ 8,451	\$ 1,000	845%	G.M Recruitment
5438 · Fees and Permits	\$ 32,915	\$ 40,400	81%	
5439 · Utilities	\$ 1,802	\$ 3,400	53%	
5440 · Fuel Expense	\$ 55,500	\$ 57,000	97%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 3,907	\$ 3,914	100%	
5452 · Maint. & Supply Contract Svc	\$ 10,046	\$ 9,991	101%	
5454 · Vehicle Repair & Maint.	\$ 68,175	\$ 115,000	59%	
5455 · Vehicle Parts	\$ 17,250	\$ 25,330	68%	
5456 · Bridge Tolls	\$ 2,550	\$ 5,000	51%	
5457 · Solid Waste Carts & Bins	\$ 22,563	\$ 36,800	61%	
5461 · Meeting Supplies	\$ 245	\$ 400	61%	
Total 5450 · Maintenance and Supply	\$ 124,736	\$ 196,435	64%	
5470 · Yard & Bldg. Improvements	\$ -	\$ 8,240	0%	
5471 · Minor Equipment	\$ -	\$ 4,300	0%	
5472 · Donations/Grants Paid Expenses	\$ 6,000	\$ 5,000	120%	Christmas tree recycling
Vehicle Lease	\$ 44,804	\$ 44,805	100%	
Total Expense	\$ 1,567,415	\$ 2,093,970	75%	
Contribution to Capital Reserve	\$ -	\$ 168,700	0%	Occurs at FYE
Available for Operating Reserves	\$ -	\$ 209,330	0%	Occurs at FYE



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**Budget Year-to-Date Report**  
 FY 2021- 2022

**PARKS AND RECREATION DEPT.**

	May '22 (92% of FY)	Budget 2021-22	% of Budget Spent	Comments
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4301 · Taxes	\$ 957,743	\$ 946,085	101%	
4303 · Tia's After School Program Rev	\$ 3,477	\$ -	100%	Not budgeted for due to COVID-19 uncertainty
4310 · Facilities Rental & Fees	\$ 18,271	\$ 10,000	183%	
4320 · Park Rentals	\$ 3,703	\$ 1,500	247%	
4330 · Class Fees	\$ 15,880	\$ 4,000	397%	Pickle Ball and Tai Chi Classes
4350 · TCSD Event Revenue	\$ 35,092	\$ 41,500	85%	Block Party and Oktoberfest
4410 · Donations/Fundraising/Grants	\$ 206,399	\$ 4,000	5160%	One-time SCO COVID-19 Special Dist. Fiscal Relief Fund = \$182,971.00
4420 · Interest Revenue	\$ 1,468	\$ 10,000	15%	
4430 · Miscellaneous Revenue	\$ 1,544	\$ 3,000	51%	
<b>Total Revenue</b>	<b>\$ 1,243,576</b>	<b>\$ 1,020,085</b>	<b>122%</b>	
<b>Expense</b>				
5011 · Wages and P.T.O	\$ 276,553	\$ 387,240	71%	Utilized SCO COVID-19 Special Dist. Fiscal Relief Fund = \$182,971.00
5012 · Overtime Pay	\$ 7,363	\$ 9,660	76%	
5013 · Performance Recognition	\$ 6,098	\$ 4,321	141%	
5014 · Temporary Help	\$ 42,568	\$ 30,464	140%	
<b>Total 5010 · Salaries</b>	<b>\$ 332,582</b>	<b>\$ 431,685</b>	<b>77%</b>	
<b>5020 · Employee Benefits</b>				
5021 · Medical and Dental Insurance	\$ 39,595	\$ 57,999	68%	
5022 · Retirement Contributions	\$ 68,451	\$ 155,111	44%	
5023 · Social Security and Medicare	\$ 26,139	\$ 30,870	85%	
5024 · Other Employee Benefits	\$ 18	\$ 1,944	1%	
5025 · Retiree Medical Insurance	\$ 3,504	\$ 5,400	65%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 16,938	0%	
<b>Total 5020 · Employee Benefits</b>	<b>\$ 137,706</b>	<b>\$ 268,263</b>	<b>51%</b>	
5300 · Events Expense	\$ 51,025	\$ 37,350	137%	Block Party, Oktoberfest & Murder Mystery
5330 · Tree & Landscaping Services	\$ 15,161	\$ 17,510	87%	
5331 · Landscaping Contract Svc	\$ -	\$ 17,000	0%	
5332 · McGlashan Trail Maintenance	\$ 3,500	\$ 5,150	68%	Reimbursed by County at FYE
5340 · Instructor Fees	\$ 9,324	\$ 2,000	466%	Pickle ball instructor share
5341 · Tia's Afterschool Program Exp	\$ 12,531	\$ -	100%	Not budgeted for due to COVID-19 uncertainty
5400 · TCSD Board Fees	\$ 3,474	\$ 4,000	87%	
5401 · Professional Services	\$ 38,490	\$ 19,261	200%	Greene Vs. Kenyon
5420 · Staff Training & Travel Expense	\$ 779	\$ 5,459	14%	
5425 · Office and Technology	\$ 20,199	\$ 24,308	83%	
5430 · Telephone and Alarms	\$ 10,529	\$ 11,330	93%	
5431 · Public Communications	\$ 4,591	\$ 3,000	153%	Postcards Printing & Mailing; Event Advertising
5432 · Insurance	\$ 27,485	\$ 31,827	86%	
5437 · Miscellaneous	\$ 8,451	\$ 1,030	820%	G.M recruitment
5438 · Fees and Permits	\$ 6,301	\$ 13,493	47%	
5439 · Utilities	\$ 11,484	\$ 21,321	54%	
5440 · Fuel Expense	\$ 3,473	\$ 4,326	80%	
<b>5450 · Maintenance and Supply</b>				
5451 · General Supplies	\$ 8,904	\$ 14,832	60%	
5452 · Maint. & Supply Contract Svc	\$ 14,879	\$ 7,828	190%	Cintas, Drinking Water and Pest Control Services
5454 · Vehicle Repair & Maint.	\$ 6,789	\$ 2,060	330%	Parks Truck Maintenance
5455 · Vehicle Parts	\$ 396	\$ 721	55%	
5458 · Cabin/Comm.Ctr. Maint & Supply	\$ 1,993	\$ 2,060	97%	
5459 · Park Equip, Irrigation, Fiber	\$ 16,808	\$ 7,004	240%	Kay Park Fence Replacement
5461 · Meeting Supplies	\$ 256	\$ 309	83%	
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 50,025</b>	<b>\$ 34,814</b>	<b>144%</b>	
5470 · Yard & Bldg. Improvements	\$ -	\$ 8,240	0%	
5471 · Minor Equipment	\$ -	\$ 3,193	0%	
5472 · Donations/Grants Paid Expenses	\$ 68,324	\$ 7,443	918%	Prop 68 Per Capita Grant - Community Center Parking Lot
<b>Total Expense</b>	<b>\$ 815,434</b>	<b>\$ 972,002</b>	<b>84%</b>	
Contribution to Capital Reserve	\$ -	\$ 26,500	0%	Occurs at FYE
Available for Operating Reserves	\$ -	\$ 21,583	0%	Occurs at FYE





Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Liability Check	05/20/2022		QuickBooks Payroll Service	Payroll on 05/20/2022	\$ 54,484.73
Liability Check	05/06/2022		QuickBooks Payroll Service	Payroll on 05/06/2022	\$ 45,358.21
Check	05/10/2022	39368	Kaiser Foundation Health Pln	May 2022 Medical	\$ 18,726.36
Bill Pmt - Check	05/10/2022	39373	Hildebrand Consulting, LLC	Project: 2022 Financial Planning - April	\$ 17,250.00
Check	05/06/2022	39361	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement April 22, 2021	\$ 15,140.13
Check	05/06/2022	39360	Marin County Employees Retirement Sys.	PP 9 2022 Apr 23 - May 6, 2022	\$ 12,555.35
Bill Pmt - Check	05/06/2022	39362	Marin Sanitary Service	Apr 2022 Solid Waste 117.74 tons @\$101.45/T	\$ 11,944.73
Bill Pmt - Check	05/17/2022	39393	County of Marin DOF Payroll	Feb & Mar 2022 Retiree Medical Expenses	\$ 11,563.48
Bill Pmt - Check	05/10/2022	39374	Maggiora & Ghilotti Inc.	Raise Rod hole at Woodside Ave, Prior to Marin County Paving Project	\$ 11,150.00
Bill Pmt - Check	05/10/2022	39380	Marin Resource Recovery Center	Green Waste ---103.23 Tons @ \$88.20/T Apr , 2022	\$ 9,104.96
Bill Pmt - Check	05/10/2022	39377	Roto-Rooter Sewer Service	Spot Repair on Marin Dr.	\$ 6,500.00
Check	05/17/2022	39390	Almonte SD	Six TCSD Parcels Served by Almonte SD Lines FY21-22	\$ 5,589.00
Bill Pmt - Check	05/17/2022	39397	Roto-Rooter Sewer Service	Cleaned Line to Prevent SSO upon discovery of backup and Other Maint. Cleaning on Contract	\$ 5,052.50
Bill Pmt - Check	05/12/2022	39382	Diesel Direct	737.8 gal Diesel Above Ground Tank	\$ 4,609.53
Liability Check	05/06/2022	39359	Marin County Employees Retirement Sys.	PEPRA W/H PP 9 2022 Apr 23 - May 6, 2022	\$ 3,714.52
Liability Check	05/20/2022	To Print	Marin County Employees Retirement Sys.	PEPRA W/H PP 10 2022 May 7 - May 20, 2022	\$ 3,599.83
Bill Pmt - Check	05/10/2022	39375	Matrix Computer Solutions	Purchased Lenovo Laptop & Accesroies; P&R Staff Login Issues and Monthly Proactive Maint.	\$ 3,067.32



Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Bill Pmt - Check	05/19/2022	39404	Roto-Rooter Sewer Service	Line Maintenance Cleaning	\$ 2,900.00
Check	05/16/2022	39389	Mowry, Robert	Pickleball Instructor- 65% Share of \$4,210 Fees Deposited in May'22	\$ 2,736.50
Bill Pmt - Check	05/12/2022	39381	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Apr 2022, 9 Trips, 9.53 tons	\$ 2,619.77
Bill Pmt - Check	05/17/2022	39398	Valley Power Systems North, Inc.	Block Heater Service Call (to generator)	\$ 2,571.01
Bill Pmt - Check	05/17/2022	39395	Homestead Valley SD	FY 21-22 Two TCSD Parcels Serviced by Homestead Sanitary District	\$ 2,350.00
Bill Pmt - Check	05/17/2022	39399	Western Health Advantage	Medical Insurance 2022 June	\$ 1,972.74
Bill Pmt - Check	05/10/2022	39372	Forster & Kroeger Landscape Maintenance	Weed Whacking and McGlashan Trail Weekly Apr 22	\$ 1,850.00
Bill Pmt - Check	05/06/2022	39365	Pacific Gas & Electric	Office, Shop, CC Gas & Electricity and Kay Park Electricity	\$ 1,331.66
Check	05/19/2022	39402	Bob Murray & Associates	General Manager Search - 4th Billing Inv #9606	\$ 1,201.72
Bill Pmt - Check	05/16/2022	39388	Meyers Nave	Apr 2022 Legal Svc	\$ 1,034.64
Liability Check	05/06/2022		QuickBooks Payroll Service	Created by Payroll Service on 05/05/2022	\$ 1,030.79
Bill Pmt - Check	05/10/2022	39371	Cintas	Uniforms. Carpets. Towels & Misc.	\$ 1,016.44
Check	05/11/2022	39386	Ross Recreation Equip. Co., Inc.	Eastwood Playground Equipment - Tire & Chain	\$ 962.06
Bill Pmt - Check	05/06/2022	39364	AT&T	Office Data Lines, Wireless Services 4/20-5/19	\$ 915.93
Bill Pmt - Check	05/06/2022	39363	Pacific Window Cleaning & Janitorial, Inc	April Cleaning Services Office ; Cleaning the C.C & Cabin	\$ 896.00
Bill Pmt - Check	05/10/2022	39376	R3 Consulting Group	Solid Waste Consulting - SB1383 Ordinance & On-Call - April 2022	\$ 820.00
Bill Pmt - Check	05/19/2022	39403	Miller Starr Regalia	Greene Vs. Kenyon Litigation	\$ 777.50





Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Check	05/18/2022	39401	County of Marin/Env.Health	Permit for Temp. Food Fac. (Creekside - TCSD)	\$ 612.00
Bill Pmt - Check	05/16/2022	39387	Matrix Computer Solutions	Set up for New G.M	\$ 600.00
Liability Check	05/06/2022	39358	Employee Personal W/H	Employee Personal W/H	\$ 500.00
Liability Check	05/20/2022	39406	Employee Personal W/H	Employee Personal W/H	\$ 500.00
Bill Pmt - Check	05/10/2022	39378	Perfect Timing Personnel Services, Inc.	Wilkinson, Tracy: 11 hours May 2022, Front Desk Sub	\$ 461.58
Check	05/01/2022	39366	Stericycle, Inc.	2022 Hazardous Disposal Services	\$ 337.13
Bill Pmt - Check	05/17/2022	39396	Perfect Timing Personnel Services, Inc.	Wilkinson, Tracy: 7.5 hours May 2022, Front Desk Sub	\$ 314.71
Liability Check	05/06/2022	39357	Employee Personal W/H	Employee Personal W/H	\$ 278.76
Liability Check	05/20/2022	39405	Employee Personal W/H	Employee Personal W/H	\$ 278.76
Bill Pmt - Check	05/17/2022	39392	Bay Area Air Quality Management District	2022-2023 Permit to Operate Fuel Nozzles	\$ 255.00
Bill Pmt - Check	05/10/2022	39369	Goodman Building Supply Co.	Misc. for Bell Lane Pump Stn. #1 Pump; Light Bulbs for Exterior of Comm. Center; Gas for Landscap...	\$ 221.21
Check	05/10/2022	39367	Fire King Fire Protection, Inc.	Pump House Fire Extinguishers	\$ 212.55
Bill Pmt - Check	05/10/2022	39370	Brown, Jeffrey A.	Reimbursement for Murder Mystery Supplies	\$ 183.66
Bill Pmt - Check	05/12/2022	39383	Old Station	Monthly UG Tank Inspection	\$ 150.00
Bill Pmt - Check	05/17/2022	39391	AT&T (Internet)	Internet service Two Months Bob Bunce Pump Station	\$ 128.40
Bill Pmt - Check	05/10/2022	39379	VSP Vision Care	Employee Vision Coverage May 2022	\$ 111.47
Bill Pmt - Check	05/12/2022	39384	TEC Equipment, Inc.	Parts for #12 & #15	\$ 103.88
Bill Pmt - Check	05/12/2022	39385	Terminix	Pest Control Svc.	\$ 93.00





Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Bill Pmt - Check	05/17/2022	39394	Grainger	Bioxide Dose Timer at Bell Lane Pump Station; Yard Gate Remote Batteries	\$ 70.76
Check	05/17/2022	39400	Fimrite, Cassandra	Murder Mystery 2022 - Costume Reimbursement	\$ 37.96
Check	05/17/2022	43686	Optum Financial (COBRA)	May - COBRA Administration for TCSD Staff	\$ 4.44
Liability Check	05/06/2022		QuickBooks Payroll Service	Created by Payroll Service on 05/05/2022	\$ 0.99



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

Date	Name	Memo	Amount
05/09/2022	El Pollo Loco	Catered Food for Murder Mystery (5/6 & 5/7)	\$ 2,092.67
05/16/2022	El Pollo Loco	Catered Food for Murder Mystery (5/13 & 5/14)	\$ 2,070.86
05/10/2022	Shred Works Inc.	Shredding Day Services May 7, 2022	\$ 1,108.00
05/02/2022	Innovative Process Controls, LLC	Circular Charts for Volume Recording at Pump House	\$ 1,062.00
05/23/2022	Marin Municipal Water Dist. - MMWD	3" Meter for Hydroflush Truck 2/24 - 4/26/22	\$ 492.72
05/06/2022	Verizon Wireless	Device & Data Plan for AGM, GM, Superintendent and other Staff	\$ 392.46
05/12/2022	Costco	M.M Second Week	\$ 328.96
05/01/2022	Streamline, Inc.	Streamline member fee- May 2022	\$ 300.00
05/10/2022	Go To Communications, Inc.	(415)388-6393 Voice & Data Lines and Wireless Services	\$ 228.40
05/03/2022	Comcast	Internet Apr 18 - May 17 at 305 Bell Ln.	\$ 215.30
05/03/2022	Amazon.com	Battery Chargers	\$ 173.98
05/12/2022	Source North America	6' VST Balance Gas Hose	\$ 144.75
05/08/2022	QuickBooks Time, Inc.	Online Time Card Service- Apr 2022	\$ 140.00
05/23/2022	BingBanners	Creekside Banners for Highway	\$ 125.20
05/05/2022	Costco	M.M First Week	\$ 101.22
05/06/2022	Safeway	Cast Food Before M.M. Show	\$ 89.79
05/03/2022	Comcast	Internet Apr 13 - May 12 at 203 Marin Ave.	\$ 86.50
05/03/2022	Amazon.com	P&R - Foldable Long Reach Grabbers & Sticky Notes	\$ 69.69
05/20/2022	Walgreens	Creekside Weekly Stage Banners	\$ 66.94
05/16/2022	Staples Business Credit	G.M Computer Part	\$ 66.73
05/13/2022	Amazon.com	Padlock	\$ 66.47
05/05/2022	Amazon.com	Light Timer	\$ 45.87
05/07/2022	Safeway	Cast Food Before M.M. Show	\$ 43.53
05/13/2022	Amazon.com	Heavy Duty Brooms	38.86
05/05/2022	Smart & Final	Supplies for M.M.	24.54
05/04/2022	Amazon.com	Saline Solution	22.85
05/05/2022	Staples Business Credit	Pencils for M.M.	22.13
05/13/2022	Amazon.com	Battery Charger Quick Connections	21.41
05/05/2022	Walgreens	"No Construction Material" Banner for Refuse Dept.	19.43
05/12/2022	Good Earth Natural Foods	Snacks for Board Meeting	11.27
05/07/2022	Walgreens	Coffee Creamer for M.M	4.49

Date: May 18, 2021

To: Steffen Bartschat, Garrett Toy, and Alan Shear,

I attended the SASM Meeting this evening May 18, 2022. The meeting started at 5 pm and was on Zoom due to the surge in COVID cases in the area.

**ATTENDANCE**

Commissioners: Five of SASM Commissioners were present: Lew Kiou, president of the SASM board (Almonte), Stephen Burke, vice president of the SASM board (Mill Valley), Jim Jacobs (TCSD), Todd Gates (Alto Sanitary District), and Peter McIntosh (RBSD) attended the meeting. Al Leibof (Homestead Valley) was absent. John McCauley of Mill Valley was planning on attending the meeting but was ill.

SASM Staff: Mark Grushayev, Wastewater Treatment Plant Director was present.

City of Mill Valley Staff: Eric Erickson, City of Mill Valley Finance Manager and Trevor Atashkarian in the Mill Valley Finance Department were also present. Andy Poster, P.E., City of Mill Valley Public Works Director and Alan Piombo, City Manager were absent.

No members of the public or other staff members from SASM were present at the meeting.

**COVID**

It was noted that at least one staff member at SASM tested positive for COVID and that another COVID upsurge in the area is occurring now.

**MANAGER'S REPORT**

The SASM Commissioners accepted by listing on the Consent Calendar the following documents and reports: the Wastewater Treatment Manager's Report, the minutes from the April 21, 2022 meeting and the Teleconferencing Meeting Resolution (Resolution No. 2022-3) to comply with Assembly Bill 361. The three items were adopted as part of the Consent Calendar.

**NEW BUSINESS**

The SASM Budget for Fiscal Year 2022-2023 was discussed and received. Eric Erickson discussed the value of Mill Valley staffing for administrating the SASM plant on behalf of the joint partners.

The TCSD allocation of EDUs was brought up by Mark Grushayev. I read the following statement and sent a copy of the statement to Mark Grushayev for distribution to the SASM commissioners.

“TCSD will be submitting to SASM a letter requesting the SASM Board to consider a re-examination of its Capacity Allocation of EDUs formula using information prepared by Mark Hildebrand of Hildebrand Consulting. Mr. Hildebrand has been working with SASM, TCSD, and RBSD over the past several years in an effort to improve the annual process for reporting EDU (equivalent dwelling units), which determine the annual sewer service charge for each member entity. The material Mr. Hildebrand reviewed indicates that TCSD has not exceeded its annual

capacity allocations. Specifically, TCSD is requesting that the SASM Board begin discussions of this issue in a timely manner. TCSD staff are available to assist SASM staff to help facilitate these SASM Board discussions. Our new General Manager, Garrett Toy and Assistant General Manager Alan Shear will cooperate with SASM staff to address the EDU information and help resolve this issue.”

**NEXT SASM MEETING**

The next SASM meeting will be on June 16, 2022, at 5:00 pm. I will be able to attend the meeting. It will be determined in the next few weeks whether the meeting will be on Zoom or in person.

Sincerely,

Jim Jacobs  
TCSD Representative





## TAMALPAIS COMMUNITY SERVICES DISTRICT

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

May 18, 2022

Lew Klous, President  
Sewerage Agency of Southern Marin Board of Commissioners  
26 Corte Madera Avenue  
Mill Valley, CA, 94941

Dear Mr. Klous,

Tamalpais Community Services District (TCSD) was recently notified by Sewerage Agency of Southern Marin's (SASM) General Manager, Mark Grushayev, that TCSD is thought to have exceeded its Capacity Allocation at the SASM treatment plant, as established by the SASM Restated Joint Exercise of Powers Agreement (JEPA) restated as of January 27, 2000.

As SASM is aware, Mark Hildebrand of Hildebrand Consulting LLC. has been working with SASM over the past several years in an effort to improve the annual process for reporting "EDUs" (equivalent dwelling units), which determine the annual sewer service charge for each member entity. Mr. Hildebrand has also been engaged by TCSD to provide financial consulting services.

I have attached a memorandum written by Mr. Hildebrand that, upon analysis of the 2000 JEPA, concludes that TCSD has not exceeded its Capacity Allocation. We agree with Mr. Hildebrand's conclusion, and we respectfully request the SASM Board to consider a reexamination of its Capacity Allocation formula using Mr. Hildebrand's findings as a recommendation. TCSD staff is available to assist SASM staff to help facilitate these Board discussions.

Thank you for your time and consideration.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Garrett Toy", with a long horizontal flourish extending to the right.

Garrett Toy  
General Manager  
Tamalpais Community Services District

Enclosures:

Memorandum by Mark Hildebrand, Hildebrand Consulting, LLC dated May 12, 2022 "Clarification on the topic of "Capacity Allocation EDUs"

Sewerage Agency of Southern Marin Restated Joint Exercise of Powers Agreement (JEPA), restated as of January 27, 2000

cc: Mark Grushayev, GM SASM  
Jim Jacobs, TCSD Director





**To:** Board of Directors, Tamalpais Community Services District

**From:** Mark Hildebrand, Hildebrand Consulting, LLC

**Date:** May 12, 2022

**Subject:** Clarification on the topic of “Capacity Allocation EDUs”

Over the past several years, Hildebrand Consulting has worked with Sewerage Agency of Southern Marin (SASM) staff and member entities in an effort to improve the annual process for reporting “EDUs” (equivalent dwelling units) for the purpose of determining the annual sewer service charge for each member entity. As part of this effort, I have also reviewed and provided suggested updates to Ordinance 92-1, which governs how annual operating costs are allocated among member entity. In addition, I have become familiar with the SASM Restated Joint Exercise of Powers Agreement (JEPA) dated January 27, 2000.

During this work concerns were raised that, as a result of some of the updates made to EDU reporting, Tamalpais Community Service District (TCS D) might have exceeded its “Capacity Allocation” as defined in the JEPA at the SASM treatment plant. The purpose of this memorandum is to explain an apparent misinterpretation of the JEPA regarding capacity allocations. In my opinion, none of SASM’s member entities have exceeded their Capacity Allocation at this point in time.

### ***Background***

Some background is required to explain the situation. First, there are two categories of costs that are allocated among SASM member entities and recovered through the annual sewer service charges:

- (1) Annual operating costs (such as salaries, energy & chemicals) are allocated in accordance with the terms of Ordinance 92-1, which states that such costs are to be allocated based on EDUs. These hereinafter “Operational EDUs” are calculated every year based on a combination of the previous year’s wastewater flow (estimated based on winter water usage) for each account and strength classification for non-residential accounts associated with each member entity’s respective service areas.
- (2) Capital costs, including debt service costs, are allocated to each member entity based on the fixed Capacity Allocation Percentage assigned to each member entity in Section 19 of the JEPA.

Section 19 of the JEPA includes a table that converts the Capacity Allocation Percentages to Capacity Allocation EDUs based on the definition that one EDU is equivalent to 200 gallons per day of wastewater generated from a single family home (that number was revised by the SASM Board in 2002 to 190 gallons per day).

The purpose of explaining the above is to further explain that the Capacity Allocation effectively serves two purposes: (1) establish percentages for the purpose of allocating capital/debt costs to each member entity, and (2) establish an average dry-weather wastewater flow limit for each member entity at the treatment plant (i.e., exclusive of infiltration and inflow considerations). For this second part, the wastewater flow limits for each member entity were established in the JEPA in terms of "EDUs" (hereafter referred to as "Capacity Allocation EDUs"). Very importantly, however, these Capacity Allocation EDUs were defined as the average flow by a single-family account (which was defined as 200 gallons per day in the JEPA and then revised to 190 gallons per day by the Board in 2002).

### **Misinterpretation**

The above definition of Capacity Allocation EDUs is significant because the JEPA only refers to sewer flow and not to sewer strength. When EDUs are calculated based solely on flow (without the strength multiplier for high strength commercial users) they yield materially lower values than when they are calculated with a strength multiplier.

An additional difference is that the Capacity Allocation EDUs are calculated using a static value for flow (currently set to 190 gallons per day), whereas Operational EDUs are calculated using a flow value that is updated annually based on actual average single family water usage from the previous winter.

To recap, SASM staff has historically reviewed each member entity's utilization of treatment capacity by comparing the annual updated Operational EDUs to the Capacity Allocation EDUs limits (as established by the JEPA). This, however, is an "apples to oranges" comparison because (a) the Operational EDUs consider sewer strength while Capacity Allocation EDUs do not, and (b) the Operational EDUs are calculated using a dynamic flow assumption that is adjusted every year, while Capacity Allocation EDUs were established based on the static value of 190 gallons per day.

It is my belief that this misinterpretation has not been noticed until now simply because this was the first time that a member entity was perceived to exceed their discharge limit.

### **Recommendation**

The proper approach is to compare each member entity's actual dry-weather flows (hereafter referred to as their "Capacity Utilization EDUs") to the respective member entity's allowable use of the treatment plant (i.e. their Capacity Allocation EDUs).

Since the JEPA is silent on how Capacity Utilization EDUs are to be measured (aside from 190 gallons per day per EDU), this memorandum recommends using dwelling units for residential accounts and

actual winter sewer flows<sup>1</sup> for commercial customers. Unlike the District’s current practice for calculating Operational EDUs, commercial accounts should not be allocated a minimum value of one (1) EDU regardless of actual water usage.

By way of example, the net impact of the above differences in calculating EDUs is demonstrated in the calculations in **Figure 1**.

**Figure 1: Sample calculations of Operational EDUs and Capacity Utilization EDUs**

	Winter Water Usage (HCF)	"OPERATIONAL EDU" CALCULATION			"CAPACITY UTILIZATION EDU" CALCULATION		
		Strength Factor	Benchmark Sewer Flow (HCF) <sup>a</sup>	Sewer Service Charge EDU	Benchmark Sewer Flow (HCF) <sup>d</sup>	Dwelling Units	Allocated Capacity EDU
Residential #1	12	1	16.75	1.0 <sup>b</sup>	na	1.00	1.0
Residential #2	20	1	16.75	1.0 <sup>b</sup>	na	5.00	5.0
Café	32	3	16.75	5.7	15.24	na	2.1
School	49	1.1	16.75	3.2	15.24	na	3.2
Professional office	8	0.9	16.75	1.0 <sup>c</sup>	15.24	na	0.5

**Footnotes:**

- <sup>a</sup> This represents an example value, which would have been based on average single family home water usage during previous winter
- <sup>b</sup> A value of "1" is assigned to all residential dwelling as per the District's current practices. See final paragraph of this memorandum.
- <sup>c</sup> A minimum value of "1" is assigned to all commercial account as per the District's current practices. See final paragraph of this memorandum.
- <sup>d</sup> Based on assumed average single family winter water usage of 190 gallons per day

**Going Forward**

In order to avoid a repeat of this confusion in the future, I recommend that the TCDS Board recommend that the SASM Board officially “adopt” this technical memorandum (or some other appropriate action be taken). I also recommend that SASM’s standard table that is used to report annual costs allocations be revised with the changes shown in **Figure 2** (changes shown in red). Finally, it is recommended that SASM consistently use the more precise terms “Operational EDUs”, “Capacity Allocation EDUs”, and “Capacity Utilization EDUs,” rather than generic “EDU” term to avoid confusion.

<sup>1</sup> Consistent with Operational EDUs, sewer flows shall be estimated based on average monthly water usage from each account, as measured by Marin Municipal Water District for water bills received during the months of December through March.

Summary of Operational EDUs								
Agency	Single family		Multiple family		Second units		Nonresidential (3)	
	2018	2019	2018	2019	2018	2019	2018	2019
Almonte	747.0	747.0	(2)	(2)	(2)	(2)	60.8	51.5
Alto	220.0	243.0	268.0	262.0	(1)	(1)	74.9	73.7
HVSD	1,076.0	1,097.0	(2)	(2)	(1)	(1)	10.9	4.2
Mill Valley	6,025.0	6,222.0	(2.0)	(2.0)	(1)	(1)	1,228.4	1,261.1
RBSD	2,834.0	2,828.0	1,328.0	1,336.0	(1)	148.0	1,006.8	797.9
TCSD	125.0	125.0	0.0	0.0	1.0	1.0	73.0	150.6
<b>Totals</b>	<b>11,027.0</b>	<b>11,262.0</b>	<b>1,594.0</b>	<b>1,596.0</b>	<b>1.0</b>	<b>149.0</b>	<b>2,454.8</b>	<b>2,338.9</b>

(1) included in multiple family count

(2) included in single family count

(3) based on 16.75 HCF per EDU per bimonth

(Note: This value is adjusted every year)

Agency	Total Operational EDU's		% of total	
	2018	2019	2018	2019
Almonte	807.8	798.5	5.31	5.25
Alto	562.9	578.7	3.70	3.81
HVSD	1,086.9	1,101.2	7.15	7.25
Mill Valley	7,253.4	7,483.1	47.72	49.23
RBSD	5,168.8	4,961.9	34.28	32.65
TCSD	198.0	275.6	1.31	1.81
<b>Totals</b>	<b>15,077.8</b>	<b>15,198.9</b>	<b>100.00</b>	<b>100.00</b>

Capacity Allocation (%)	Capacity Allocation EDU's *	Current Capacity Utilization (EDUs) *	Excess capacity (EDU's)	Percent of Maximum Utilization
5.2	985.2	780.6	186.7	79.2%
3.4	644.2	577.0	65.5	89.6%
7.3	1,383.1	1,100.5	281.9	79.6%
49.2	9,321.4	6,943.1	1,838.4	74.5%
33.5	6,346.9	4,800.9	1,385.0	75.6%
1.4	265.2	216.0	49.3	81.4%
<b>100.0</b>	<b>18,946.0</b>	<b>14,418.0</b>	<b>3,747.1</b>	

\* Based on 190 gallons per day for commercial EDU (or 15.24 HCF per bimonth).

Figure 2: Proposed Revisions to Annual reporting of SASM EDUs

\* Note that the “Current Capacity Utilization” values shown in the table above are estimates for demonstration purposes only and should be verified and formally submitted by member entities on an annual basis.

**SEWERAGE AGENCY OF SOUTHERN MARIN  
RESTATED JOINT EXERCISE OF POWERS AGREEMENT  
(Restated as of January 27, 2000)**



**SEWERAGE AGENCY OF SOUTHERN MARIN  
RESTATED JOINT EXERCISE OF POWERS AGREEMENT  
(Restated as of January 27, 2000)**

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This "Restated Agreement" is made and entered into by and between the local government entities who are presently parties to the "Sewerage Agency of Southern Marin Joint Exercise of Powers Agreement" dated June 1, 1979 (the "Agreement") or who subsequently become parties to this Restated Agreement.

Recitals

1.0. The Sewerage Agency of Southern Marin (the "Agency") was formed by the Almonte Sanitary District, Alto Sanitary District, City of Mill Valley, Richardson Bay Sanitary District and Tamalpais Community Services District when those public agencies (the "Member Entities") executed the Agreement effective July 1, 1979.

2.0. The Agreement has been amended six times since the Agency was formed. One such amendment, the Second Amendment dated October 15, 1979, added Homestead Valley Sanitary District as a party to the Agreement as a Member Entity.

3.0. The Member Entities of the Agency wish to restate the Agreement for the following reasons:

3.1. To modernize the Agreement by eliminating outdated provisions and by adding new provisions which reflect the Agency's current organizational philosophy and operational practices; and

3.2 To incorporate all of the provisions of the Agreement in a single written instrument.

Terms and Conditions

In consideration of the Recitals stated above and the following Terms and Conditions, the Member Entities of the Agency agree that the Agreement shall be amended and restated in its entirety to read as follows:

Section 1. Definition of Terms.

"Act" means the provisions of Chapter 5 of Division 7 of Title 1 of the Government Code (commencing with Section 6500) pertaining to joint exercise of powers agreements.

"Agency" means the Sewerage Agency of Southern Marin.

"Agreement" means the "Sewerage Agency of Southern Marin Joint Exercise of Powers Agreement" dated June 1, 1979, together with the six amendments to the Agreement approved prior to the effective date of this Restated Agreement.

"Commission" means the governing board of the Agency.

"Member Entity" means any city or district which is a party to this Restated Agreement. Currently the Member Entities are the: Almonte Sanitary District, Alto Sanitary District, City of Mill Valley, Homestead Valley Sanitary District, Richardson Bay Sanitary District, and Tamalpais Community Services District.

"Sewer Service Charge" means a periodic lump sum charge payable by each Member Entity to the Agency in accordance with this Restated Agreement

"Restated Agreement" means this "Sewerage Agency of Southern Marin Restated Joint Exercise of Powers Agreement".

Section 2. Creation of Agency. The Agency is a public agency of the State of California which was formed by the Agreement pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 of the Government Code of the State of California relating to the joint exercise of powers common to public agencies. The Agency is a separate public agency apart from the Member Entities and is the agency which shall administer and execute this Restated Agreement.

Section 3. Purposes. The purposes of this Restated Agreement are to continue the Agency and to plan, acquire, construct, maintain, own and operate facilities for the collection, treatment, reclamation and disposal of sewage and other wastewater for the benefit of lands and inhabitants within or without the collective boundaries of the Member Entities.

Section 4. Term and Effect. This Restated Agreement shall become effective when all eligible Member Entities have approved and authorized its execution by their respective governing bodies and it shall continue in full force and effect until the Agency is dissolved as provided in Section 21.2. This Restated Agreement supersedes the Agreement and any other existing agreements between Member Entities providing for wastewater treatment and disposal.

Section 5. Powers.

5.1. The Agency has the power and authority to plan, acquire, construct, maintain, own and operate facilities for the collection, treatment, reclamation and disposal of sewage and other wastewater for the benefit of lands and inhabitants within or without the boundaries of the Member Entities. The Member Entities relinquish, and the Agency assumes for the benefit of the Member Entities, responsibility for all functions pertaining to the treatment and disposal of sewage and other wastewater. The Agency may perform directly or enter into contracts to perform any or all of these functions.

5.2. The Agency is authorized, in its own name, to do all acts necessary for the exercise of its powers for the purposes of this Restated Agreement, including but not limited to any or all of the following:

5.2.1. To make and enter into contracts and apply for and accept grants, advances, and contributions;

- 5.2.2. To employ agents, consultants and employees;
- 5.2.3. To acquire, construct, manage, maintain and operate any buildings, works or improvements;
- 5.2.4. To acquire, hold or dispose of property;
- 5.2.5. To sue and be sued in its own name;
- 5.2.6. To incur debts, liabilities, or obligations; to issue revenue bonds, notes, warrants, and other evidences of indebtedness to finance the costs and incidental expenses of the projects of the Agency;
- 5.2.7. To exercise all powers conferred by the Act;
- 5.2.8. To exercise all powers conferred by other provisions of this Restated Agreement; and
- 5.2.9. To exercise all other powers common to the Member Entities not specifically mentioned in this Restated Agreement which may be necessary to carry out the purposes of this Restated Agreement.

5.3. The Agency and/or any one or more of its Member Entities are authorized to participate, jointly or severally, in any program of insurance or self-insurance as to which participation by public agencies is authorized under California law. The expense of participation in such programs shall be shared proportionately by the participants according to their respective responsibilities for the costs of premiums, deductibles, fees, retentions or other assessments of any kind, as well as costs of administration and overhead and other relevant factors. No part of the costs of any such program shall be borne, directly or indirectly, by any party to this Restated Agreement who is not a participant in that program.

5.4. No debt, liability or obligation of the Agency shall constitute a debt, liability or obligation of any Member Entity.

5.5. The Agency has no power to levy or cause to be levied ad valorem property taxes.

5.6. As required by Government Code Section 6509, the manner in which the Agency exercises its powers shall be subject to the restrictions applicable to the exercise of powers by a sanitary district pursuant to the Sanitary District Act of 1923 (Health and Safety Code Section 6400 et seq.).

Section 6. Governing Body of the Agency. The Agency shall be governed by the Commission. Each Member Entity shall appoint one commissioner as its representative on the Commission. Each commissioner shall have one vote. Each Member Entity shall also appoint an alternate who shall exercise the Member Entity's voting right in the absence of the regular commissioner. Each commissioner and alternate shall be a voting member of the governing body of the Member Entity that he or she represents and shall serve at the will and pleasure of that Member Entity.

Section 7. Officers and Duties.

7.1. A President, a Vice-President and a Secretary shall be elected by the Commission from its own members. The term of each office shall be one year and thereafter until a successor is elected.

7.2. The Agency's officers shall perform directly, or, with approval of the Commission, cause to be performed by other Agency representatives, the duties described below and such other duties as may be imposed by the Commission:

7.2.1. President: Sign contracts and other instruments on behalf of the Agency.

7.2.2. Vice President: Act in the absence of the President.

7.2.3. Secretary: Countersign contracts and instruments on behalf of the Agency; keep minutes of all Commission meetings, copies of which shall be provided to Commission members and the Member Entities.

7.3. The Commission may appoint a General Manager who shall perform such duties as specified in this Restated Agreement and as assigned and directed by the Commission. The General Manager shall report to the Commission.

7.4. In the absence of a General Manager, the Commission shall cause the duties of the General Manager to be performed by other persons.

7.5. The Commission shall designate a person who has the qualifications specified in Government Code Sections 6505.5 and 6505.6 as the Agency's Treasurer. Unless the Commission specifies otherwise, the Treasurer shall also serve as Auditor-Controller of the Agency to draw warrants to pay demands against the Agency approved by the Commission. The Treasurer and Auditor-Controller shall have the duties and obligations set forth in Government Code Sections 6505.5 and 6505.6.

Section 8. Enforcement.

8.1. The Agency is authorized to take any or all legal and equitable actions, including but not limited to injunction and specific performance, which are necessary and permitted by law to enforce this Restated Agreement.



8.2. The Agency is authorized and empowered to require the Member Entities to observe and comply with applicable provisions of law and any and all orders, contractual commitments, regulatory standards, permits and grant conditions, and other similar obligations and requirements which have been lawfully imposed on the Agency in the conduct of its governmental functions; and each Member Entity agrees to conform and comply with such obligations and requirements and, as necessary, to impose and enforce such obligations and requirements on its constituents and others to the extent the Member Entity is legally able to do so.

Section 9. Duties of the Commission; Compensation.

9.1. The duties of the Commission shall be:

9.1.1. To make all policy decisions.

9.1.2. To exercise all of the powers of the Agency except those which may be and have been lawfully delegated to others;

9.1.3. To submit full and regular reports to the Member Entities; and

9.1.4. To adopt from time to time such orders, resolutions, ordinances and other rules and regulations, including bylaws, for the conduct of its affairs and the business of the Agency as may be required.

9.1.5. To adopt an annual budget; and

9.1.6. To cause the obligations of the Agency under this Restated Agreement to be fully performed.

9.2. The members of the Commission shall receive no compensation except as may be provided by the respective Member Entities which they represent.

Section 10. Meetings of the Commission.

10.1. Regular meetings of the Commission shall be held at such time and place as shall be established by the Commission by resolution.

10.2. All meetings of the Commission shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act (Section 54950 et seq.).

Section 11. Quorum. The attendance at a Commission Meeting of a majority of the voting members of the Commission constitutes a quorum. Any action of the Agency shall require the affirmative vote of a majority of the quorum unless by law a greater number of affirmative votes is required.

Section 12. Accountability Reports and Audits.

12.1. The Agency shall cause accurate and correct financial records and books of account to be kept as required by law and in conformance with the Uniform Systems of Accounts of the State Controller. There shall be strict accountability for all funds and properties of the Agency. The books and records of the Agency shall reflect all receipts and disbursements of the Agency including the details of the costs and expenses of construction, operation and maintenance of Agency properties and facilities and all financial transactions between the Agency and its Member Entities. The books and records of the Agency shall be open to inspection at all reasonable times by representatives of the Member Entities and the public.

12.2. The Commission shall cause annual audits of the accounts and financial records of the Agency to be conducted in accordance with the requirements of Government Code §§6505 and 6505.6.

12.3. The Commission shall cause periodic financial reports, including all such reports as are required by law, to be prepared and reviewed by the Commission on a regular basis.

Section 13. Bonding Persons Having Access to Property.

13.1. Any officer at the Agency or other person who has charge of, handles, or has access to cash, cash equivalents, securities, evidences of indebtedness, bank or investment accounts, or other financial instruments of any kind of the Agency, shall be required to file an official bond with the Agency in such amount as may be established by the Commission. Should an existing bond of any officer or officers or person or persons be extended to cover the obligations provided in this Restated Agreement, that bond shall be the official bond required to be posted by this Restated Agreement. The premium on any such bond or bonds shall be an appropriate expense of the Agency. Any payment to the Treasurer or Auditor-Controller required in the operation of the Agency shall be an appropriate charge against the Agency.

13.2. The General Manager shall have overall responsibility for the financial assets and other property of the Agency and shall cause all claims and demands for the disbursement of Agency funds to be reviewed and approved prior to submittal of the claims and demands to the Commission for its approval.

Section 14. Bonds.

14.1. The Agency shall have the power and authority to issue and sell bonds in accordance with applicable law.

14.2. For purposes of referendum and vote on an Agency-wide basis, the boundaries of the Agency shall be the consolidated boundaries of its Member Entities. Under applicable law, the Agency may form improvement districts in which event the boundaries of the improvement districts shall be determinative with respect to referendum and voting. Bond elections shall be conducted pursuant to the Uniform District Election Law and applicable provisions of the Elections Code.

14.3. The Agency shall have and exercise all powers conferred on "local agencies" by the provisions of the law with respect to revenue bonds.

Section 15. Operating Funds and Sewer Service Charges.

15.1. An operating fund shall be established and maintained which shall be used to pay all administrative and incidental expenses incurred by the Agency, together with all costs of maintenance and operations.

15.2. The Agency shall impose on and collect from the Member Entities a periodic Sewer Service Charge, the revenues from which shall be deposited in the operating fund. The manner in which the Sewer Service Charge is imposed and the amount of the charge shall be determined by the Agency.

15.3. Each Member Entity, in turn, shall derive the revenues necessary to pay its Sewer Service Charges to the Agency.

Section 16. Other Funds, Fees and Charges.

16.1. The Agency shall establish and maintain such other funds as are required to adequately account for revenues and expenses of the Agency which must or, in the discretion of the Commission, should be accounted for separately from the operating fund's revenues and expenses such as, for example, a fund or funds pertaining to capital facilities, repayment of bonds, and other similar activities.

16.2. In addition to its Sewer Service Charge, the Agency may impose and collect other fees and charges as authorized by law.

16.3. Excess capital funds, if any, generated by and not expended for annual capital replacement requirements, or from other sources, are the property of the Agency and, after approval by the Commission, may be used to pay for capital improvements, including payment of indebtedness incurred to make capital improvements or to establish reserves for such purposes.

16.4. Excess funds, if any, generated from whatever source for administration, operation and maintenance requirements but not expended are the property of the Agency. After provision, if any, for such reserves as the Commission determines are necessary and desirable, the Commission may allocate all or a share of such funds to reduce the amounts required for the following year's budget or to make capital improvements.

Section 17. Ownership and Operation of Properties and Facilities; Functional Responsibilities.

17.1. The Agency shall own, operate and maintain all properties and facilities which are or were contributed by the Member Entities or other properties and facilities which are or were financed by Agency funds including cash, Sewer Service Charge revenues and the proceeds from the sale of revenue bonds.

17.2. Member Entities shall retain ownership of and operate and maintain their respective properties and facilities including wastewater collector systems.

17.2.1. The Agency and any Member Entity may, by agreement, provide for operation and maintenance of that Member Entity's facilities, all or in part, by the Agency. Any such agreement must provide that all costs associated with the operation and maintenance of a Member Entity's facilities by the Agency shall be charged to and paid by the Member Entity.

17.2.2. Member Entities will be responsible for processing and review of permit applications, collection and accounting for permit fees, inspection of connections and all attendant record keeping, and will retain all fees generated from those functions.

17.2.3. Unless otherwise agreed upon, member Entities will have total responsibility for their respective wastewater collector systems and the right to impose charges to pay for this service within their respective jurisdictions is reserved to them.

Section 18. Hold Harmless.

18.1. It is specifically understood and agreed that no Member Entity nor any of its officers or employees, is responsible for any damage or liability occurring by reason of anything done or not done by the Agency in connection with any work, authority or jurisdiction not delegated to the Member Entity under this Restated Agreement. It is also understood and agreed that, pursuant to Government code Section 895.4, the Agency shall fully indemnify and hold each Member Entity harmless from any damage or liability occurring by reason of anything done or not done by the Agency in connection with any work, authority or jurisdiction not delegated to any of the Member Entities under this Restated Agreement.

18.2. It is specifically understood and agreed that neither Agency nor any of its officers or employees, is responsible for any damage or liability occurring by reason of anything done or not done by any of the Member Entities pursuant to this Restated Agreement. It is also understood and agreed that, pursuant to Government Code Section 895.4, each Member Entity shall fully indemnify and hold the Agency harmless from any damage or liability occurring by reason of anything done or not done by such Member Entity pursuant to this Restated Agreement.

Section 19. Capacity Allocation.

19.1. It has previously been established by the Commission and agreed to by the Member Entities that the Member Entities have been allocated and presently own capacity entitlements in the Agency's treatment plant and other jointly used capital facilities as follows:

<u>Member Entity</u>	<u>Capacity Allocations</u>	
	<u>By Percentage</u>	<u>By EDUs*</u>
Almonte SD	5.2	936
Alto SD	3.4	612
Homestead Valley SD	7.3	1,314
City of Mill Valley	49.2	8,856
Richardson Bay SD	35.5	6,030
Tamalpais CSD	<u>1.4</u>	<u>252</u>
	100.0	18,000

\*EDU - The average flow of wastewater produced by a single family Equivalent Dwelling Unit, which the parties have determined and agreed equates to 200 gallons per day.

19.2. Each Member Entity is entitled to discharge wastewater to the Agency for treatment, reclamation and disposal up to but not exceeding the Member Entity's established Capacity Allocation measured in EDUs.

19.3. The Agency's costs incurred for the repair, renovation and replacement of its capital facilities, as authorized and approved by the Commission, shall be allocated to the Member Entities, and the Member Entities shall pay those costs in the same proportions as their respective percentages of the Capacity Allocations.

19.4. Member Entities may enter into agreements with one or more other Member Entities to acquire, temporarily or permanently, some portion or all of that Member Entity(ies') unused Capacity Allocation upon such terms and conditions as the affected Member Entities may mutually agree in writing; but no such agreement shall be effective without the consent of the Agency, which consent shall not be unreasonably withheld. Agency considerations will include an assessment of the impact on the adequacy of Agency facilities. Any reallocations of Capacity Allocations pursuant to this Subsection shall be recognized by the Agency for purposes of capital facilities charges and other similar purposes.

19.5. If the Commission undertakes to increase the capacity of the Agency's capital facilities, only those Member Entities which elect to purchase and pay for additional Capacity Allocations shall share in the new capacity, such sharing to be in proportion to the participating Member Entities'



respective contributions. But no such increase in the Agency's capacity shall affect the right of Member Entity to continue to discharge wastewater pursuant to the Member Entity's present Capacity Allocation except to the extent it may subsequently be modified pursuant to Section 19.4 above.

19.6. The provisions of this Section are for the benefit of the Agency and of each Member Entity, and any affected party is entitled to pursue such remedies as may be afforded by law to protect the party's interests.

Section 20. Settlement of Disputes.

20.1. Except as indicated in Subsections 20.2 and 20.3 below, if a dispute arises as to the construction, interpretation or implementation of any provision of this Restated Agreement and the dispute directly affects the Agency, the dispute shall be submitted to binding arbitration in accordance with Sections 20.1 and 20.4.

20.2. A dispute between two or more Member Entities which does not directly affect the Agency is not governed by this Section.

20.3. At the request of any party to a dispute concerning the withdrawal of a Member Entity from the Agency or the termination of the Agency, the dispute shall not be governed by Sections 20.1 and 20.4.

20.4. Except as otherwise provided in this Section, the arbitration proceeding shall be conducted in accordance with the provisions of Title 9 of Part 3 of the Code of Civil Procedure.

20.5. A single arbitrator shall be selected by unanimous agreement of all members of the Commission. In the absence of unanimous agreement, the Commission, by majority vote (counted by excluding the votes of members in dissent), shall select an arbitrator and the members of the Commission in dissent shall select an arbitrator. The two arbitrators so selected shall select a third arbitrator and the dispute shall be determined by a majority vote of the panel of arbitrators. If for any reason the parties are unable to select an arbitrator in accordance with the provisions of this Subsection, the arbitrator shall be appointed by the Presiding Judge of the Marin County Superior Court.

20.6. The fees and expenses of the arbitrator or arbitrators shall be shared equally by each side to the dispute. Otherwise each party shall bear its own costs and expenses of the proceedings, including attorneys' fees.

20.7. Nothing in this Section shall preclude any party in a proper case from commencing a proceeding in a court of law seeking urgent interim or provisional relief. Pursuit of interim or provisional relief shall not constitute a waiver of the right to pursue arbitration under this Section, nor shall it relieve a party of its obligation to arbitrate all matters pertaining to the dispute which are not resolved by the court.

Section 21. Withdrawal or Dissolution. Upon withdrawal of a Member Entity from the Agency or upon dissolution of the Agency, there shall be partial or complete distribution of assets and discharge of liabilities as follows:

21.1. Withdrawal.

21.1.1. A Member Entity may withdraw from the Agency with the unanimous consent of the remaining Member Entities and upon mutually agreeable terms and conditions. In the absence of unanimous consent and mutual agreement, a Member Entity may withdraw only if the Agency's continued existence and governmental effectiveness will not be jeopardized by the withdrawal of the Member Entity and the Member Entity pays or secures payment of (a) all cost and expenses incurred by reason of the Member Entity's withdrawal and (b) the value of any economic detriment suffered or to be suffered by the Agency due to the withdrawal.

21.1.2. Upon withdrawal of any Member Entity from the Agency, the withdrawing Member Entity shall receive its proportionate share of the assets of the Agency and shall contribute its proportionate share toward discharge of the liabilities of the Agency, whether actual or contingent, as the same appear on the books of the Agency.

21.2. Dissolution. The Agency may be dissolved at any time by unanimous agreement of its Member Entities. Upon dissolution of the Agency, each Member Entity shall receive its proportionate share of the assets of the Agency and shall contribute its proportionate share toward discharge of any enforceable liabilities incurred by the Agency as the same appear on the books of the Agency.

21.3. For purposes of distributions and contributions required by Sections 21.1.2 and 21.2 above, the determination of what constitutes a "proportionate share" shall be made by the Commission in accordance with the following principles:

21.3.1. A "proportionate share" is an amount of money, property or money and property measured in dollars which the Commission determines is owed to or by a Member Entity taking into account pertinent factors such as, for example, the value of contributions made to the Agency by the Member Entity as compared to the contributions of other Member Entities, the proportionate value of benefits received by a Member Entity, the time value of money, the length of the Member Entity's participation in the Agency, and any other factors which the Commission determines to be reasonable and relevant and will lead to a fair and equitable result for all Member Entities and the Agency.

21.3.2. Any surplus money remaining after dissolution shall be returned to the Member Entities pursuant to Government Code Section 6512 in proportion to the respective contributions made by the Member Entities to the Agency.

21.3.3. The Agency's assets may be distributed in kind or they may be sold and the

proceeds distributed. If assets are to be distributed in kind and if a particular asset was contributed by a Member Entity, the asset shall be reconveyed to the contributing Member Entity if that Member Entity so requests and the reconveyance is otherwise consistent with that Member Entity's proportionate share.

21.3.4. Contributions which may be required of a Member Entity pursuant to Section 21.1.2 shall be made in money and not by property unless the Commission expressly agrees to accept a contribution of property

Section 22. Miscellaneous.

22.1. The section headings used in this Restated Agreement are for convenience only and are not to be construed as modifying or governing the language in the section referred to.

22.2. This Restated Agreement is made in the State of California and under its Constitution and laws, and it is to be so construed.

22.3. To preserve a reasonable degree of flexibility, many parts of this Restated Agreement are stated in general terms. The Commission may from time to time adopt and implement rules and regulations to further define the rights and obligations of the Member Entities and of the Agency to carry out the purposes of this Restated Agreement.

22.4. This Restated Agreement may be amended in any particular, from time to time, by unanimous approval of the Member Entities.


Section 23. Partial Invalidity. If any one or more of the terms, provisions, promises, covenants, or conditions of this Restated Agreement shall to any extent be adjudged invalid, unenforceable, void, or voidable for any reason by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Restated Agreement shall not be affected and they shall be valid and enforceable to the fullest extent permitted by law.

Section 24. Successors. This Restated Agreement shall be binding upon and shall inure to the benefit of the successors of the parties.

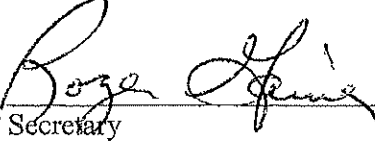
Section 25. Effective Date. The effective date of this Restated Agreement shall be January 27, 2000.

As evidence of their Restated Agreement, each of the Member Entities has caused this instrument to be executed and attested by its duly authorized officers, and its official seal to be applied.

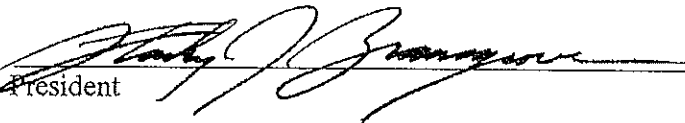
ALMONTE SANITARY DISTRICT

  
\_\_\_\_\_  
President

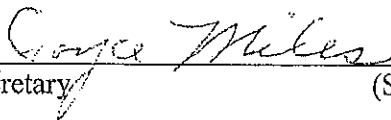
ATTEST:

  
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Secretary (Seal)

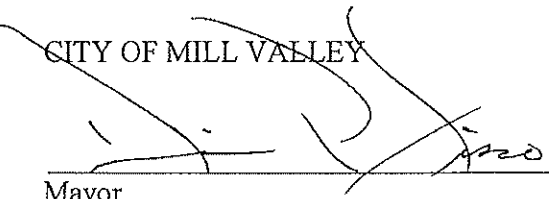
ALTO SANITARY DISTRICT

  
\_\_\_\_\_  
President

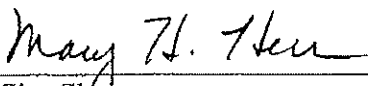
ATTEST:

  
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Secretary (Seal)

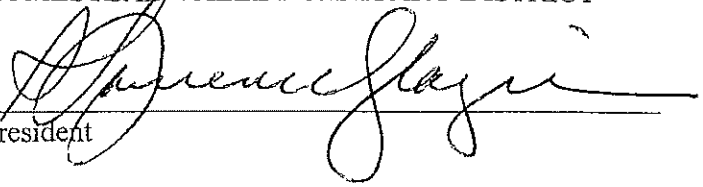
CITY OF MILL VALLEY

  
\_\_\_\_\_  
Mayor

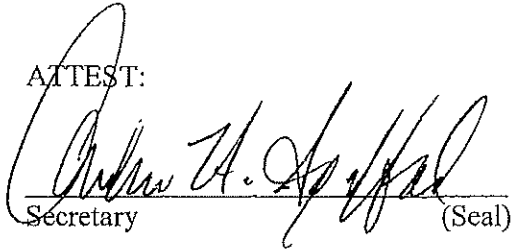
ATTEST:

  
\_\_\_\_\_  
City Clerk (Seal)

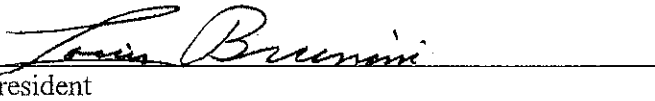
HOMESTEAD VALLEY SANITARY DISTRICT

  
\_\_\_\_\_  
President

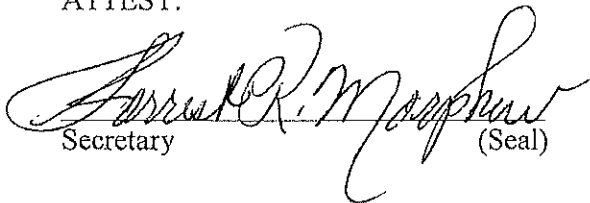
ATTEST:

  
\_\_\_\_\_  
Secretary (Seal)

RICHARDSON BAY SANITARY DISTRICT

  
\_\_\_\_\_  
President

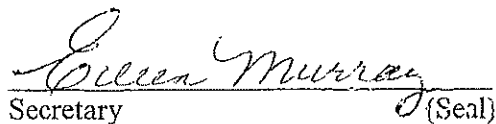
ATTEST:

  
\_\_\_\_\_  
Secretary (Seal)

TAMALPAIS COMMUNITY SERVICES DISTRICT

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary (Seal)



## Cyndie Martel

---

**From:** Steve Levine <stevenmlevine@comcast.net>  
**Sent:** Tuesday, June 7, 2022 1:17 PM  
**To:** Garrett Toy; Alan Shear; Steffen Bartschat  
**Cc:** Cyndie Martel; stevenmlevine@comcast.net  
**Subject:** SMCSD Board of Directors meeting June 7, 2022

I attended the SMCSD Board of Directors meeting on June 7, 2022 at noon.

1. I discussed the retention of Garrett Toy as GM, as well as the role of Alan Shear as Assistant GM. President Rheiner and GM Kingston would like to set up a meeting with Garrett and Alan at an appropriate time.

NOTE: all full detailed reports concerning the following information may be found on the SMCSD web site.

1. The Board accepted the Retiree Health Benefit Actuarial Valuation Report which covers all current and former employees. Present value of projected benefits is \$4.6mm.

2. The Board approved the Base Salary Schedule for 2022. Salaries include a 5.1% COLA increase.

3. The Board affirmed the 3% scheduled increase in sewer service charges for 2022-23. The 5 year plan was put into place in 2019. The base rate is 64% of the charge and volumetric component is 36%.

4. The Board approved the 2022-3 annual budget.

Projected revenue is \$10.4mm, a 3% increase.

Projected operating expenses is \$5.7mm, a 19% increase.

Projected capital project budget is \$3.5mm

Projected reserve is \$8.85mm

5. Operations and Maintenance: 45th consecutive month with no SSO's or permit violations.

6. Projects:

a. Coloma Pump Station: completion scheduled for June 24.

b. Generator Reliability project: Generators and switchgear in test phase. Almost complete.

Steve Levine

6/7/22

JUNE 8, 2022

ITEM 6D

**BOARD MEMBER COMMITTEE/SUBCOMMITTEE REPORTS**

**TO:** BOARD OF DIRECTORS  
**FROM:** GARRETT TOY, GENERAL MANAGER *GT*  
**SUBJECT:** BOARD MEMBER COMMITTEE/SUBCOMMITTEE REPORTS

**Recommendation**

Reports are made at a Board member's discretion.

**Policy Issues**

This is a new agenda item. Its purpose is to provide an opportunity for Board members to make reports and/or comments on any outside Committee meetings a Board member may have attended in their official capacity as a TCSD Director or any Board Subcommittee they may have attended since the last Board meeting. This is at a Board member's discretion and no reports need to be made.

**Impact on TCSD Resources**

N/A

**Attachments**

None



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSD BOARD OF DIRECTORS SPECIAL MEETING

### MINUTES

MONDAY, MAY 11, 2022, 7:00 PM

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:00 pm on Wednesday, May 11, 2022.

#### 2. ROLL CALL

President Steffen Bartschat

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

Staff Present: Facilities and Wastewater Superintendent, Mike Quecke; Finance and Programs Manager, Sarah Mehtar; Parks & Recreation Coordinator, Amber Van Meter; Recording Secretary Cyndie Martel

Others Present: Ranger Mia Monroe, GGNRA; Mark Hildebrand, Hildebrand Consulting; Pippin

Cavagnaro, Nute Engineering; William Ring, Board Member, SMCSO; Mick Laugs, Improv Instructor;

Lucy, Brit, Greg & Paige Ryan, Alexis Paras, Amanda & Michael Mauzy and Lorriana Leard of Girl Scout

Troop 10938; Heather Abrams, Town Manager, Town of Fairfax; John Wallace, and residents who did not sign in

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

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

AYES: 5

NAYS: 0

ABSTAIN: 0

#### 4. PUBLIC EXPRESSION

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

- Mr. Ring commented that it was good to be working with TCSD.
- Mr. Laugs commented on consideration by the Board to allow an improv event as a TCSD sponsored event with a 65/35 split, at the community center, to attract students to a proposed improv class and asked that this item be agendized for the June 8, 2022 meeting.
- VP Brown commented that staff consider the improv show a TCSD sponsored event.
- The Board commented that staff handle Mr. Laugs request.
- Mr. Wallace commented on consideration by the Board to allow a daily AA group to rent the cabin at a reduced rate for 90 days until the group could grow its size by which it could afford the regular rate and asked that this item be agendized for the June 8, 2022 meeting.

**5. PROCLAMATIONS & PRESENTATIONS**

- A. Proclamation of Appreciation for Girl Scout Troop 10938  
Pres Bartschat read the proclamation to Lucy Ryan, Alexis Paras, Amanda Mauzy, and Christa Sasso (not present) of Girl Scout Troop 10938 in appreciation of the completion of their Silver Award project: placing non slip paint on the McGlashen Bridge.
- B. Proclamation of Appreciation for Heather Abrams  
Pres Bartschat read the proclamation to Ms. Abrams, previous general manager for the District. The Board once again thanked her for her hard work over the last five years and dedicated July 8, 2022 Heather Abrams day at Creekside Fridays.
- C. National Park Service Update – Mia Monroe, Marin Community Liaison NPS  
Ranger Monroe gave the Board an update on GGNRA projects which included:
- Opening the upgraded Tennessee Valley parking lot.
  - Working closely with the county on other road improvements: adding no parking signs, improving the shoulders and road pull outs.
  - Removing an old dam in Tennessee Valley.
  - Improving the Muir Woods shuttle system.
  - Collaborating with members of the community on fire fuel reduction.
  - Continuing to move young fish in drought conditions to Fort Baker to serve as a food supply for Coho salmon.

There was no public comment.

**6. REGULAR BUSINESS: Board Actions**

- A. Appoint new general manager and approve General Manager Employment Agreement  
IGM Shear stated an offer of employment for general manager was extended to Garrett Toy, who accepted, and he asked the Board to appoint the new general manager and approve the employment agreement.

Pres Bartschat stated the Board and staff had met numerous times leading up to the offer in closed sessions and were bringing the topic back to open session for approval as required.

There was no public comment.

**MOTION TO APPOINT GARRETT TOY AS THE NEW GENERAL MANAGER FOR TCSD AND TO APPROVE HIS EMPLOYMENT AGREEMENT**

**M/S/C: M. MCMAHON/S. LEVINE**

**AYES: 5**

**NAYS: 0**

**ABSTAIN: 0**

- B. Date and format of annual goal setting meeting  
Pres Bartschat stated with the onboarding of the new general manager, a date could be set for the annual goal setting meeting and asked the Board if they wanted to keep the format from past planning meetings.

The Board discussed that the format used in the past had worked well and they would continue its use. The date for the goal setting meeting, pending availability at Fernwood Cemetery, would be Saturday, September 17, 2022, from 9:00am to 2:00pm.

The Board asked GM Toy to meet with each Board member in preparation for an initial work session to set objectives for the next 90 days. The Board agreed to meet on June 22, 2022 from 8:30-10:30am.

There was no public comment.

**MOTION TO HOLD A GOAL SETTING SESSION ON SATURDAY, SEPTEMBER 17, 2022 FROM 9AM-2PM  
PENDING CONFIRMATION OF DATE WITH FERNWOOD CEMETERY  
M/S/C: S. BARTSCHAT/J. BROWN                      AYES: 5              NAYS: 0              ABSTAIN: 0**

**7. REGULAR BUSINESS: Information Items**

**A. Review and comment on the 2022 sewer system financial plan update**

Mark Hildebrand of Hildebrand Consulting provided the Board with updated information on the current 5-year sewer system financial plan, stated the District was on track with the financial plan of 2019 and recommended the District stay the course with current adopted rates through FY 25/26. The Board asked clarifying questions.

There was no public comment.

**B. Review Draft FY 2022-23 proposed budget**

IGM Shear and Finance and Programs Manager Mehtar walked the Board through the proposed operating budget for FY 22/23. The Board would be asked to approve the budget on June 8, 2022 and it would take effect on July 1, 2022. IGM Shear noted the budget did not include CPI which from April 2021 to April 2022 was 5%.

IGM Shear reviewed budget assumptions for the District's 3 divisions including an anticipated 3% increase in property tax and ERAF funds, the anticipated passage of Measure A in June and projecting parks and recreation at 65% of pre Covid revenue. He stated wastewater was on target to hit budgeted amounts, contributing \$118,000 to operating reserves. Solid Waste was also on track with the financial plan and would contribute \$194,000 to operating reserves. Parks and recreation had surpassed budget with \$908 available for operating reserves.

At Dir Levine's question regarding staffing requirements for SB 1383, IGM Shear stated the District was reaching out to consultants, gathering information and would have more details for the Board at a future date.

Dir McMahon stated the Board may want a work session to discuss allocation of the one-time Federal Covid funds of \$182,000 received and prioritize how to spend Measure A funds.



Ms. Mehtar walked the Board through the draft budget and answered questions. At a question about a possible \$700,000 surplus in wastewater, Mr. Cavagnaro pointed out that the District would need funds for Pay as Go capital projects when the COP was complete, for instance putting significant effort into the Bell Lane pump station, replacing of the aging generator and moving the sewer force main from Shoreline Hwy. The Board agreed the District was on track.

There was no public comment.

C. General Manager update

IGM Shear gave the Board an update on District projects including zero SSOs, regular curb side collections occurring as planned and the purchase of a new truck for Parks & Recreation. He stated another jurisdictional report was due on October 1, 2022 which was more complex than SB 1383. The District was looking at consultants for lid tipping of 2% of green carts in Tam Valley, or approximately 50 carts. Residents who had contamination in their green carts would receive educational materials. The District would inform residents of the required spot check.

There was no public comment.

D. Financial reports

As the Board had just received the budget presentation, Ms. Mehtar asked if they had any specific financial report questions.

There was no public comment.

E. Sewer treatment plants updates: SASM and SMCSD

SASM: Dir Jacobs reported that SASM received presentations on Resilience and Sustainability Planning with a focus on sea level rise, SASM NPDES permit renewal, challenges and considerations, and plant upgrades. A budget adjustment was approved for contract changes in the amount of \$68,141.

SMCSD: Dir Levine reported that litigation had been settled against SMCSD, a 5-year strategic plan was adopted for 2022-2027, plant and operations continued without issue and projects were on schedule. Pension plan contributions were approved to lower liability.

Mr. Hildebrand stated TCSD was notified by SASM that the District was above their allocation for the first time. He did not agree with the way the EDUs were calculated and would work with staff to prepare a response.

There was no public comment.

**8. CONSENT CALENDAR**

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

A. Approve Minutes of April 13, 2022 Board Meeting

