



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

TCSD BOARD OF DIRECTORS MEETING AGENDA WEDNESDAY, JULY 13, 2022 REGULAR SESSION AT 7:00PM

1. CALL TO ORDER

2. ROLL CALL President Steffen Bartschat

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

3. APPROVE AGENDA

4. PUBLIC EXPRESSION

Members of the public are invited to address the Board concerning topics, which are not listed on the Agenda (If an item is agendaized, interested persons may address the Board during the Board's consideration of that item). Speakers should understand that except in very limited situations, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. Consequently, if further consideration is required, the Board may refer the matter to its staff or direct that the subject be added to an agenda for a future meeting. The Board reserves the right to limit the time devoted to this portion of the Agenda and to limit the duration of speakers' presentations.

5. REGULAR BUSINESS: Board Actions

- A. Discuss TCSD Tentative Event Schedule for July 2022 thru May 2023
- B. Discuss/consider Board priorities and tentative schedule for future work sessions and special meetings
- C. Adopt resolutions approving purchasing/procurement policies and the Uniform Public Construction Cost Accounting Act Procedures for the construction of public projects
- D. Approve events and communications coordinator job description
- E. Proposed salary schedule and performance evaluation process for 5-step salary ranges for full-time permanent employees

6. REGULAR BUSINESS: Information Items

- A. General Manager report/updates including monthly capital improvement report (e.g., wastewater)
- B. Financial reports
- C. Sewer treatment plant updates: SASM and SMCSO (oral report)
- 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 June 8 , 2022 Board Meeting
- B. Approve minutes of June 22, 2022 Board work session
- C. Approve resolution regarding continued COVID-19 emergency and TCSD continuing public meetings via Zoom, if needed, pursuant to AB 361.

8. FUTURE AGENDA ITEMS

- A. Board input for future Board Meeting Agendas
- B. Tentative schedule/topics for upcoming Board work sessions and special meetings

9. ADJOURNMENT

NEXT TCSD BOARD WORK SESSION

July 27, 2022 – 8:30 AM

**FIELD TRIP TO KAY PARK, MILL VALLEY 94941 (Entrance on Ross Drive across
from Robin Road)**

July 13, 2022

ITEM 5A

DISCUSS TCSD TENTATIVE EVENT SCHEDULE FOR JULY 2022 THRU MAY 2023

TO: BOARD OF DIRECTORS
FROM: GARRETT TOY, GENERAL MANAGER 
SUBJECT: DISCUSS TCSD TENTATIVE EVENT SCHEDULE FOR JULY 2022 THRU MAY 2023

Recommendation

Discuss event schedule and provide direction to staff as appropriate.

Policy Issues

Coordinating and scheduling events

Discussion

At its July 22 work session, the Board discussed events and requested staff to develop a tentative schedule from July 2022 thru January 2023. The Board also requested staff include event(s) in December. The attached schedule goes through May 2023 and reflects the following:

- The three remaining Creekside Friday events
- Oktoberfest with reduced event hours from 3pm to 7pm, instead of 3pm to 9pm. The earlier end time would mitigate some of the impact on staff, reduce labor costs, and, hopefully, simplify the logistics for the event.
- Cars & Coffee events scheduled for every 2nd Saturday of the month (8am-11am) beginning in August. This is an organic event in which car owners just show up to mingle with one another.
- Two Holiday events in December
- Murder Mystery in the Spring
- Earth Day on April 22
- Debris day, shred day, e-waste, and compost (new or could be offered on Earth Day) on May 6, 2023. It is more cost effective for staff to hold this event all on one day instead of spreading over two days.

As you will note, the schedule has been expanded to May 2023. However, the ability to coordinate and manage events, as well as scheduling additional events, will be dependent on our ability to recruit/hire a full-time coordinator and/or contract with part-time staff to coordinate events. We will also reach out to farmers' market vendors to assess their interest in locating a farmer's market in Tam Valley. Overall, we believe this schedule represents a realistic event calendar given our limited staff resources.

Impact on TCSD Resources

N/A

Attachments:

- A. Tentative Schedule of Events

TENATIVE SCHEDULE OF EVENTS

July 2022 thru May 2023

DATE		EVENT
July 8	6pm-8pm	Creekside Fridays at the Community Center
July 22	6pm-8pm	Creekside Fridays at the Community Center
August 5	6pm -8pm	Creekside Fridays at the Community Center
August 13	8am - 11am+	Cars & Coffee (Community Center)
September 10	8am - 11am	Cars & Coffee
September 24	3pm -7pm*	Oktoberfest at Community Center
October 8	8am - 11am	Cars & Coffee
November 12	8am - 11am	Cars & Coffee
December 3 or 10**	9am and 10:30am (if needed)	Breakfast with Santa (Community Center)
December 3 or 10**	7pm-9pm	Jolly Jingles or similar event (Community Center)
December 10	8am- 11am	Cars & Coffee
January 14, 2023	8am -11am	Cars & Coffee
February 11	8am – 11 am	Cars & Coffee
March 11	8am – 11am	Cars & Coffee
Spring	date tbd	Murder Mystery (Community Center)
April 9	8am – 11am	Cars & Coffee
April 22	time tbd	Earth Day event (Eastwood Park)
May 6	8am -1pm	Debris day, shred day, e-waste, compost (Community Center)
May 13	8am – 11am	Cars & Coffee
Notes: all events subject to Marin County health protocols; additional events are dependent on staff resources + 2nd Sat of the month; no staff, car owners invited to show up and mingle * proposing shorter time for event ** date will alternate between Santa breakfast and Jolly Jingles		

July 13, 2022

ITEM 5B

**DISCUSS/CONSIDER BOARD PRIORITIES AND TENTATIVE SCHEDULE FOR FUTURE
WORK SESSIONS AND SPECIAL MEETINGS**

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER *GT*

**SUBJECT: DISCUSS/CONSIDER BOARD PRIORITIES AND TENTATIVE SCHEDULE FOR FUTURE
WORK SESSIONS AND SPECIAL MEETINGS**

Recommendation

Discuss/consider Board priorities and the tentative schedule for future work sessions and special meetings and provide direction to staff, as appropriate.

Policy Issues

Priorities for TCSD.

Discussion

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

Based on the direction received at the study session, a couple of priorities were consolidated, and staff took the liberty of wordsmithing a few others. If the Board believes the attached priorities reflect their direction, the Board can adopt these priorities for FY22-23 or make additional revisions and staff would return for approval at a future meeting. It should be noted that some priorities may take longer than 12 months to implement, but our goal would be to begin implementation this fiscal year. With the adoption of the priorities, staff would prepare a workplan to implement the priorities for the Board's consideration.

Also attached is the tentative schedule for future work sessions and special meetings that the Board discussed at its June 22nd work session. The schedule was also added under "Future Agenda Items" as a standing topic. This will provide the flexibility for the Board to comment on upcoming work sessions and special meeting topics, if it chooses, at a regular meeting. As we discussed at the work session, the work sessions are intended to be a more focused discussion on topics, with Board actions generally reserved for the first regular meeting of the month.

Impact on TCSD Resources

N/A

Attachments

- A. List of priorities
- B. Tentative work session schedule

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

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

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


DATES	TOPIC
July 27, 2022	Field Trip- Kay Park and other TCSD facilities
August 24	Field Trip- Eastwood Park and other TCSD Facilities
September 17 Special Meeting	Conduct retreat
September 28 - CANCELED	Canceled due to retreat
October 26	Discuss Management Partners Study and Hanson Asset Inventory Plan
November 16 Special Meeting	Discuss first draft of 5- Year Financial Plan and Solid Waste Rate Review Study by R3
November 23 - CANCELED	Canceled for Thanksgiving Holiday
December 28- CANCELED	Canceled for holidays
January 25, 2023	Discuss second draft of 5- Year Financial Plan and Solid Waste Rate Review Study by R3
February 22	To be determined (tbd)
March 22	tbd
April 26	tbd
May 24	Budget Workshop
June 28	tbd

July 13, 2022

ITEM 5C

**ADOPT RESOLUTIONS APPROVING PURCHASING/PROCUREMENT POLICIES AND
THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT PROCEDURES
FOR THE CONSTRUCTION OF PUBLIC PROJECTS**

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER 

**SUBJECT: ADOPT RESOLUTIONS APPROVING PURCHASING/PROCUREMENT POLICIES AND
THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT PROCEDURES FOR
THE CONSTRUCTION OF PUBLIC PROJECTS**

Recommendation

- 1) Adopt resolution approving purchasing and procurement policies
- 2) Adopt resolution adopting the Uniform Public Construction Cost Accounting Act procedures for the construction of public projects.

Policy Issues

Written policies for public bidding and purchasing/procurement.

Discussion

To develop more consistency and clarity regarding policies for current and future staff to follow, we are recommending the adoption of the following: a) written purchasing/procurement policies and b) the Uniform Public Construction Cost Accounting Act (UPCCAA) Procedures for the construction of public projects.

Purchasing and Procurement Policies

The proposed purchasing and procurement policies reflect many current TCSD practices and establish written processes for other activities of the TCSD. The proposed policies are modeled after similar policies adopted by the Ross Valley Sanitation District but modified to reflect TCSD's operations.

Specifically, the policies address:

- purchases of goods and material over and under \$10,000,
- selection process for professional services
- sole source procurements
- emergency procurements
- credit card use policies
- signature authority

Regarding signatures, the current policy is that two signatures are required on all checks. Only the Board members, Assistant General Manager, and General Manager are authorized to sign checks. This has created some process issues when only the Assistant General Manager could sign checks and we had to find an available board member to sign checks. This situation would continue if either the General Manager or Assistant General Manager was not available to sign a check and we had to find a Board member.

We are proposing a new policy in which only one signature is required on checks \$5,000 or less. We estimate 80%-90% of the weekly checks requiring signatures are below \$5,000. Many similar sized agencies have such policies in place to streamline the process. The current financial controls remain in place: 1) the person who prepares the check cannot sign the check, 2) the person who the check is made out to (e.g., reimbursements) cannot sign the check, and 3) the Board will continue to receive the monthly financial reports which include the check register.

The resolution allows the General Manager to make minor revisions for clarity, typos, and grammar, but not to change the monetary limits or check signing authority. Staff may recommend revisions to the Board from time to time to address any implementation issues caused by the policies.

UPCCAA

Currently, TCSO follows the Public Contract Code (PCC Section 20680 – 20683) for Community Services Districts. Staff is more familiar with UPCCAA (Act) and believes it is more appropriate for the operations of TCSO. Many of the Marin sanitary districts and JPA's such as SMCSO and SASM, respectively, have opted into the Act. One of the key benefits of the Act is that it has a higher force account (i.e., public bidding threshold) maximum of \$60,000 compared to \$25,000 under the PCC for Community Services Districts. As of June 2022, 1,488 public agencies, including 391 special districts, have opted into the Act.

The Uniform Public Construction Cost Accounting Act (Act) is legislation that was enacted in 1983 to help promote "uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state" (Section 22001). The Act is a voluntary program available to all public entities in the State, but it applies only to those public agencies that have "opted in" to the provisions set forth by the Act. To participate, TCSO would either need to adopt a resolution or ordinance to opt in. The attached resolution uses the template offered by the State for opting in.

The benefits of the Act program are:

- Increased force account limit (i.e., using in-house resources) for public agencies
- Simplified bidding for projects that are \$200,000 or less
- Reduced number of formal bids based on project size
- Expedited contracting for projects under \$200,000

The Act allows for public project work in the amount of \$60,000 or less to be performed by a public agency's force account using the public agency's own resources, or by negotiated contract, or by purchase order. Public projects in the amount of \$200,000 or less may use the informal or formal bidding procedures. Public projects at a cost of more than \$200,000 must use formal bidding procedures to let the contract. For your reference, attached are FAQs for the Act.

Impact on TCSD Resources

N/A

Attachments

- A. Resolution with purchasing policy
- B. UPCCAA Resolution
- C. FAQs



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RESOLUTION NO. 2022-12

**A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING
PURCHASING POLICIES**

WHEREAS, the Tamalpais Community Service District wants to adopt written policies for purchasing procedures, credit use, and signature authority; and

WHEREAS, such written policies are a best practice and provide clarity to the staff and the Board regarding the purchasing procedures; and

WHEREAS, these written policies may be amended from time to time by the Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Tamalpais Community Services District does hereby adopt Exhibit A "Purchasing & Procurement Policies" and authorizes the General Manager to implement the policies and make minor revisions to the policies to address clarity, typos, grammar, and inconsistencies in the document, but not to revise monetary limits or check signing authorities.

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 13th day of July 2022, by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District



PURCHASING & PROCUREMENT POLICIES

Tamalpais Community Service District

Adopted by the Board of Directors on

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1. PURCHASING AND PROCUREMENT POLICY

All purchases of goods and services purchased on behalf of TCSD must be made within the applicable provisions of the California Public Contracts Code, California Government Code, and the District's administrative policies. No District employee may commit payment for goods or services without adherence to the applicable District policies and State laws. District employees are expected to use good judgment, proper regard and the greatest discretion for taxpayer dollars when making purchases for the District.

1.1 DESIGNATION OF PURCHASING AGENT

The General Manager is the designated Purchasing Agent for the District and is charged with the duties and powers described by the applicable laws of the state relating to purchasing agents, this policy, and applicable resolutions of the Board of Directors. When it is not feasible or practical for the General Manager to serve as Purchasing Agent, the Assistant General Manager will serve as Purchasing Agent.

1.2 AUTHORITY TO COMMIT FUNDS

Only the Board of Directors, the General Manager/Purchasing Agent, or their designee may commit District funds for the purchase of goods, equipment, or services for District benefit. Said commitment of District funds may be made only where the person making the commitment is authorized to do so by a specific provision of this policy. Except in cases of emergency as hereinafter provided, or in cases where the Board of Directors has made specific provision, no purchase of property by any governing body or person other than the Board of Directors, the General Manager/Purchasing Agent, or their designee will be binding on the District or constitute a lawful charge against District funds. Authorization levels are defined by position or management level in this policy.

1.3 DELEGATION OF AUTHORITY

The Purchasing Agent may delegate the authority, as he/she deems appropriate, for the purchase of goods and supplies and for the procurement of professional service to other District staff as described herein.

1.4 UNAUTHORIZED PURCHASES

Unauthorized purchases are not considered an obligation of the District and the individual making such purchases will be held personally liable for the cost of the purchase. Unauthorized purchases are defined to include any of the following:

- Any procurement made not in conformance with these policies, including any actions to circumvent the delegation of procurement authority.
- Any procurement where the good or service is intended for personal use and not intended for use by the District.

1.5 DUTIES OF THE PURCHASING AGENT

The Purchasing Agent or his/her designee will:

- Monitor and coordinate District purchases for all materials, supplies, services, furnishings, equipment, and other property in accordance with rules and regulations prescribed by District ordinances, resolutions, policies, and procedures, and as otherwise provided for by law.
- Engage independent contractors to perform services for the District in accordance with the provisions of this policy.
- Engage independent contractors to construct, repair or furnish any building or structure consistent with the authority vested in the Purchasing Agent by this policy.
- When authorized, sell, or dispose of surplus property of the District.
- Perform such other services as the Board of Directors may from time to time by resolution require.

1.6 RULES AND PROCEDURES

The Purchasing Agent is charged with the authority and responsibility for coordinating and managing the procurement of goods, supplies, equipment, and services according to applicable law and this policy. This authority includes the responsibility to establish rules and procedures to ensure that applicable laws, regulations, and procurement policies are followed.

1.7 LOCAL BUSINESS PARTICIPATION

Local business participation in District contracts is encouraged. Local business is defined as a business with an office in Southern Marin County. The District staff will make every reasonable effort to contract with and obtain price quotations from local businesses for labor, supplies, and materials on all contracts that are not required by law or this policy to be competitively awarded. On all public contracts that are required by law to be competitively bid, the District staff will make every reasonable effort to encourage the participation of local businesses. All notices inviting bids will include language to the effect that it is the District's policy to encourage bidders to utilize local business whenever possible on District projects.

1.8 PURCHASING AUTHORIZATION LEVELS

The General Manager is authorized to make purchases up to \$25,000 (TCSO Resolution 2017-07). The General Manager, at his/her sole discretion, may establish purchasing levels for specific District staff based on their duties/responsibilities, but the purchase limits cannot exceed the General Manager's purchase authority. All purchases above \$25,000 shall require Board approval, unless otherwise authorized by the Board.

Note: Authorization for emergency purchases is covered in the Section *Emergency Procurement*.

1.9 RECURRING CHARGES

The Purchasing Agent may identify vendors and contractors who provide recurring services and exclude them from the standard purchasing process. Some examples of appropriate exclusions would include suppliers of annual software subscription services, equipment lease agreements, utility services, freight carriers, postal service, payments to the District's risk management pool, participation in JPA's (e.g.,

SASM), and contractual obligations with other public agencies (e.g., SMCSO). This is at the discretion of the Purchasing Agent, who will maintain a list of vendors designated as "Recurring." Recurring Charges must have been approved as part of the adopted budget. Any Recurring Charges that exceed \$25,000 and not approved as part of the adopted budget will require Board approval.

1.10 PURCHASE OF GOODS AND MATERIALS UNDER \$10,000

Competitive quotes for the purchase of goods and materials are not required when the total cost of such goods is under ten thousand dollars (\$10,000). The Purchasing Agent may delegate the authority to purchase goods and materials under ten thousand dollars (\$10,000) to specific District staff.

1.11 PURCHASE OF GOODS AND MATERIALS \$10,000 OR OVER

- Except as otherwise provided by the policy, at least three quotes will be solicited for the purchase of those goods and materials with a cost of ten thousand dollars (\$10,000) and above, with the contract for purchase awarded to the best value quote. Quotes shall be documented. Good faith efforts shall be made to obtain three quotes. The file should document the efforts made (e.g., 5 vendors contacted, but only 2 responded).
- Except as allowable through the *Sole Source Procurement* section of this policy, bid/quote specifications should be written to allow for competition and not to exclude all but one kind or type of product and should describe the performance requirements rather than its formulation, description, or design.
- The Purchasing Agent may delegate the authority to purchase goods and materials over ten thousand dollars (\$10,000) to other District staff, as deemed appropriate by the Purchasing Agent, if the adopted fiscal year budget anticipated such expenditures.
- The District reserves the right to reject any or all quotes when, after consideration of all relevant circumstances, such action is considered in the best interest of the District. The District further reserves the right to re-quote any purchase of goods or materials, regardless of any prior actions to request quotes.

1.12 PROCUREMENT OF PROFESSIONAL SERVICES

Professional services are consulting, or professional/technical services not provided by District employees. Professional services include, but are not limited to, financial, economic, accounting, legal, medical, therapeutic, and administrative services.

1.13 PROFESSIONAL SERVICES FOR SELECT PROFESSIONS

Per California Government Code §4526, the selection of a vendor to provide architectural, landscape architectural, engineering, environmental, land surveying, or construction project management professional services will be based on the demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For these selected professions, there are special procedures for acquiring these services.

1.14 CRITERIA FOR USE OF PROFESSIONAL SERVICE CONTRACTS

Contracted professional services may be used only if any one of the following conditions apply:

- A need which cannot be met by District employees.
- Temporary, intermittent, or irregular services which cannot be performed effectively by District employees.
- Special or highly technical skills which cannot be obtained from District employees.
- Need for an independent opinion, appraisal, audit, or similar services.
- Lack of sufficient personnel to accomplish the work in the required time frame.

1.15 SELECTION OF VENDORS FOR PROFESSIONAL SERVICES – GENERAL

Vendors for professional services other than those identified in California Government Code §4526 are to be selected as follows:

1. Vendor selection will be based on a competitive process whenever reasonably feasible. Professional services may be competitively solicited through informal Requests for Quotes, Request For Qualifications (RFQs), Requests for Proposals (RFP) and/or through formal sealed competitive proposals. The type of service to be contracted for, the anticipated award amount, and the potential risks involved affect the decision whether to use informal or formal purchasing procedures.
2. Professional service contracts may be awarded without competitive solicitation when there is only one person or vendor available or capable of providing the required service, when there are limitations in the availability of potential contractors, when the services required are of such a specialized nature that precludes competitive solicitation, the experience and knowledge of the vendor or firm has working with TCSD, or when other conditions exist such that the appropriate awarding authority determines that it is in the District's best interest to waive competitive solicitation for the required professional services.

1.16 SELECTION OF VENDORS FOR SELECT PROFESSIONAL SERVICES

Vendor selection for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, as defined in California Government Code §4525 will follow the procedure outlined below:

1. Prospective vendors are requested to submit proposals and statements of qualifications to the District for the required services or proposed project. Proposals and statements of qualifications may be solicited through trade publications and by other means of advertisement. Pricing will be submitted separate from the proposal and will not be considered in the initial review process.
2. District staff will evaluate the proposals, statements of qualifications, and performance data submitted by firms regarding the proposed project, and, when available, select the firms with the top three rated proposals for further evaluation.
3. Based upon the pricing submitted separately from the proposal, District staff will negotiate a contract with the firm submitting the top-rated proposal. Should the District be unable to successfully negotiate a contract with the firm submitting the top-rated proposal, at a price the District deems fair and reasonable, then negotiations with that individual or firm will be terminated. The District will then

commence negotiations with the firm submitting the next highest rated proposal. Should the District be unable to negotiate a satisfactory contract with the firm submitting the second highest rated proposal, the District will terminate the negotiations and undertake negotiations with the firm submitting the next highest rated proposal. Should the District be unable to negotiate a satisfactory contract with any of the selected firms, the District will select additional firms in order of the ratings of their proposals and qualifications until an agreement is reached.

1.17 SOLE SOURCE PROCUREMENT – COMPETITION IS PRESUMED

All reasonable attempts should be made to identify multiple vendors or multiple brands prior to any approval of sole source procurement.

1.18 SOLE SOURCE PROCUREMENT DEFINED

Sole source procurement is any acquisition which, by virtue of the specifications required or by the clear and specific restrictions imposed by a provider, restricts the procurement to one vendor or to one brand.

1.19 ALLOWABLE JUSTIFICATIONS FOR SOLE SOURCE PROCUREMENT

Sole source procurements are allowed under the following conditions or when procuring the following goods or services:

- Goods or materials where cost is under ten thousand dollars (\$10,000)
- Professional services performed by vendors on jobs less than twenty-five thousand dollars (\$25,000)
- Maintenance work performed by contractors on jobs less than twenty-five thousand dollars (\$25,000), if the price from the contractor is within ten percent (10%) of a District Engineer's or independent engineer's estimate of probable cost
- Training seminars or other classes for personnel
- Materials, supplies or equipment or services that can only be obtained from one or two suppliers, generally because of technological, specialized, or unique character
- The product is unique in design and/or has features which are required for a specific application
- The product must be compatible with existing equipment
- The product or service is available only from the manufacturer's authorized representative
- Automotive and heavy equipment repairs
- When, in the judgment of the Purchasing Agent, it is in the best interest of the District to negotiate, without engaging in competitive bidding process, an extension of an existing contract for goods or services based upon satisfactory performance, if such negotiated price is fair and reasonable
- The Purchasing Agent has determined that "time is of the essence" for the purchase of the materials, equipment, and/or services
- Purchases made from other public agencies by use of joint powers agreement, cooperative purchasing programs, pooling agreements, and other recognized types of agreements used by government agencies for the purpose of combining purchasing requirements to reduce cost, increase efficiency, or reduce administrative expenses
- Goods or services on, or provided by vendors on, the California Multiple Award Schedules (CMAS) list, subject to the limitations and provisions of the CMAS program, or other comparable cooperative

purchasing program lists

- Materials, supplies or services that are acquired from a vendor based on a contractual arrangement with the vendor that was established pursuant to a California government competitive bid process

1.20 FORMAL BIDDING FOR CONSTRUCTION

The District complies with all sections of the California Public Contract Code as they apply to Community Services Districts. The General Manager is responsible for ensuring compliance with bidding for public projects as defined by the Public Contract Code.

1.21 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

The District adopted the Uniform Public Construction Cost Accounting Act (UPCCAA) procedures for formal and informal bidding procedures for projects defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code.

The current limits are as stated below in this section, but shall automatically adjust with future amendments to the UPCCAA:

- Public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.
- Public projects of \$200,000 or less may be let to contract by informal procedures as set forth in the Public Contract Code.
- Public projects of greater than \$200,000 shall, except as otherwise be provided in the Public Contract Code, be let to contract by formal bidding procedure.

1.22 EMERGENCY PROCUREMENT – AUTHORITY TO AWARD

In the event of an emergency, District funds may be spent for a project without following the statutory procedures for competitive bidding pursuant to the provisions of this policy.

1.23 EMERGENCY DEFINED

For the purpose of this policy, “emergency” is defined as follows:

1. A sudden unexpected occurrence that poses a clear and eminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services; and
2. The necessity is such that time does not permit following the normal bid process of Public Contract Code §20804.

1.24 BOARD ACTION

In the event of an emergency, the District, upon the adoption by the Board of a four-fifths vote of a resolution declaring an emergency pursuant to this policy and Public Contract Code §20806, may take any directly related and immediate action required by the emergency and procure the necessary equipment, services, and supplies for those purposes without giving notice for bids to let contracts. If the Board of Directors orders any action as a result of an emergency, the Board of Directors will review the emergency action at its next regularly scheduled meeting and at every regularly scheduled meeting thereafter until

the action is terminated, to determine, by four-fifths vote, whether there is a need to continue the action.

1.25 GENERAL MANAGER'S AUTHORITY TO ACT

If the nature of the emergency does not permit a Board meeting to adopt a Resolution of Emergency, the General Manager may take the action as set forth in this policy. If the General Manager orders any action pursuant to this section, the General Manager will report to the Board of Directors, at its next meeting, the reasons justifying why the emergency does not permit a delay resulting from a competitive solicitation for bids and why the action was necessary to respond to the emergency. The Board of Directors will initially review the emergency action taken by the General Manager no later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not less than fourteen (14) days after the action and at least at every regularly scheduled meeting thereafter, until the action is termination, to determine, by four-fifths vote, whether or not there is a need to continue the action unless the General Manager has terminated the action.

1.26 TERMINATION OF EMERGENCY ACTION

When the Board of Directors reviews the emergency action, it will terminate the action at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

1.27 PROTEST AND APPEAL OF PROCUREMENT ACTIONS

Vendors may protest any procurement actions involving formal sealed bids and competitive sealed proposals. The following procedures apply:

1. Any directly affected party who is aggrieved in connection with the solicitation or award of a purchase order or contract issued through a formal sealed bid procedure may protest the procurement action taken.
2. Such protests must be filed in writing with the District within five working days from the time of the occurrence giving rise to the protest. Protest received after this time will not be considered.
3. Any protest will include the date and action taken resulting in a protest, and identify the material issue, including a detailed explanation of the basis for the protest, and the remedy sought. Specification related protests must be fully supported by technical data test results, or other pertinent information.

1.28 RESOLUTION PROCESS

Upon receipt of protest, the Purchasing Agent or designee will convene, at the earliest possible convenience, discussions between the protesting party and the appropriate District staff to seek informal resolution and/or to clarify the issues. If the protest is not resolved by mutual agreement, the Purchasing Agent or designee will provide a written response to the protesting party within fifteen (15) working days following the information meeting. The response will state the Purchasing Agent's or designee's decision the facts supporting the decision and will inform the protesting party of its right to appeal the decision to the Board of Directors.

In the event the informal resolution procedure is unsuccessful, the protesting party may request an appeal hearing before the Board of Directors by filing a written request with the General Manager no later than

five working days after notification of the Purchasing Agent's or designee's decision. Any appeal hearing will be scheduled within thirty (30) working days from the date the General Manager receive the request. The General Manager will notify the appellant of the scheduled hearing date by placing such notice in the U.S. Mail, 1st class, not less than ten working days from the date of hearing. The appellant will have the right to testify at the hearing, to be represented by counsel, to present witnesses on his/her behalf, and to present oral and written documents and evidence on the issue. The hearing will be conducted in an informal manner and the rules of evidence will not apply. After the conclusion of the hearing, the Board of Directors will make findings of fact and a decision concerning the issue(s).

In the event of a timely protest under this section, the District will not proceed further with the solicitation or the award of the contract or purchase order until the protest is resolved, unless the Purchasing Agent, in consultation with appropriate District staff and District Counsel, makes a written determination that the award of the purchase order or contract without further delay is necessary to protect a substantial interest of the District.

2 CREDIT CARD USE POLICY

2.1 CREDIT CARDS

The General Manager shall designate those employees authorized to use a general-purpose District credit card issued in their name. The General Manager shall establish the purchasing limits for each card depending on the needs of the employee's duties and responsibilities. The purchasing limit for all employees cannot exceed the General Manager's purchasing authority as established by Board resolution. Each cardholder is responsible for entering into a Cardholder Agreement with the District. A copy of the Cardholder Agreement is kept in the cardholder's personnel file. Each cardholder must surrender the card immediately upon retirement, termination, or upon request of the General Manager. Use of the card after privileges are revoked is prohibited.

2.2 RESPONSIBILITIES OF THE DISTRICT

The District assumes responsibility for the payment of all charges incurred on the credit cards.

2.3 RESPONSIBILITIES OF THE EMPLOYEE/CARDHOLDER

Each cardholder is responsible for the security of the card and for all purchases made with the card. Each cardholder is required to review and attest to the accuracy of each monthly statement. A receipt/invoice is required to substantiate every purchase made using the credit card. Receipts/invoices must contain the following information:

- Description of items/services purchased
- Amount of sales tax and shipping
- Quantity purchased
- Total purchase amount
- Price per item

Employees are to use the District credit card for purchases related solely to District business. Lost or stolen cards must be reported to the credit card company and the Programs & Finance Manager or General Manager within one day of discovery. Failure to comply with District's Purchasing Policies may result in the credit card being placed on hold and/or cancelled. Employees who inadvertently use the credit card for non-TCSD business must report the purchase to the General Manager and/or their supervisor within one business day of the discovery of the inadvertent charge and must reimburse TCSD prior to the payment of the charge by TCSD or within three business days, whichever is sooner.

2.4 AUTHORIZATION TO ESTABLISH CREDIT CARD ACCOUNTS

The General Manager is authorized to select a provider of credit card services and establish accounts that comply with the restrictions set forth in this policy.

2.5 REVIEW AND APPROVAL OF CHARGES

All individual cardholder credit card statements will be reviewed and approved by the General Manager and/or his/her designee prior to payment.

3 SIGNATURE AUTHORITY

3.1 DESIGNATED SIGNATORS

The General Manager, Assistant General Manager and Board members are designated as signators for TCSD checks.

3.2 CHECK PREPARER RESTRICTIONS

The person who prepares the check cannot be a signator to the check.

3.3 SIGNATURE REQUIREMENTS

Check Amount	Signature Requirement
Up to \$5,000	One signature required
Over \$5,000	Two signatures required



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. 2022-13

A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT PROCEDURES FOR THE CONSTRUCTION OF PUBLIC PROJECTS

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054, Statutes of 1983, which added Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

WHEREAS, Public Contract Code section 22000 et seq., the Uniform Public Construction Cost Accounting Act ("UPCCAA"), establishes such a uniform cost accounting standard; and

WHEREAS, the California Uniform Construction Cost Accounting Commission ("Commission") established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

WHEREAS, the Tamalpais Community Service District want to "opt in" to follow the UPCCAA procedures in the performance of or in the contracting for construction of public projects.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Tamalpais Community Services District does hereby elects under Public Contract Code section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and directs that the General Manager do everything necessary and appropriate to notify the State Controller forthwith of this election.

This Resolution shall take effect upon its adoption.

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 13th day of July 2022, by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District

CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT FREQUENTLY ASKED QUESTIONS (FAQs)

These FAQs have been compiled to assist agencies that are participating in the California Uniform Public Construction Cost Accounting Act (the Act), as contained in Public Contract Code (PCC) Section 22000, et seq. All references are to PCC, unless otherwise stated.

1. What is the Uniform Public Construction Cost Accounting Act?

The Act is legislation that was enacted in 1983 to help promote “uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state” (Section 22001). The Act is a voluntary program available to all public entities in the State, but it applies only to those public agencies that have “opted in” to the provisions set forth by the Act using the processes outlined in the Act. The entirety of the Act is found at Sections 22000-22045.

2. What are some of the key provisions of the Act?

The Act allows for public project work in the amount of \$60,000 or less to be performed by a public agency’s force account using the public agency’s own resources, or by negotiated contract, or by purchase order (Section 22032(a)). Public projects in the amount of \$200,000 or less may use the informal or formal bidding procedures set forth in Section 22032(b) or (c) of the Act. Public projects at a cost of more than \$200,000 must use formal bidding procedures to let the contract pursuant PCC Section 22032(c).

3. What are the benefits of the program?

- Increased force account limit for public agencies;
- Simplified bidding for projects that are \$200,000 or less;
- Reduced number of formal bids based on project size; and
- Expedited contracting for projects under \$200,000.

Many participating agencies appreciate the program because it has given them more leeway in the execution of public works projects under a certain dollar amount; sped up the award process; expedited project delivery; reduced the time, effort, and expense associated with bidding projects under \$200,000; and simplified administration for those projects. Few agencies have experienced challenges with the accounting requirements and overhead provisions. Moreover, adjustments, when required, have been relatively simple; most required procedures were already in place, so there were few, if any, major changes to existing operations. The current Standard Accounting Codes Structure satisfies reporting requirements when used properly.

4. Is the Uniform Public Construction Cost Accounting Act mandatory for public agencies?

No. The Act is a voluntary program requiring a public agency to “opt in” using the process outlined in the Act.

5. How does a public agency become subject to the Act?

The governing body must elect by resolution to become subject to the Act and must file a copy of the approved resolution with the State Controller’s Office (Section 22030). Sample documents are available at:

http://www.sco.ca.gov/ard_cuccac.html. Once an agency has opted into the Act, it will remain a part of the program.

6. May a public agency withdraw from the Act?

Yes. An agency may withdraw from the Act by filing with the State Controller’s Office an approved resolution of the agency’s election to withdraw that was made during a public meeting of the agency’s governing body.

7. Must a participating agency “opt in” to the Act annually?

No. Once a participating agency “opts in” to the Act, the agency remains subject to the Act until it “opts out” of the Act.

8. What is the California Uniform Construction Cost Accounting Commission?

The Commission was created to administer the Act, per Section 22010. It consists of 14 members: 13 members appointed by the State Controller and the License “A” member of the Contractors’ State License Board. Seven members represent the public sector (counties, cities, school districts, and special districts). Six members represent the private sector (public works contractors and unions). The Commission members receive no salary, but are eligible for reimbursement of their direct expenses related to the Commission.

9. What are the Uniform Public Construction Cost Accounting Procedures?

These procedures are to be used for tracking costs for work performed by an Agency’s own forces on a “project” as defined by the Act (Section 22002(c)). The procedures do not apply to operations or maintenance work, or any work that meets the criteria listed in Section 22002(d).

These procedures are intended to capture and record all direct and indirect labor, materials, equipment, subcontractors, and supervision costs, as well as the appropriate overhead costs for the public agency associated with each “project” it performs with its own forces. The procedures follow industry-standard accounting methods, and in many cases are not much different from those already in place at most agencies. Sample forms are available in the CUCCAC Cost Accounting Policies and Procedures Manual at http://www.sco.ca.gov/Files-ARD-Local/CUCCAC_Manual.pdf

School districts may use the Standard Accounting Code Structure to comply with tracking requirements.

10. Are the cost accounting procedures applicable for agencies whose work forces perform only maintenance tasks as defined in the Act and that contract all of their public projects to third parties?

No. The cost accounting procedures are applicable only for agencies that perform public project work such as construction and alteration by force account or otherwise. As maintenance does not constitute a "project" under the Act, the cost accounting procedures do not apply.

11. When are participating agencies required to advertise if they choose to maintain a list of qualified contractors?

At least once per calendar year, each Public Agency that has elected to become subject to the Act and intends to use the notice provisions outlined in Section 22034(a) must establish a new list or update its existing list of qualified contractors by mailing, faxing, or emailing written notice to all construction trade journals designated for that Agency under Section 22036. The notice must invite all licensed contractors to submit the name of their firms to the Agency for inclusion on the Agency's list of qualified bidders for the following twelve (12) months. Effective January 1, 2016, a participating agency can choose a specific date of their choice in which to renew its list of qualified contractors.

12. May an agency that chooses to maintain a list add a contractor to the list at any time during the year?

Yes.

13. What is meant by the term "qualified contractors" as used in section 22034(a)(1) of the Act?

Qualified contractors are contractors licensed by the State to perform the subject work. The Commission has determined that nothing in the Act prohibits a participating agency from using additional objective pre-qualification standards in the formation and maintenance of their Qualified Contractors Lists if they so desire.

14. Can a public agency disqualify or exclude certain contractors from the Qualified Contractors List required in Section 22034(a)(1)?

Agencies may disqualify contractors from Qualified Contractors Lists when the contractors fail to furnish information to meet the minimum criteria as established by the Commission.

15. For agencies that do not maintain an informal bidders list, are they allowed to choose who would get notifications of projects?

No. Section 22034(a)(2) provides for notifications to construction trade journals and exchanges in lieu of sending notifications to contractors on an informal bidders list. An agency may send notices to selected contractors provided it has also met the advertisement requirements of Section 22034(a).

16. What is the difference between “qualifying contractors” under the Act and “prequalification of contractors” by school districts under Section 20101?

Qualifying contractors is a process that allows contractors to register with a public agency for notification of public works opportunities. The prequalification process under Section 20101 is a more complex process that requires a standardized questionnaire and evaluation of contractors using standard scoring criteria. The prequalification process is applicable under the Local Agency Public Construction Act, and does not apply to the Uniform Public Construction Cost Accounting Act.

17. Must a public agency a) notify contractors about public projects if the contractors are believed to not have the skills, credentials, or experience to perform the work required for the public project; and b) consider bids submitted by contractors that the public agency believes do not have the skills, credentials, or experience to perform the work?

a) Yes. If a contractor is on the Qualified Contractors List, the contractor must be notified by the agency of public projects for which he or she is licensed to perform (Section 22034(a)(1)).

b) All bids received must be considered, unless an agency makes appropriate legal findings that a contractor is not legally responsible or his or her bid is not responsive.

18. Does the Act allow flexibility in cases of emergency and when repair or replacements are necessary to permit the continued conduct of a public agency’s operations or services?

Yes. For the purposes of the Public Contract Code, an “emergency” is defined at Section 1102 as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.”

The Act sets forth in Section 22035(a) how a governing body should proceed in case of emergency repairs or replacements. This section states:

In cases of emergency when repair or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two.

Section 22050 et seq., provides the emergency contract procedures to be followed in these cases.

19. Do the alternative bidding procedures apply only to public projects as defined in Section 22002(c)?

The alternative bidding procedures apply only to work that constitutes a “public project” as defined in Section 22002(c) and has a construction cost within the

limits described in Section 22032. The alternative bidding procedures are not required for the purchase of goods or materials that are not part of a "public project."

However, as outlined in Section 22003, a participating agency may also use the alternative bidding procedures when contracting for maintenance or other work that does not fall within the definition of a "public project" if it so chooses.

20. What will membership in the Act cost my agency?

Nothing. There are no membership fees or dues. However, the Commission does accept grants to assist it in carrying out its duties (Section 22015(c)).

21. What are the most common concerns addressed by the Act?

These are:

- Cost accounting policies and procedures;
- Informal bidding procedures; and
- Accounting procedures review.

Cost accounting requirements for the Act follow those common to the construction industry. The informal bidding on public projects up to \$200,000 is seen by agencies as an effective tool to expedite completion of small projects. While an accounting procedures review could potentially hold up a project for a minimum of 45 days pursuant to Section 22043(c)(1), these types of reviews have been rare in the Commission's history.

22. Must an agency calculate an overhead rate to apply the accounting procedures?

No. Cities with populations of less than 75,000 must assume an overhead rate equal to 20% of the total costs of the public project, including the costs of material, equipment, and labor (Section 22017(b)(1)). Cities with a population of more than 75,000 may either calculate an actual overhead rate or assume an overhead rate of 30% of the total costs of a public project including the costs of materials, equipment, and labor (Section 22017(b)(2)).

23. When a public entity opts into the Act, does the Act supersede other contracting legal requirements such as statutory requirements for performance bonds, prevailing wages, and certificates of insurance, etc.?

No. The Act supersedes only the bidding procedures used once a public agency has opted into the Act and has notified the Controller. All other contracting requirements of the PCC remain applicable.

24. Can a public agency claim to be to be exempt from following all of the requirements in Public Contract Code by claiming it only has to follow the language and procedures within the Act?

No. The Act is part of the Public Contract Code; therefore, if the Act is silent on a particular matter, then the Public Contract Code applies on that matter.

25. If public agencies are not following the advertising requirements in the Act, will the Commission address those agencies? Can a complaint be brought to the Commission?

Yes. Recent legislative changes have expanded the Commission's authority to enforce provisions of the Act. The Commission may review complaints filed by interested parties when evidence is provided that:

- The participating agency performed work after rejecting all bids, claiming it could do the work less expensively (Section 22042(a)).
- The work performed exceeded the force account limits (Section 22042(b)).
- The work was improperly classified as maintenance (Section 22042(c)).
- A public agency did not comply with the informal bidding procedures set forth at Section 22034 (Section 22042.5).

26. Section 20112 specifically requires school districts to advertise twice for a two-week period, while Section 22037 requires advertising once, 14 days in advance of the date of opening of bids. How do participating school districts reconcile this conflict?

When the Act is in conflict with any other section in the Public Contract Code, the Act shall supersede. The Act requires advertising once, 14 days in advance of the date of opening of bids. Districts participating in the Act may choose to maximize their outreach by advertising twice.

27. May a public agency contract separately for like work at the same site at the same time using the under \$60,000 Force Account method?

No. Section 22033 states:

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding.

Separating "like work" would be permitted only if the total of all the "like work" is less than \$60,000. If the work is more than \$60,000, it must be advertised and bid according to the provisions of the Act (i.e. bid informally if the total amount is less than \$200,000; bid formally if the total amount exceeds \$200,000).

28. May a public agency bid out two separate projects that occur at the same time and site, but are different types of work?

Yes. There is no violation if the work is competitively bid. If an agency wishes to use the negotiated or informal bidding processes, it must apply the

appropriate limits to each of the projects. Each project must be separate in scope. Projects may not be separated by trade to avoid bidding. If the total of all jobs is greater than \$60,000 then the informal or formal bid limits apply.

29. Can an agency separately bid out for the materials and supplies on a project to avoid contractor markup and then bid out for the installation labor or perform installation with its own forces?

An agency may separately procure the materials and supplies for a project; however, all costs (materials, supplies, labor) of a project must be included in the project cost estimate to determine whether the project falls within the force account, informal bid, or formal bid thresholds.

In addition, if installation is performed by force account, an overhead rate must be applied to all direct costs of the project and included in the cost estimate. For example, if materials/supplies cost \$50,000 to procure separately and the estimated labor cost to install is \$25,000, the project could not be performed with force account, but would fall within the informal bid threshold because the total cost estimate is \$75,000.

30. Must a value be assigned to the volunteer labor when the California Conservation Corps or another volunteer organization provides labor on a public project?

No. Volunteer labor from volunteer organizations does not need to be included as a cost of a public project for bid limit purposes as long as no costs are associated with the volunteer labor.

31. By opting into the Act, does a public agency automatically bring all of its component divisions or departments into the Act?

Yes. When a public agency elects to become subject to the uniform construction cost accounting procedures, the entire legal entity is considered subject to the Act and no divisions or departments are exempt.

32. When a public agency opts into the Act, does it automatically bring all districts under control of its governing Board into the Act?

No. Special Districts, which are governed by a board of supervisors or city council, are subject only if a separate election is made for each special district.

33. PCC 22034 requires that participating agencies adopt an Informal Bidding Ordinance. What do schools and special districts that cannot adopt Ordinances do to comply?

Agencies that do not have the ability to adopt Ordinances should discuss Section 22034 compliance with their legal counsel.

Additional inquiries and questions may be directed by email to LocalGovPolicy@sco.ca.gov, or by regular mail to:

State Controller's Office
Local Government Programs and Services Division
Local Government Policy Section
P.O. Box 942850
Sacramento, CA 94250

JULY 13, 2022

ITEM 5D

APPROVE EVENTS AND COMMUNICATIONS COORDINATOR JOB DESCRIPTION

TO: BOARD OF DIRECTORS
FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER 
SUBJECT: APPROVE EVENTS AND COMMUNICATIONS COORDINATOR JOB DESCRIPTION

Recommendation

Staff recommends that the Board approve the Events and Communications Coordinator job description.

Policy Issues

TCSO presents events year-round in Tam Valley that require the management, organization, and coordination from a full-time staff person.

Background

In October of 2021, the Board approved the job description for the Parks and Recreation Coordinator. The job description included planning, organizing, promoting, and facilitating programs, classes, and events. Staff went on to recruit and fill the vacant position; however, the position recently became vacant again.

At the recent Board work session to set goals and priorities, the Board stressed the importance of special events in Tam Valley. Since the Parks and Recreation Coordinator position is currently vacant, staff recognized an opportunity to amend the job description to better reflect the priorities of the Board to focus on special events.

Analysis

The attached proposed Events and Communications Coordinator revises the Parks and Recreation Coordinator job description to focus primarily on event coordination duties. Also included in the revised job description are duties and responsibilities related to preparing and editing a variety of communication materials to promote and publicize District events and other District-related information, such as the community electronic newsletter. The title change and revisions to the job duties are intended to clarify the primary responsibilities of the position are event coordination and communications.

If the Board approves the Events and Communications Coordinator job description tonight, staff will quickly proceed with a recruitment to fill the position. Special events are scheduled in the fall (Oktoberfest) and winter (Jolly Jingles and Breakfast with Santa) and the sooner the position is filled, the quicker the event coordination for those events can be completed. In the interim, staff is continuing to work on planning for Oktoberfest.

Impact on TCSO Resources

None; the salary for the Events and Communications Coordinator will remain the same as the Parks and Recreation Coordinator

Attachments

- A. Proposed Events and Communications Coordinator Job Description
- B. Redline Version of Proposed Events and Communications Coordinator Job Description



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

JOB TITLE: Events and Communications Coordinator

	WORK TEAM LEADER: YES	LOCATION: TAMALPAIS VALLEY, MILL VALLEY, CA 94941
TYPE: FULL TIME; NON-EXEMPT; ELIGIBLE FOR OVERTIME; SALARY DEPENDS ON EXPERIENCE	REPORTS TO: GENERAL MANAGER OR ASSISTANT GENERAL MANAGER	SHIFT: 8AM-4:30PM M-F, eligible for flex with General Manager's approval

PURPOSE: TCSD is responsible for wastewater, solid waste, and parks and recreation services for the Tam Valley area; population approximately 11,000. The Events and Communications Coordinator should be self-motivated, flexible, and organized. This position oversees and implements well-loved and visible recreational programs for TCSD's tight-knit community.

GENERAL DESCRIPTION:

The Events and Communications Coordinator is under the supervision of, and reports to, the General Manager or Assistant General Manager. This position is responsible for a robust set of recreational offerings for TCSD, which is an independent local government agency. Recreation events include a concert series/community event on Friday evenings during the summer, and several seasonal events including, but not limited to: Murder Mystery Dinner Theatre, Oktoberfest, , Breakfast with Santa , Jolly Jingles, and nature programs. The Events and Communications Coordinator creates and distributes promotional materials including but not limited to, electronic and paper newsletters, fliers, postcards, and banners.

The Events and Communications Coordinator recruits, trains, and oversees approximately 50 volunteers, and a few temporary, seasonal staff, that are needed for recreation events. The Events and Communications Coordinator ensures these services are provided in a safe, courteous, efficient manner in compliance with Federal, State, County regulations, and District policies. The Events and Communications Coordinator must provide excellent customer service to internal and external customers and conduct themselves in a professional, courteous manner with the public, the District Board Members, District Commissions, fellow employees, contractors, and vendors.

The work environment involves District offices and outdoor spaces that are not air conditioned. The Events and Communications Coordinator may be exposed to various levels of noise, vibrations associated with trucks and other machinery, uneven and/or steep terrain, plants, insects, and animals normally associated with Marin County. They may also be exposed to various odors on site.

ESSENTIAL DUTIES:

- Plans, organizes, promotes, facilitates and coordinates regularly scheduled activities, programs, special events, fundraisers and services;
- Research current and anticipate future recreation trends;

- Recruits, trains, provides technical/functional supervision, and evaluates subordinate staff and volunteers; maintains relationships with outside vendors;
- Evaluates the effectiveness of all events and provides recommendations for improvement or modification; assists in the development and implementation of event goals and objectives, policies, procedures and work;
- Prepares and edits a variety of communication materials in order to promote and publicize District event and other District-related information;
- Prepares and maintains records and reports on activities;
- Manages electronic databases;
- Prepares, administers, and presents budget for area of responsibility;
- Pursues program sponsorship;
- Actively networks, creates partnerships, and collaborates with internal and external agencies and organizations to develop community recreation programs, activities and events;
- May staff a Parks and Recreation Committee;
- Addresses customer needs and issues, and is responsive to both internal and external customers in a courteous manner;
- Project manage limited construction projects for recreation facilities and parks.

GENERAL EXPECTATIONS AND CUSTOMER SERVICE

- Interacts cordially with fellow employees, Board Members, Commissioners and the public;
- Maintains electronic and paper files as required for records retention and communication;
- Completes assignments in an efficient, timely, and effective manner;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- Ability to lift 35lbs, turn, twist and shift, such as during event equipment set up and break down;
- Functional experience with Google Docs, Windows, Microsoft Office Suite, Adobe Illustrator, social media platforms such as Constant Contact, Instagram, Facebook and NextDoor;
- Able to complete daily responsibilities and simultaneously manage long-term projects;
- Excellent organizational and time management skills;
- Strong interpersonal communication skills and customer service oriented;
- Thorough knowledge of the English language. Ability to communicate well verbally and in writing with the public and fellow employees;
- Bachelor's degree in a related field;
- Must have valid California Drivers License to drive District van
- Ability to follow instructions;
- Ability to speak clearly and distinctly;
- Ability to think clearly, thoroughly and objectively;
- Ability to problem solve;
- Ability to assist customers by achieving mutual understanding.

Approved July 13, 2022



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

ATTACHMENT B

JOB TITLE: ~~Parks and Recreation~~ Events and Communications Coordinator

	WORK TEAM LEADER: YES	LOCATION: TAMALPAIS VALLEY, MILL VALLEY, CA 94941
TYPE: FULL TIME; NON-EXEMPT; ELIGIBLE FOR OVERTIME; SALARY DEPENDS ON EXPERIENCE	REPORTS TO: GENERAL MANAGER OR ASSISTANT GENERAL MANAGER	SHIFT: 8AM-4:30PM M-F, eligible for flex with General Manager's approval

PURPOSE: TCSD is responsible for ~~sanitation wastewater~~, solid waste, and parks and recreation services for the Tam Valley area; population approximately 110,000. The Events and Communications Recreation Coordinator should be self-motivated, flexible, and organized. This position oversees and implements well-loved and visible recreational programs for TCSD's tight-knit community.

GENERAL DESCRIPTION:

The Recreation and Parks ~~Events and Communications~~ Coordinator is under the supervision of, and reports to, the General Manager or Assistant General Manager. This position is responsible for a robust set of recreational offerings for TCSD, which is an independent local government agency. Recreation events include a concert series/community event on every Friday evenings during the summer, and several seasonal events including, but not limited to: Murder Mystery Dinner Theatre, Oktoberfest, Spooky Cruise, Breakfast with Santa Walk, Jolly Jingles, and nature programs, etc. The ~~Recreation and Parks~~ Events and Communications Coordinator creates and distributes promotional materials including but not limited to, electronic and paper newsletters, fliers, postcards, and banners. ~~In addition, the Recreation Coordinator preforms limited construction project management for projects such as new playground equipment in TCSD's two developed parks, kitchen refurbishment in Community Center or Cabin rental facility, park fence re-construction, tennis court repainting, etc.~~

The Events and Communications Recreation Coordinator recruits, trains, and oversees approximately 50 volunteers, and a few entry-level paid temporary, seasonal staff, that are needed for recreation program events. The ~~Recreation~~ Events and Communications Coordinator ensures these services are provided in a safe, courteous, efficient manner in compliance with Federal, State, County and Federal regulations, and District policies. The ~~Recreation~~ Events and Communications Coordinator must provide excellent customer service to internal and external customers and conduct themselves in a professional, courteous manner with the public, the District Board Members, District Commissions, fellow employees, contractors, and vendors.

The work environment involves District offices and outdoor spaces that are not air conditioned. The Recreation-Events and Communications Coordinator may be exposed to various levels of noise, vibrations associated with trucks and other machinery, uneven and/or steep terrain,

plants, insects, and animals normally associated with Marin County. They may also be exposed to various odors on site.

ESSENTIAL DUTIES:

- Plans, organizes, promotes, facilitates and coordinates regularly scheduled activities, programs, ~~parks and facilities rentals, classes~~, special events, fundraisers and services;
- Researches current and anticipates future recreation trends;
- Recruits, trains, provides technical/functional supervision, and evaluates subordinate staff and volunteers; ~~exercises oversight of facilities and staff~~; maintains relationships with outside ~~contractors/vendors~~;
- Evaluates ~~program the effectiveness of all events effectiveness~~ and provides recommendations for improvement or modification; assists in the development and implementation of ~~event program~~ goals and objectives, policies, procedures and work;
- Prepares and edits a variety of communication materials in order to promote and publicize District events and other District-related information;
- Prepares and maintains records and reports on activities;
- Manages electronic databases;
- Prepares, administers, and presents budget for area of responsibility;
- Pursues program sponsorship;
- Actively networks, creates partnerships, and collaborates with internal and external agencies and organizations to develop community recreation programs, activities and events;
- May staff a Parks and Recreation Committee;
- Addresses customer needs and issues, and is responsive to both internal and external customers in a courteous manner;
- Project manage limited construction projects for recreation facilities and parks.

GENERAL EXPECTATIONS AND CUSTOMER SERVICE

- Interacts cordially with fellow employees, Board Members, Commissioners and the public;
- Maintains electronic and paper files as required for records retention and communication;
- Completes assignments in an efficient, timely, and effective manner;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- Ability to lift 35lbs, turn, twist and shift, such as during event equipment set up and ~~removal~~break down;
- Functional experience with Google Docs, Windows, Microsoft Office Suite, Adobe Illustrator, social media platforms such as Constant Contact, Instagram, Facebook and NextDoor;
- Able to complete daily responsibilities and simultaneously manage long-term projects;
- Excellent organizational and time management skills;
- Strong interpersonal communication skills and customer service oriented;
- Thorough knowledge of the English language. Ability to communicate well verbally and in writing with the public and fellow employees;
- Bachelor's degree in a related field;
- Must have valid California Drivers License to drive District van
- Ability to follow instructions;

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- Ability to speak clearly and distinctly;
- Ability to think clearly, thoroughly and objectively;
- Ability to problem solve;
- Ability to assist customers by achieving mutual understanding.

~~SALARY DEPENDS ON EXPERIENCE WITHIN THE RANGE OF \$64,000 to \$80,000 ANNUALLY, WITH BENEFITS. POSITION OPEN UNTIL FILLED, FIRST REVIEW OF RESUMES AND COVER LETTERS DECEMBER 13, 2021. FOR MORE INFORMATION ABOUT TCSD, PLEASE VISIT OUR WEBSITE AT~~

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[Approved July 13, 2022](#)

JULY 13, 2022

ITEM 5E

**PROPOSED SALARY SCHEDULE AND PERFORMANCE EVALUATION PROCESS FOR
5-STEP SALARY RANGES FOR FULL-TIME PERMANENT EMPLOYEES**

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER *AS*

SUBJECT: PROPOSED SALARY SCHEDULE AND PERFORMANCE EVALUATION PROCESS FOR 5-STEP SALARY RANGES FOR FULL-TIME PERMANENT EMPLOYEES

Recommendation

Discuss a proposed salary schedule and performance evaluation process for 5-step salary ranges for full-time permanent employees.

Policy Issues

The TCSD board approves the salaries for all District employees and amendments to personnel policies.

Background

Local government employers typically create and maintain a publicly available salary schedule for all employees of that agency. The schedule lists each approved position with a corresponding five-step salary range (A – E) and a 5% difference between each salary step. The most common exception to this is an employee with an employment agreement whose salary is included in the agreement.

Analysis

Salary schedules are a best practice of government agencies that provide a level of transparency to the public on employee compensation.

TCSD currently does not have a comprehensive salary schedule for employees. Some position salaries are listed as part of that specific job description. Salary increases (e.g., COLA's) are approved by the Board as part of the annual operating budget approval process in the spring.

TCSD past practice was to have either a single hourly wage for a position or a salary range of a low and high number. Employees hired into the position could be placed anywhere within that range. Progressive salary steps (e.g., 5-step range) provide employees with more certainty and an incentive to get to the higher steps via merit increases that are typically earned upon a positive employee evaluation. The step ranges also reduce the subjectivity by managers/supervisors in determining the amount of an increase based on the performance evaluation. We currently have three employees not at the top step of their classifications and, thus, they would be eligible for step increases

Beginning this year, for the three employees not currently at the top step of their salary range, and for all new future employees, staff will conduct the employee evaluations on the anniversary date of their hiring and, subject to a positive review, then grant step increases. If an employee's anniversary date is close to the end of the calendar year, the employee evaluation can be used to justify a salary step increase and the granting of the one-time performance pay in December. TCSD's current practice is to evaluate all employees at the end of the calendar year which is then used to justify an employee receiving a one-time performance pay and/or pay

increase. If the Board supports the concepts of creating 5-step ranges and the process for granting step increases and performance pay, staff will return with the amended personnel policies reflecting these changes. Staff is not recommending changing the timing of the performance pay.

The attached salary schedule includes a five-step salary range for all positions except General Manager. Ranges were created using the top salary/hourly wage as the top step E. If no range existed for a position, the current employee wage was considered step E. For all positions, the top step (Step E) listed in the attached is derived from the most recent action by the Board to approve cost of living adjustments (COLA) per the April 2022 CPI of 5%. The lower steps of each position range (Steps A – D) were created by reducing 5% from the top step.

If the Board supports the attached salary schedule with ranges, staff will return at a subsequent Board meeting with a resolution for formal adoption. In addition, staff will also bring to the Board proposed revisions to the personnel policies detailing the options for a salary step increase in recognition of exceptional performance reflected in the performance evaluation.

Impact on TCSO Resources

None. All current salaries were approved at the July Board meeting.

Attachments

A. Proposed Salary Schedule with 5-Step Ranges – FY22-23

PROPOSED SALARY/WAGE SCHEDULES
as of 7/13/22

	Step A	Step B	Step C	Step D	Step E
Sanitation, Maintenance & Solid Waste Worker (cross trainee)* Hourly Wage	\$ 36.90	\$ 38.84	\$ 40.88	\$ 43.04	\$ 45.30
Annual Salary/Wages	\$ 76,746.04	\$ 80,785.30	\$ 85,037.16	\$ 89,512.80	\$ 94,224.00
	Step A	Step B	Step C	Step D	Step E
Drivers	\$ 36.90	\$ 38.84	\$ 40.88	\$ 43.04	\$ 45.30
Annual Salary/Wages	\$ 76,746.04	\$ 80,785.30	\$ 85,037.16	\$ 89,512.80	\$ 94,224.00
	Step A	Step B	Step C	Step D	Step E
Recreation & Parks Coordinator	\$ 32.89	\$ 34.62	\$ 36.45	\$ 38.37	\$ 40.38
Annual Salary/Wages	\$ 68,418.53	\$ 72,019.50	\$ 75,810.00	\$ 79,800.00	\$ 84,000.00
	Step A	Step B	Step C	Step D	Step E
Programs and Finance Manager	\$ 53.45	\$ 56.27	\$ 59.23	\$ 62.34	\$ 65.63
Annual Salary/Wages	\$ 111,180.10	\$ 117,031.69	\$ 123,191.25	\$ 129,675.00	\$ 136,500.00
	Step A	Step B	Step C	Step D	Step E
Superintendent	\$ 43.94	\$ 46.25	\$ 48.69	\$ 51.25	\$ 53.94
Annual Salary/Wages	\$ 91,391.67	\$ 96,201.76	\$ 101,265.01	\$ 106,594.75	\$ 112,205.00
	Step A	Step B	Step C	Step D	Step E
Assistant General Manager	\$ 63.73	\$ 67.09	\$ 70.62	\$ 74.33	\$ 78.25
Annual Salary/Wages	\$ 132,560.89	\$ 139,537.78	\$ 146,881.88	\$ 154,612.50	\$ 162,750.00
	Step A	Step B	Step C	Step D	Step E
District Clerk/ Admin. Clerk	\$ 32.99	\$ 34.72	\$ 36.55	\$ 38.48	\$ 40.50
Annual Salary/Wages	\$ 68,614.01	\$ 72,225.27	\$ 76,026.60	\$ 80,028.00	\$ 84,240.00
	Step A	Step B	Step C	Step D	Step E
Park Maintenance	\$ 32.70	\$ 34.42	\$ 36.24	\$ 38.14	\$ 40.15
Annual Salary/Wages	\$ 68,021.05	\$ 71,601.10	\$ 75,369.58	\$ 79,336.40	\$ 83,512.00
	Step A	Step B	Step C	Step D	Step E
Facilities Attendant	\$ 27.25	\$ 28.69	\$ 30.20	\$ 31.79	\$ 33.46
Annual Salary/Wages	\$ 56,687.03	\$ 59,670.56	\$ 62,811.11	\$ 66,116.96	\$ 69,596.80
General Manager	At Board's discretion				No Steps
Annual Salary/Wages					\$ 106.01
					\$ 220,500.00

NOTES:

Note: Ranges for hourly and salaried employees were created using the top salary/wage as the top step E and reducing by 5% for each lower step. Annual wage/salary based on 2080 work hrs per year.

For some positions there were no existing ranges and for others there were ranges that were either compacted (i.e., less than 10% between the top and bottom) or too wide (i.e., more than 25% between top and bottom). The creation of 5-steps will create more appropriate ranges for the positions for future hires.

* \$39 was the top of the range in FY18-19 according to job descriptions; applied CPI from FY19-20 to FY22-23; we discovered that there was a difference of \$0.03 per hour between the cross trainee and driver positions; to simplify future CPI calculations and in the interest of fairness, we made the range for cross trainees the same as the drivers.

	FY19/20	FY20/21	FY21/22	FY22/23
CPI	3.5%	2.9%	3.8%	5.0%

July 13, 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 June 2022

- Flow through Bell Lane Pump Station: 7,516,900 gallons
- Flow through Bob Bunce Pump Station: 102,196 gallons
- Rain: approximately 1.5 inches in two recordable events
- Sewer System Overflows (SSO): 1
 - o gallons: 212
 - o location: Eastwood trail – The overflow happened on the morning of June 7th. Fortunately, none of the liquid reached a storm drain. The cause was roots and asphalt debris determined to be from a lateral because TCSD previously replaced the entire upstream sewer collection system. This is the second SSO of the year. The last SSO was in February, so TCSD went 5 months without an event.
- At the June 22nd Board work session, the Board indicated it would like to receive more information on the status of capital improvement program projects (CIP). Towards this end, staff and Nute Engineering have prepared GIS maps showing the work completed as part of Phase C. The attached maps are as follows:
 - o Map 1- Areawide map showing locations of completed lines (highlighted in yellow). Blue indicates work remaining to be completed.
 - o Map 2 – Enlargement of Green Glen Way and Laurel Way
 - o Map 3 – Enlargement of Lowell Ave to Shoreline Hwy
 - o Map 4 - Enlargement of Marinview area
 - o Map 5 - Location of sewer line projects color coded by Fiscal Year

The CIP footages of pipeline replaced from FY18-19 thru FY21-22 is approximately 24,310 linear feet or 4.6 miles.

The scheduled and proposed CIP projects for FY22-23 thru FY24-25 will replace approximately 7,850 linear feet or 1.5 miles of pipeline which includes the upgrades to the main pump station and force main.

We are also working with Nute Engineering to further refine the report format of the information given to the Board regarding the status and location of the various CIP pipeline projects. This information will be included with the CIP expenditure reports that the Board receives in January, May, and August.

- Attached are two memos from Nute Engineering providing a status update of Phase C pipeline projects and the Bell Lane Pump Station and Force Main project.
- On June 16th, the SASM Board discussed Director Jacob and TCSOs' request for the SASM to consider a reexamination of its Capacity Allocation formula using Hildebrand Consulting's (under contract with TCSO) findings as a recommendation. After a lengthy discussion, the SASM Board did not take any action. Staff will be working SASM staff and Mr. Hildebrand to determine the next step in the process.

Solid Waste Statistics and Work for June 2022

- Conducted lid-flip audits on 100 residential and 8 commercial accounts for all three carts. The firm we retained, SCS engineers, left "oops tags" for those customers where it was observed they had significant contamination in one of the carts (e.g., food waste and/or recycling in garbage). Staff only received 5 phone calls regarding the "oops tags" and none pertaining to the audit itself. The questions were regarding clarification as to what the tags meant. SCS will have a report for TCSO in 2-3 weeks.

Parks and Recreation Work for June 2022

- Continue updating the "Tree Inventory and Management Plan 2019" report to determine status of maintenance efforts.
- Southern Marin Fire has completed its vegetation management activities including Hawk Hill, the Stanford parcels, and Median parcels. The goats have also completed their work in the Marinview area.

Administration/Events/Classes

Creekside Fridays

On June 24th, we held our first Creekside Friday event. While we did have some glitches occur with the Environmental Health Department food inspection, the event was well received by the community. We estimate over 250 people attended which is as good as what could have been expected, especially given the contractual coordinator, the Assistant General Manager and General Manager have never coordinated or been involved with this event before. The next Creekside Friday is July 8th. As July 8th is the same day as this agenda gets posted, staff will provide an oral report regarding the Creekside event at this meeting

Electronic Communications

Staff continues to expand our electronic communication efforts to the community by using Constant Contact to send out the weekly TCSO newsletter and news flashes. Our open rate for the newsletter continues to be above 70% which is well above the industry average of 40% for local government (source: Granicus).

We are also including more information on CIP projects (e.g., sewer system) in the newsletter and on the website to better inform the community of the schedule for projects that may affect their neighborhoods as well as how their money is being spent on CIP projects.

Over the next few months, our efforts will be focusing on encouraging the community to sign up for the newsletter and other TCSO informational emails. Specifically, we anticipate that when we are able to hire a full-time event/communication coordinator, they will be able to assist with this effort (e.g., postcard for signing up for newsletter).

Impact on TCSO Resources

N/A

Attachments

- A. Map 1, 2, 3, 4, 5
- B. Memos from Nute Engineering

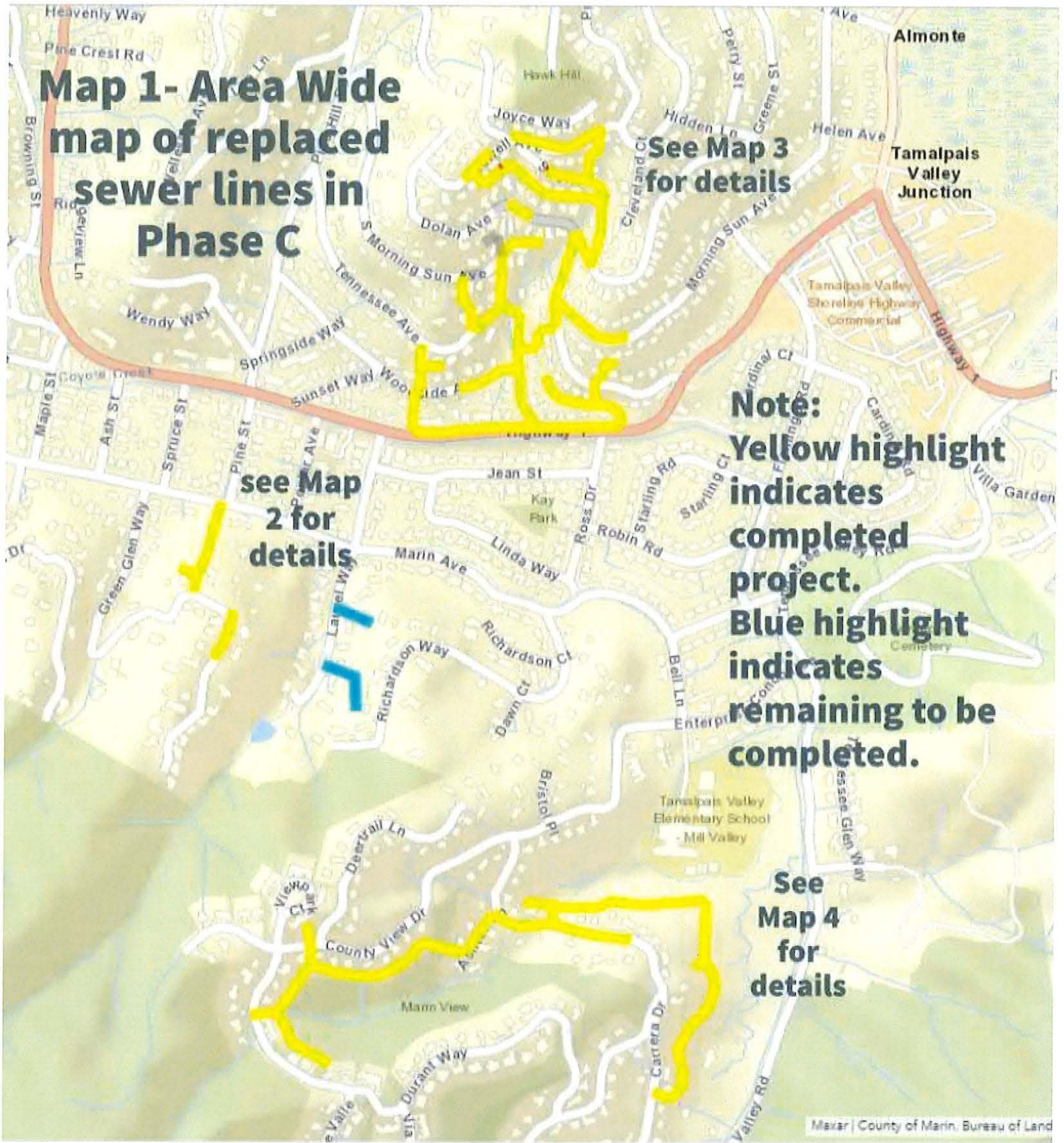
Map 1- Area Wide map of replaced sewer lines in Phase C

See Map 3 for details

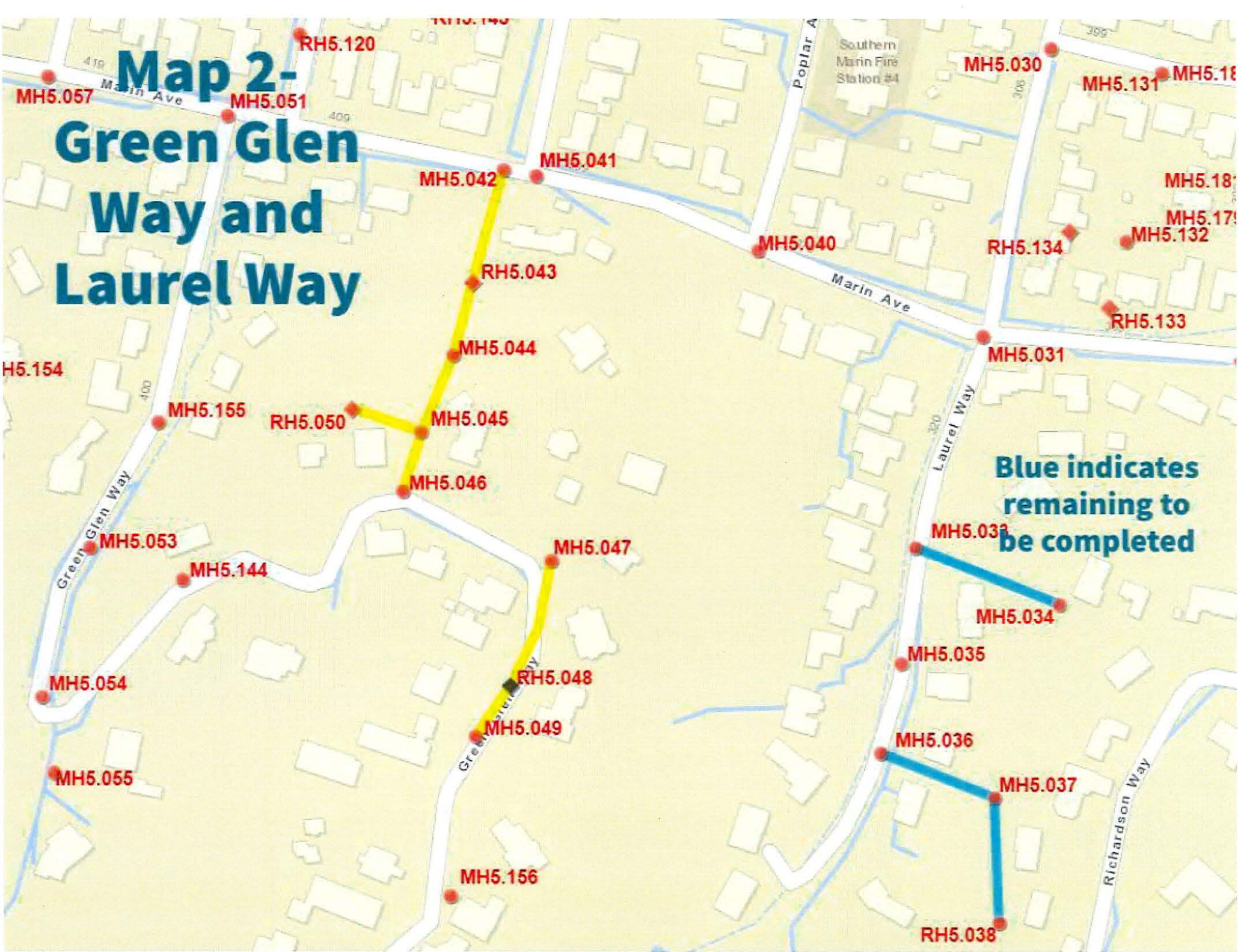
see Map 2 for details

Note:
Yellow highlight indicates completed project.
Blue highlight indicates remaining to be completed.

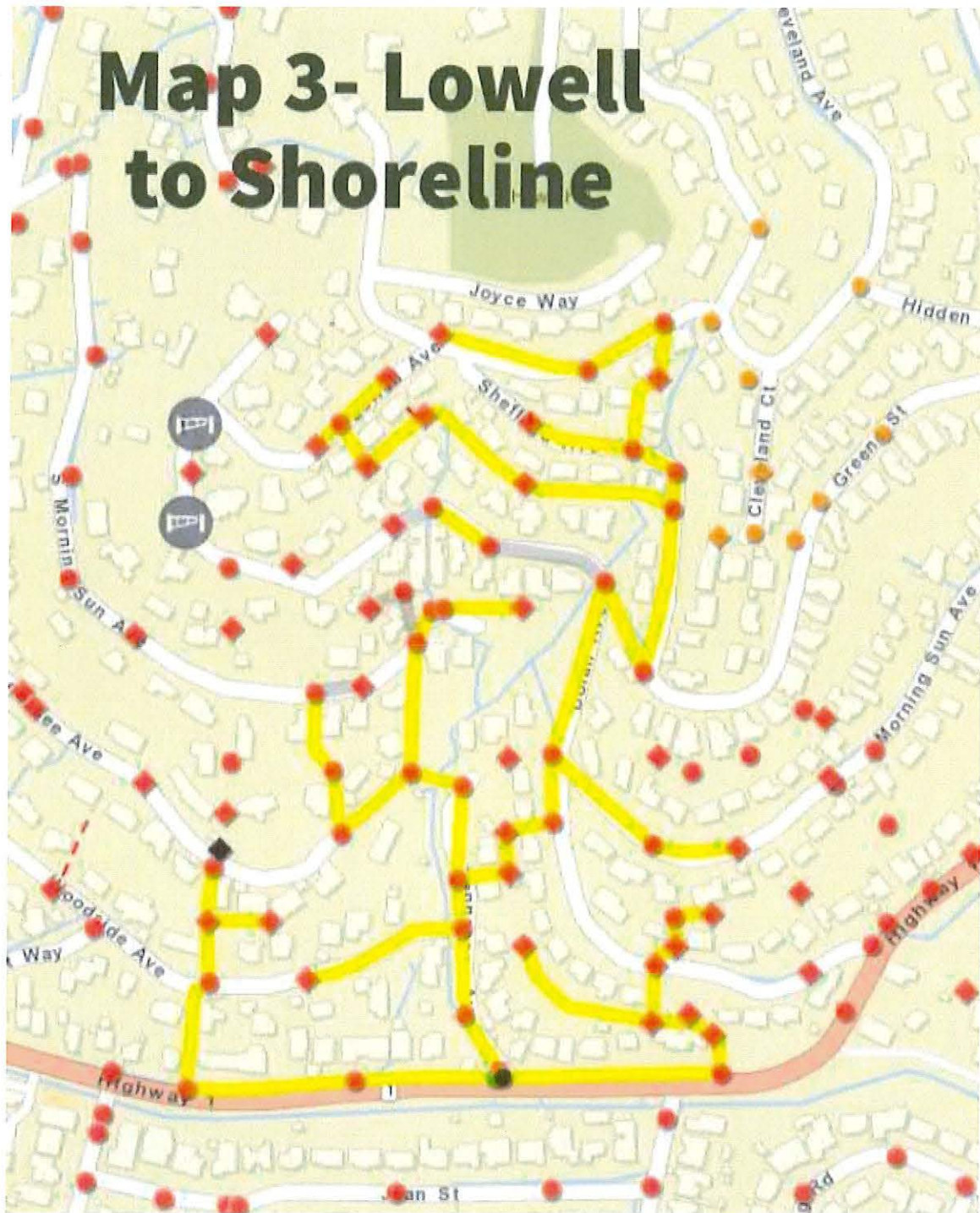
See Map 4 for details



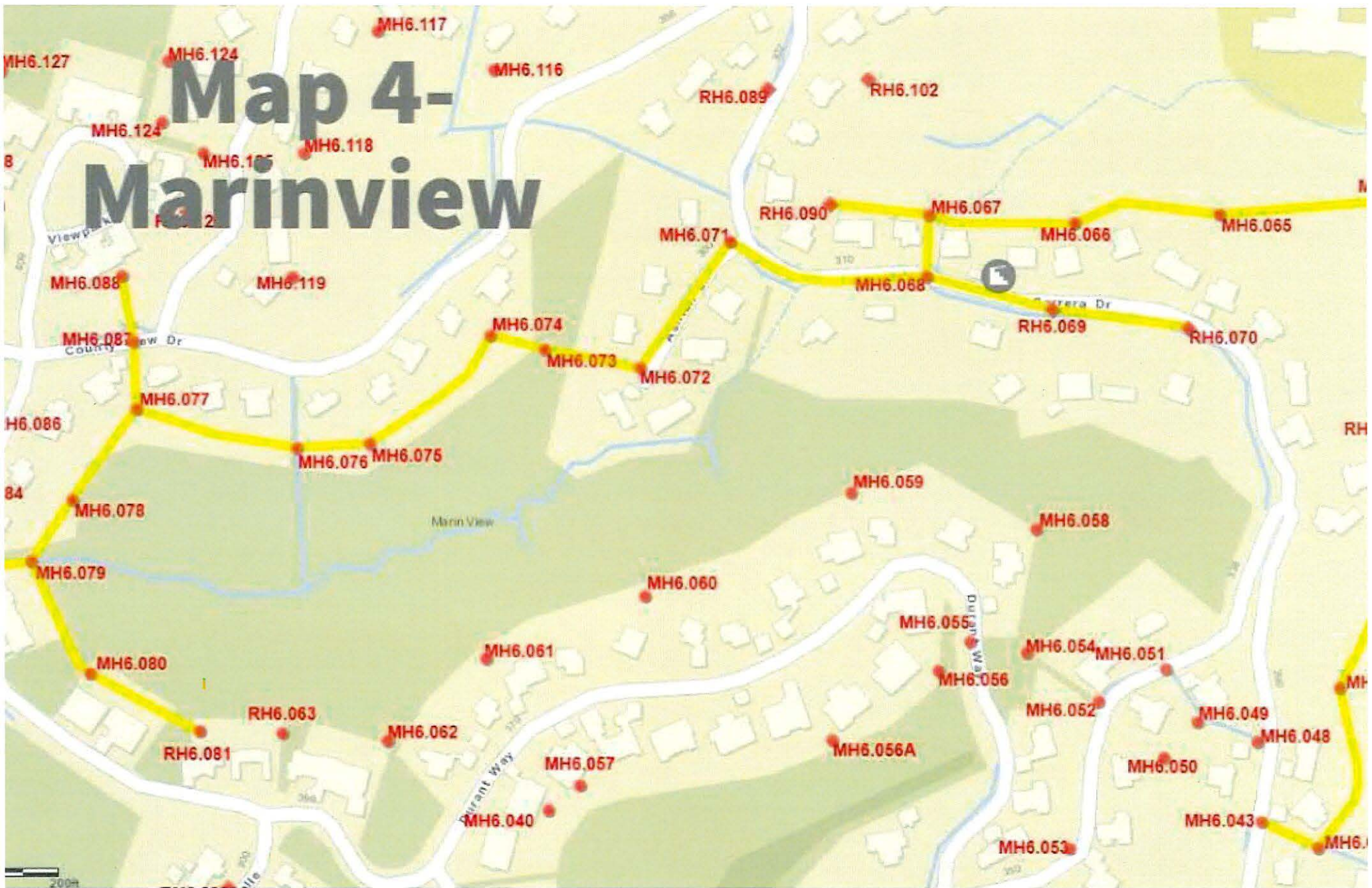
Map 2- Green Glen Way and Laurel Way

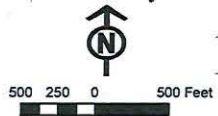
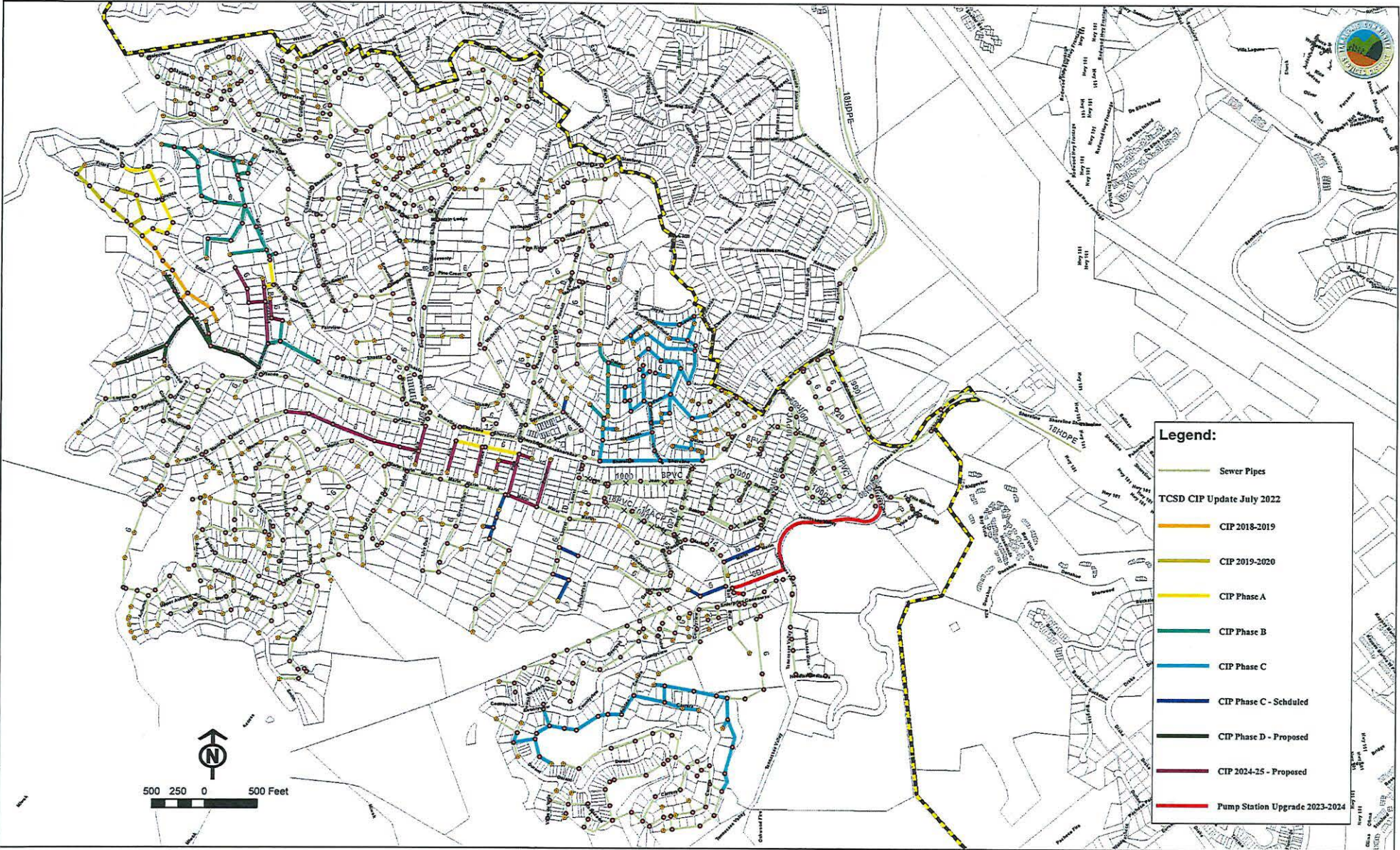


Map 3- Lowell to Shoreline



Map 4- Marinview







Memorandum

To: Garrett Toy, General Manager
Tamalpais Community Services District

From: Nute Engineering

Date: July 7, 2022

Re: CIP Phase C Project Status Update

The Contractor Darcy and Harty Construction, Inc. has completed about 90% of the original contract amount including all pipe installations totaling a little over 12,800 LF or 2.4 miles of sewers. Final paving, striping and punch list items remain. The Progress Billing #3 recently submitted represents about 72% of the work completed. Additionally, District Staff requested about 2000 LF of additional pipes and repairs, for an estimated \$300K extra work scheduled (~12% increase).

The project management estimate for the work was \$178,000 and so far ~\$125,000 of time has been spent, or about 70%. All work for the project is expected to be completed by the end of July if paving can be scheduled.

Additionally, 161 private sewer laterals have been reviewed re-connected so far, and 84 Notice To Repair (NTR) has been sent out by the District leading so far to 59 Laterals which have completed repairs.

CIP Phase D design is proposed to start this winter for a late spring bid date, and the scope will be adjusted depending on the bid results of the Bell Lane project.



Memorandum

To: Garrett Toy, General Manager
Tamalpais Community Services District

From: Nute Engineering

Date: July 7, 2022

Re: Bell Lane Auxiliary Pit and Force Main Project Status Update

The Bell Lane Pump Station controls 92% of the District flows and three of the 4 pump station electrical power and emergency power, was originally installed in 1957 and is largely still original. The project for Bell Lane Phase 1: Auxiliary Pump Pit, Controls Updates and Force Main Rehabilitation has the goals for increased pump station reliability and increase worker safety by adding a second wet well with submersible pumping units and build a new controls system to allow for rehabilitation of the existing pump station on Phase 2. Additionally, the force main will be rehabilitated and hardened in place by slip lining the aging reinforced concrete pipe (RCP) pipe (also installed in 1957) with thick-walled HDPE welded plastic pipe. Also, the electrical and signal wires for Flamingo 1 and 2 will be replaced.

Nute Engineering has researched the soils conditions at the Bell Lane site by soil boring and the overall project soil conditions with Miller Pacific Engineering Group and identified where rock and bay mud is likely to exist to help shape the designs. We have worked with Willis Land Surveying Professionals to identify property boundary, define the new FEMA flood elevation line (which bisects the District property at the interior wood fence), and topographic survey existing roadways and utility locations where they could be identified. The entire force main path to the connection to SMCSO was also flown with an aerial survey to provide a clear base map for the overall project area.

The design concepts are approximately 35% complete. Several alternatives for both the pipe rehabilitation and the auxiliary pit locations have been reviewed with District staff. The lining alternative for the force main, the Aux. Pump Pit location east of the existing station, and a new elevated control room next to the District Office have been selected by staff. The timeline for the bidding will be finish design this winter and Bid the project after the new year, in early spring for construction next summer.



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

ITEM 6B

WASTEWATER DEPT.

	June '22 (Preliminary)	Budget 2021-22	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4101 · Sanitation Service Charges	\$ 5,760,145	\$ 5,618,000	103%	
4103 · Permits/Lateral Connection Fees	\$ 69,112	\$ 32,700	211%	
4104 · Muir Woods Sanitaion Svc. Chrg.	\$ 33,657	\$ 39,700	85%	Lower flows due to COVID-19
4420 · Interest Revenue	\$ 8,806	\$ 17,800	49%	
Total Revenue	\$ 5,871,721	\$ 5,708,200	103%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 326,480	\$ 364,049	90%	
5012 · Overtime Pay	\$ 4,184	\$ 3,255	129%	
5013 · Performance Recognition	\$ 6,529	\$ 4,369	149%	
5014 · Temporary Help	\$ 3,216	\$ 7,665	42%	
Total 5010 · Salaries	\$ 340,409	\$ 379,337	90%	
5020 · Employee Benefits				
5021 · Medical and Dental Insurance	\$ 56,751	\$ 92,610	61%	
5022 · Retirement Contributions	\$ 89,734	\$ 116,550	77%	
5023 · Social Security and Medicare	\$ 24,282	\$ 28,822	84%	
5024 · Other Employee Benefits	\$ -	\$ 516	0%	
5025 · Retiree Medical Insurance	\$ 18,408	\$ 30,450	60%	
5026 · Reserve-Retiree Medical Insu.	\$ 13,659	\$ 25,200	54%	
Total 5020 · Employee Benefits	\$ 202,833	\$ 294,148	69%	
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%	
Total 5110 · Wastewater Treatment Expense	\$ 2,650,561	\$ 2,705,100	98%	
5140 · Sewer System Maint. & Repair	\$ 287,429	\$ 220,000	131%	CIP work reported separately
5400 · TCSD Board Fees	\$ 4,977	\$ 7,000	71%	
5401 · Professional Services	\$ 71,280	\$ 103,000	69%	
5420 · Staff Training & Travel Expense	\$ 1,932	\$ 6,300	31%	
5425 · Office and Technology	\$ 19,842	\$ 14,311	139%	New Devices & Software Subscription
5430 · Telephone and Alarms	\$ 11,967	\$ 10,914	110%	
5431 · Public Communications	\$ 3,196	\$ 5,100	63%	
5432 · Insurance	\$ 42,368	\$ 47,621	89%	
5437 · Miscellaneous	\$ 8,451	\$ 1,000	845%	G.M Recruitment
5438 · Fees and Permits	\$ 22,544	\$ 27,810	81%	
5439 · Utilities	\$ 8,205	\$ 7,313	112%	
5440 · Fuel Expense	\$ 8,024	\$ 7,978	101%	
5450 · Maintenance and Supply	\$ 44,052	\$ 78,764	56%	
5483 · Debt Insurance Costs	\$ 1,077,499	\$ 1,086,400	99%	
Total Expense	\$ 4,805,569	\$ 5,002,096	96%	
Contribution to Capital Reserve	\$ 700,000	\$ 700,000	100%	
Available for Operating Reserves	\$ -	\$ 6,104	0%	



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

SOLID WASTE DEPT.

	June'22 (Preliminary)	Budget 2021-22	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 2,596,224	\$ 2,442,000	106%	
4202 · Other Solid Waste Services	\$ 8,443	\$ 15,000	56%	
4410 · Donations/Fundraising/Grants	\$ 6,066	\$ 5,000	121%	
4420 · Interest Revenue	\$ 4,403	\$ 10,000	44%	
Total Revenue	<u>\$ 2,615,136</u>	<u>\$ 2,472,000</u>	<u>106%</u>	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 552,551	\$ 600,075	92%	
5012 · Overtime Pay	\$ 34,301	\$ 57,259	60%	
5013 · Performance Recognition	\$ 10,925	\$ 7,024	156%	
5014 · Temporary Help	\$ 20,830	\$ 25,426	82%	Fill in for driver absence
Total 5010 · Salaries	<u>\$ 618,606</u>	<u>\$ 689,784</u>	<u>90%</u>	
5020 · Employee Benefits				
5021 · Medical and Dental Insurance	\$ 132,417	\$ 149,536	89%	
5022 · Retirement Contributions	\$ 191,038	\$ 220,420	87%	
5023 · Social Security and Medicare	\$ 45,357	\$ 49,131	92%	
5024 · Other Employee Benefits	\$ (161)	\$ 2,054	-8%	
5025 · Retiree Medical Insurance	\$ 35,161	\$ 62,727	56%	
5026 · Reserve-Retiree Medical Insu.	\$ 24,586	\$ 24,588	100%	
Total 5020 · Employee Benefits	<u>\$ 428,398</u>	<u>\$ 508,455</u>	<u>84%</u>	
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 181,898	\$ 209,878	87%	
5212 · Recycling Fees	\$ 1,466	\$ 35,000	4%	
5213 · Green Waste Disposal Fees	\$ 103,145	\$ 124,028	83%	
5214 · Debris Day Expenses	\$ 1,727	\$ 3,000	58%	
Total 5210 · Solid Waste Disposal Expense	<u>\$ 288,237</u>	<u>\$ 371,906</u>	<u>78%</u>	
5400 · TCSD Board Fees	\$ 2,876	\$ 3,200	90%	
5401 · Professional Services	\$ 31,937	\$ 50,000	64%	
5420 · Staff Training & Travel Expense	\$ 1,273	\$ 3,200	40%	
5425 · Office and Technology	\$ 19,228	\$ 18,400	105%	
5430 · Telephone and Alarms	\$ 7,617	\$ 5,800	131%	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	\$ 32,976	\$ 40,400	82%	
5439 · Utilities	\$ 2,425	\$ 3,400	71%	
5440 · Fuel Expense	\$ 64,785	\$ 57,000	114%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 4,381	\$ 3,914	112%	
5452 · Maint. & Supply Contract Svc	\$ 11,231	\$ 9,991	112%	
5454 · Vehicle Repair & Maint.	\$ 74,173	\$ 115,000	64%	
5455 · Vehicle Parts	\$ 18,187	\$ 25,330	72%	
5456 · Bridge Tolls	\$ 3,060	\$ 5,000	61%	
5457 · Solid Waste Carts & Bins	\$ 31,906	\$ 36,800	87%	
5461 · Meeting Supplies	\$ 252	\$ 400	63%	
Total 5450 · Maintenance and Supply	<u>\$ 143,190</u>	<u>\$ 196,435</u>	<u>73%</u>	
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	<u>\$ 1,758,460</u>	<u>\$ 2,093,970</u>	<u>84%</u>	
Contribution to Capital Reserve	\$ 168,700	\$ 168,700	100%	
Available for Operating Reserves	\$ -	\$ 209,330	0%	



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

PARKS AND RECREATION DEPT.

	June '22 (Preliminary)	Budget 2021-22	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4301 · Taxes	\$ 988,097	\$ 946,085	104%	
4303 · Tia's After School Program Rev	\$ 3,477	\$ -	100%	Not budgeted for due to COVID-19 uncertainty
4310 · Facilities Rental & Fees	\$ 18,807	\$ 10,000	188%	
4320 · Park Rentals	\$ 4,067	\$ 1,500	271%	
4330 · Class Fees	\$ 16,000	\$ 4,000	400%	Pickle Ball and Tai Chi Classes
4350 · TCSD Event Revenue	\$ 46,900	\$ 41,500	113%	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	\$ 1,925	\$ 3,000	64%	
Total Revenue	\$ 1,287,139	\$ 1,020,085	126%	
Expense				
5011 · Wages and P.T.O	\$ 302,301	\$ 387,240	78%	Utilized SCO COVID-19 Special Dist. Fiscal Relief Fund = \$182,971.00
5012 · Overtime Pay	\$ 7,426	\$ 9,660	77%	
5013 · Performance Recognition	\$ 6,098	\$ 4,321	141%	
5014 · Temporary Help	\$ 44,341	\$ 30,464	146%	
Total 5010 · Salaries	\$ 360,166	\$ 431,685	83%	
5020 · Employee Benefits				
5021 · Medical and Dental Insurance	\$ 45,084	\$ 57,999	78%	
5022 · Retirement Contributions	\$ 77,955	\$ 155,111	50%	
5023 · Social Security and Medicare	\$ 28,322	\$ 30,870	92%	
5024 · Other Employee Benefits	\$ 1,049	\$ 1,944	54%	
5025 · Retiree Medical Insurance	\$ 3,504	\$ 5,400	65%	
5026 · Reserve-Retiree Medical Insu.	\$ 16,391	\$ 16,938	97%	
Total 5020 · Employee Benefits	\$ 172,305	\$ 268,263	64%	
5300 · Events Expense	\$ 62,471	\$ 37,350	167%	Block Party, Oktoberfest & Murder Mystery
5330 · Tree & Landscaping Services	\$ 19,661	\$ 17,510	112%	
5331 · Landscaping Contract Svc	\$ -	\$ 17,000	0%	
5332 · McGlashan Trail Maintenance	\$ 4,200	\$ 5,150	82%	Reimbursed by County at FYE
5340 · Instructor Fees	\$ 9,324	\$ 2,000	466%	Pickle ball instructor share
5341 · Tia's Afterschool Program Exp	\$ 13,548	\$ -	100%	Not budgeted for due to COVID-19 uncertainty
5400 · TCSD Board Fees	\$ 3,644	\$ 4,000	91%	
5401 · Professional Services	\$ 40,106	\$ 19,261	208%	Greene Vs. Kenyon
5420 · Staff Training & Travel Expense	\$ 834	\$ 5,459	15%	
5425 · Office and Technology	\$ 21,921	\$ 24,308	90%	
5430 · Telephone and Alarms	\$ 12,011	\$ 11,330	106%	
5431 · Public Communications	\$ 4,601	\$ 3,000	153%	Postcards Printing & Mailing; Event Advertising
5432 · Insurance	\$ 27,883	\$ 31,827	88%	
5437 · Miscellaneous	\$ 8,084	\$ 1,030	785%	G.M recruitment
5438 · Fees and Permits	\$ 6,378	\$ 13,493	47%	
5439 · Utilities	\$ 14,811	\$ 21,321	69%	
5440 · Fuel Expense	\$ 3,798	\$ 4,326	88%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 9,503	\$ 14,832	64%	
5452 · Maint. & Supply Contract Svc	\$ 16,882	\$ 7,828	216%	Cintas, Drinking Water and Pest Control Services
5454 · Vehicle Repair & Maint.	\$ 6,789	\$ 2,060	330%	Parks Truck Maintenance
5455 · Vehicle Parts	\$ 1,463	\$ 721	203%	
5458 · Cabin/Comm.Ctr. Maint & Supply	\$ 1,993	\$ 2,060	97%	
5459 · Park Equip, Irrigation, Fiber	\$ 8,759	\$ 7,004	125%	Kay Park Fence Replacement
5461 · Meeting Supplies	\$ 263	\$ 309	85%	
Total 5450 · Maintenance and Supply	\$ 45,652	\$ 34,814	131%	
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
Total Expense	\$ 899,723	\$ 972,002	93%	
Contribution to Capital Reserve	\$ 26,500	\$ 26,500	100%	
Available for Operating Reserves	\$ -	\$ 21,583	0%	



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Check	06/22/2022	43743	U.S. Bank Trust National Assoc. - C.O.P	COP- Wastewater Debt Service Payment 4	\$ 311,800.00
Check	06/27/2022	39469	CERBT - OPEB	FY21-22 Deposit to Trust Fund for Retirees' Medical Benefits	\$ 54,636.00
Liability Check	06/03/2022		QuickBooks Payroll Service	Payroll on 06/02/2022	\$ 52,419.40
Liability Check	06/17/2022		QuickBooks Payroll Service	Payroll on 06/16/2022	\$ 51,709.03
Check	06/29/2022	39472	Kaiser Foundation Health Pln	July 2022 Medical	\$ 17,846.61
Check	06/03/2022	39466	Marin County Employees Retirement Sys.	PP 11 2022 May 21 - Jun 3, 2022	\$ 14,100.82
Check	06/17/2022	39468	Marin County Employees Retirement Sys.	PP 12 2022 Jun 4 - Jun 17, 2022	\$ 13,349.40
Bill Pmt - Check	06/05/2022	39422	Marin Sanitary Service	May 2022 Solid Waste 127.11 tons @\$101.45/T	\$ 12,895.34
Bill Pmt - Check	06/30/2022	39499	Marin Sanitary Service	June 2022 Solid Waste 121.53 tons @\$101.45/T	\$ 12,329.25
Check	06/05/2022	39432	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement May 23, 2022	\$ 10,147.33
Bill Pmt - Check	06/19/2022	39444	Star Creek Land Stewards, Inc.	Grazing Services: 400 Goats within 9 acres of Marinview Community	\$ 9,865.00
Check	06/16/2022	39435	Rehrig Pacific Company	112 of 65 gallon Black Carts	\$ 9,343.22
Bill Pmt - Check	06/30/2022	39486	Marin Resource Recovery Center Diesel Direct	Green Waste ---93.16Tons @ \$88.20/T Jun 1-30, 2022 878.6 gal Diesel Above Ground Tank and 100.2 gal Diesel Underground Storage Tank	\$ 8,216.83
Bill Pmt - Check	06/29/2022	39475			\$ 6,840.34
Bill Pmt - Check	06/05/2022	39417	County of Marin DOF Payroll	Apr 2022 Retiree Medical Expenses	\$ 5,781.74
Bill Pmt - Check	06/23/2022	39462	Jorges Tree Services	Labor for Parks & Open Space Manit.	\$ 5,200.00
Bill Pmt - Check	06/29/2022	39493	Jorges Tree Services	Labor for Parks & Open Space Manit.	\$ 4,800.00
Liability Check	06/03/2022	39413	Marin County Employees Retirement Sys.	PEPRA W/H PP 11 2022 May 21 - Jun 3, 2022	\$ 4,657.40



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Liability Check	06/17/2022	39458	Marin County Employees Retirement Sys.	PEPRA W/H PP 12 2022 Jun 4 - Jun 17, 2022	\$ 4,063.36
Bill Pmt - Check	06/23/2022	39451	Clements Tree Service	Remove Dead Oak, Pine and Other Tree Cutting by Eastwood and Carrera	\$ 4,000.00
Bill Pmt - Check	06/05/2022	39421	J W Mobile	21: Resealed Hyd Cylinder as Needed; 20 and 21: P/M Service &	\$ 3,985.72
Check	06/17/2022	39449	Sewerage Agency of So. Marin	TCSD Share of Marin Map License Invoice	\$ 3,875.00
Check	06/17/2022	39450	Experteers Inc.	Staff Shirts and Sweatshirts for 2022 Creekside Fridays	\$ 3,540.96
Bill Pmt - Check	06/08/2022	39434	Hildebrand Consulting, LLC	Project: 2022 Financial Planning - May	\$ 3,450.00
Bill Pmt - Check	06/30/2022	39490	J W Mobile	93: Brake Lights Fixed; Install Pressure Switch in Cabin	\$ 3,340.35
Bill Pmt - Check	06/05/2022	39418	Diesel Direct	464.2 gal Diesel Above Ground Tank	\$ 3,140.00
Bill Pmt - Check	06/19/2022	39443	Roto-Rooter Sewer Service	SSO Responses near Eastwood Way and near Maple Street (Smart Cover Emergency)	\$ 2,725.00
Bill Pmt - Check	06/15/2022	39467	Bay Cities Refuse Service, Inc.	Compactor May 2022, 9 Trips, 10.61 tons	\$ 2,487.46
Check	06/20/2022	39445	North Bay Pensions LLC	GASB 75 Valuation as of June 30 2021, Calculate Accruals; Prepare Summary Report	\$ 2,400.00
Check	06/20/2022	39446	County of Marin/Env. Health Services	2022-23 Refuse Collection Vehicle Operating Permit Renewal	\$ 2,223.00
Check	06/03/2022	39459	ChromaGraphics	3,784 Postcard Mailer for Sanitaion Rate Inc.	\$ 2,006.95
Bill Pmt - Check	06/29/2022	39478	Western Health Advantage	Medical Insurance 2022 July	\$ 1,972.74
Bill Pmt - Check	06/30/2022	39497	Cintas	Uniforms. Carpets. Towels & Misc.	\$ 1,818.95
Bill Pmt - Check	06/19/2022	39439	J W Mobile	93, 94 & 95: BIT Inspection and 6: Repair Inoperable PTO and Brake Lights	\$ 1,807.34
Bill Pmt - Check	06/23/2022	39453	Urban Futures Inc.	Continuing Disclosure Agent Services for FYE June 2021	\$ 1,756.00
Bill Pmt - Check	06/30/2022	39495	Esposito, Camille	Coordinate Creekside Friday, Create Weekly Newsletter	\$ 1,724.25



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Bill Pmt - Check	06/29/2022	39477	Perfect Timing Personnel Services, Inc.	Serre, Christelle: 40 hours May 2022, Front Desk Sub	\$ 1,678.46
Bill Pmt - Check	06/05/2022	39424	Pacific Window Cleaning & Janitorial, Inc	April Cleaning Services Office ; Cleaning the C.C & Cabin	\$ 1,646.00
Bill Pmt - Check	06/23/2022	39452	Esposito, Camille	Coordinate Creekside Friday, Create Weekly Newsletter	\$ 1,567.50
Bill Pmt - Check	06/08/2022	39433	Friends of Tam Valley	Murder Mystery 2022 Beverage Sales	\$ 1,406.00
Bill Pmt - Check	06/19/2022	39442	Miller Starr Regalia	Greene Vs. Kenyon Litigation	\$ 1,337.50
Bill Pmt - Check	06/29/2022	39476	Pacific Gas & Electric	Office, Shop, CC Gas & Electricity and Kay Park Electricity	\$ 1,100.55
Bill Pmt - Check	06/19/2022	39437	Cintas	Uniforms. Carpets. Towels & Misc.	\$ 1,042.89
Check	06/24/2022	39426	Cole Tate	Creekside Friday Band June 24, 2022	\$ 1,000.00
Bill Pmt - Check	06/05/2022	39416	AT&T	Office Data Lines, Community Ctr Alarm and Bunce Pump Stn Alarm System	\$ 912.98
Bill Pmt - Check	06/05/2022	39420	Forster & Kroeger Landscape Maintenance	McGlashan Trail Weekly May 22 and Remove Tree from Bike Path	\$ 800.00
Bill Pmt - Check	06/05/2022	39431	Nute Engineering	Engineering Services April - 8988 GIS and Mapping Services	\$ 693.00
Bill Pmt - Check	06/19/2022	39440	Matrix Computer Solutions	Monthly Service fee for Two months; Set up for New G.M	\$ 665.00
Bill Pmt - Check	06/30/2022	39485	Marin Sanitary Service	Debris Day in May - Haul Two 25yd Metal Box	\$ 600.00
Bill Pmt - Check	06/23/2022	39461	Wells Fargo Fin. Lse. - RMC	Copier Lease 5/20/22-6/20/22	\$ 598.13
Liability Check	06/03/2022	39412	Employee Personal W/H	Employee Personal W/H	\$ 500.00
Liability Check	06/17/2022	39457	Employee Personal W/H	Employee Personal W/H	\$ 500.00
Bill Pmt - Check	06/05/2022	39419	Flyers Energy	Oil for Refuse Trucks	\$ 443.62
Bill Pmt - Check	06/29/2022	39474	Barcomm Communications	P&R Chevy 2022: Install Radio & Accessories	\$ 432.93



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Bill Pmt - Check	06/05/2022	39425	Perfect Timing Personnel Services, Inc.	Eisenhauer, Dori: 10 hours May 2022, Front Desk Sub	\$ 419.61
Check	06/23/2022	39454	Sewerage Agency of So. Marin	Two attendees for DKF SSO Training on May 16	\$ 368.42
Bill Pmt - Check	06/25/2022	39494	Goodman Building Supply Co.	Fuel for Parks Landscaping and Supplies for Creekside Friday	\$ 352.10
Bill Pmt - Check	06/30/2022	39489	Forster & Kroeger Landscape Maintenance	McGlashan Trail Weekly June 22	\$ 350.00
Bill Pmt - Check	06/05/2022	39430	Napa Auto Parts-DNG Enterprises	DEF Drum, Lamps & Misc. Electrical Repairs for Solid Waste Truck; 1: Light Night Vision	\$ 284.55
Bill Pmt - Check	06/29/2022	39479	XIO, Inc.	Flow Meter Monitoring at Bob Bunce Pump Station, Jul-Sep'22	\$ 282.00
Liability Check	06/03/2022	39411	Employee Personal W/H	Employee Personal W/H	\$ 278.76
Liability Check	06/17/2022	39456	Employee Personal W/H	Employee Personal W/H	\$ 278.76
Bill Pmt - Check	06/23/2022	39460	NorthBay Bottling	Drinking Water May 2022	\$ 270.00
Paycheck	6/3/2022	39455	Gonzalez, Colleen M	Part-time Help	\$ 264.05
Check	6/1/2022	39410	Mencarelli, Mark (v)	2022 Boot Allowance	\$ 240.12
Bill Pmt - Check	6/29/2022	39473	AT&T	Jun 11 - Jul 10 2022 Bunce Pump Stn	\$ 223.20
Bill Pmt - Check	6/30/2022	39498	Toy, Garrett (v)	Reimburse for TCSD Expenses - Webcam; Creekside Posters; Prop 68 Deed Restriction Recording Fees	\$ 215.97
Bill Pmt - Check	6/19/2022	39441	Meyers Nave	May 2022 Legal Svc	\$ 197.25
Bill Pmt - Check	6/5/2022	39429	Grainger	First Aid Eye Wash Bottle; Vehicle Number Signs; Satellite Trucks: Small Traingle Warning Sign	\$ 174.07
Check	6/1/2022	39409	Stericycle, Inc.	2022 Hazardous Disposal Services	\$ 168.40
Bill Pmt - Check	6/5/2022	39423	Old Station	Monthly UG Tank Inspection	\$ 150.00



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Bill Pmt - Check	6/30/2022	39487	Old Station	Monthly UG Tank Inspection	\$ 150.00
Bill Pmt - Check	6/30/2022	39488	Burkell Plumbing Inc.	Test Backflow Device at Bunce Pump Station	\$ 125.00
Bill Pmt - Check	6/15/2022	43759	VSP Vision Care	Employee Vision Coverage June 2022	\$ 122.61
Bill Pmt - Check	6/19/2022	39438	Grainger	Fuel Dispense for Refuse Trucks; ABT Switch Lock Cover and Spill Pads	\$ 115.38
Check	6/17/2022	39436	Mencarelli, Mark (v)	Reimburse for D.O.T. Fees	\$ 115.00
Bill Pmt - Check	6/5/2022	39414	Goodman Building Supply Co.	Tools & Fuel for Parks Landscaping	\$ 89.27
Check	6/5/2022	39415	Bio-Pest	Ant Control - 5/19/22	\$ 80.00
Check	6/7/2022	39463	Martel, Cyndie (v)	Reimbursement for mileage to pickup Sanitaion Postcard Mailers	\$ 20.12
Check	6/15/2022	43757	Optum Financial (COBRA)	June - COBRA Administration for TCSD Staff	\$ 4.44



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

Date	Name	Memo	Amount
06/13/2022	Klean Kanteen	200 Steel Cups with TCSD Logo Creekside Friday	\$ 1,314.80
06/01/2022	Park Warehouse	Economizer Bench with back - recycled plastic	\$ 1,150.43
06/03/2022	Mill Valley Auto Service	1: P/M Service & Oil Change	\$ 693.80
06/30/2022	Johnson Controls Security Solutions	Jul-Sep 22 Monitoring Alarm - 203 Marin	\$ 336.01
06/30/2022	Johnson Controls Security Solutions	Jul- Sep 22 Monitoring Alarm - 305 Bell	\$ 336.00
06/13/2022	Verizon Wireless	Device & Data Plan for AGM, GM, Mike, Nick, Josh	\$ 332.02
06/08/2022	Amazon.com	Brother Laser Printer	\$ 301.32
06/01/2022	Streamline, Inc.	Streamline member fee- June 2022	\$ 300.00
06/01/2022	Microsoft	Software Licenses	\$ 262.50
06/08/2022	Go To Communications, Inc.	Voice & Data Lines and Wireless Services	\$ 228.62
06/03/2022	Comcast	Internet May 18 - Jun 17 @ 305 Bell Ln.	\$ 203.06
06/08/2022	QuickBooks Time, Inc.	Online Time Card Service- May 2022	\$ 148.00
06/10/2022	Verizon Wireless	Data Plan for Refuse Driver's iPads	\$ 120.48
06/09/2022	Walgreens	Creekside Posters	\$ 108.83
06/16/2022	Name Badges, Inc.	Name Tags for Staff	\$ 94.35
06/03/2022	Comcast	Internet May 13 - Jun 12 @ 203 Marin Ave.	\$ 86.50
06/30/2022	Amazon.com	Five Kitchen Thermometers for Events	\$ 84.19
06/10/2022	Pitney Bowes	Postage Meter Rental	\$ 70.95
06/10/2022	Pitney Bowes	Postage Meter Ink	\$ 64.25
06/13/2022	Amazon.com	Lanyards for Event Staff	\$ 51.82
06/02/2022	Amazon.com	Two of Clean Flo	\$ 50.10
06/21/2022	Chevron	Propane for Creekside	\$ 42.58
06/13/2022	Adobe Systems, Inc	Illustrator Subscription	\$ 20.99
06/18/2022	Adobe	Acrobat Pro DC Monthly Subscription	\$ 14.99
06/04/2022	ConstantContact.com	E-newsletter 6/4/2022	\$ 9.99
06/15/2022	Safeway	Creamer & Snacks for Office	\$ 7.98

ITEM 6C

Oral Report

ITEM 6D



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

TCSD BOARD OF DIRECTORS SPECIAL MEETING

MINUTES

WEDNESDAY, JUNE 8, 2022, 7:00 PM

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Special Meeting was called to order by President Bartschat at 7:06 pm on Wednesday, June 8, 2022.

2. ROLL CALL

President Steffen Bartschat

Vice President Jeff Brown, Directors Jim Jacobs, Steve Levine

Absent: Dir Matt McMahon

Staff Present: General Manager, Garrett Toy; Assistant General Manager, Alan Shear; Finance and Programs Manager, Sarah Mehtar; Parks Maintenance Worker, Josh Everhart; Recording Secretary Cyndie Martel

Others Present: William Ring, SMCSD Board Member; Jordan Muratsuchi, Project Manager, R3; Pippin Cavagnaro, Nute Engineering; John Wallace, AA Member; Jim Kasper, resident

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

AMENDED MOTION TO MOVE ITEM 5F AFTER ITEM 5A1 AND APPROVE THE AGENDA

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

AYES: 4

NAYS: 0

ABSENT: 1 (MCMAHON)

4. PUBLIC EXPRESSION

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

- Mr. Ring commented he had a good meeting with GM Toy regarding current events in each District and being ambassadors for their Districts.

5. REGULAR BUSINESS: Board Actions

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

Pres Bartschat explained why the Board meeting was moved to Zoom and that before proceeding the Board needed to approve Resolution 2022-10 pursuant to AB 361.

There was no public comment.

MOTION TO APPROVE RESOLUTION 2022-10 REGARDING CONTINUED COVID-19 EMERGENCY AND TCSD CONTINUING MEETINGS VIA ZOOM PURSUANT TO AB 361

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

AYES: 4

NAYS: 0

ABSENT: 1 (MCMAHON)

Item 5F was presented at this time.

A. Adopt resolution approving the TCSD FY2022-23 budget

AGM Shear walked the Board through the budget presentation. At the May 11 Board meeting, the Board had an opportunity to review the FY2022-2023 budget and ask questions. He asked if the Board had any other questions and asked for adoption of Resolution 2022-09 to approve the FY 2022-23 budget.

For the FY 2023-2024 budget, staff would break out the Parks and Recreation budget into three overall funds:

- Facility rentals
- Parks and open space
- Programs

Also planned for inclusion next fiscal year would be more narrative/backstory, a budget message from the GM, and a graphical budget at-a-glance for quick reference. AGM Shear explained that in the budget Resolution, there was an assumption that by adopting the budget the Board was authorizing staff to make all large current annual payments. Any new obligation over \$25,000 would be brought to the Board for approval.

Mr. Cavagnaro addressed the Board about the status of the District's accelerated CIP and upcoming goals. It was recommended that once Phase C was completed, the District would have Mr. Cavagnaro back to address a work session.

AGM Shear added a brief overview of updates since the May meeting which included adding a 5% COLA increase to salaries, a 2% for one time performance payout and an additional \$25,000 in the wastewater budget for an agreement with Ross Valley for cross training and technical support.

Public comment:

- Mr. Kasper commented on giving feedback to residents on the CIP to communicate the phases were of benefit.
- Mr. Kasper commented that due to outside work not accounted for in the budget, revenue for Parks and Recreation should be increased by \$80,000-\$100,000 per year to maintain the 50 odd acres that TCSD owned. Outside work done for the District included Southern Marin Fire Department fire mitigation equivalent to \$30,000-\$40,000 per year and PG&E and CalTrans removing dead or dying trees. Unless residents understood what the District needed to maintain these parcels, they wouldn't understand the District's need for more funds in Parks and Recreation.
- GM Toy commented that in future budgets, with Parks and Recreation further broken down, the public would be able to see the revenue and expenses related to each area.
- Pres Bartschat commented that perhaps Measure A funds needed to be included in a consolidated statement now that it had passed again and was assured for the near future.

At Dir Jacobs' question on ADA work needed for the community center, AGM Shear said he received an ADA assessment of the community center with an estimate of \$65,000 to upgrade the bathrooms. Staff would bring it to the subcommittee for discussion and then to the Board for action.

MOTION TO ADOPT RESOLUTION 2022-09 TO APPROVE THE TCSD FY2022-23 BUDGET

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

AYES: 4

NAYS: 0

ABSENT: 1 (MCMAHON)

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

AGM Shear stated R3 developed the current solid waste financial plan in 2018, and with their breadth of knowledge about the District, they were asked to once again supply TCSO with a 10-year financial plan and five-year rate study. Mr. Muratsuchi reviewed R3's proposal with the Board and asked for questions.

AGM Shear stated R3's proposal did not include SB 1383 compliance work and that the District's general contract with R3 included guidance to address the extra work due to SB 1383. The new 5-year financial plan would need to include the added cost to the District for the implementation of SB 1383. Staff would keep the Board apprised of discussions with R3.

There was no public comment.

MOTION TO APPROVE THE R3 PROPOSAL FOR SOLID WASTE FINANCIAL PLAN AND FIVE-YEAR STUDY WITH R3 NOT TO EXCEED \$44,760

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

AYES: 4

NAYS: 0

ABSENT: 1 (MCMAHON)

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

GM Toy stated the District was asking the Board to reconfirm their previous adoption of increases in facility rental rates by CPI each year. In addition, staff recommended that the 2-day community center rental rate be replaced with a full day rate and to add a park rental rate for non-residents, commercial and non-profits. Staff also recommended the addition of administrative fees such as for copying and scanning. It was determined that some solid waste fees were service charges that had not been increased in some time. Staff would review and bring back recommendations at a future meeting.

The Board asked clarifying questions on the new administrative fees and requested the referendum filing fee be excluded and the language on the candidate filing fee be updated to say candidate was responsible to pay any required county and/or state fees.

There was no public comment.

MOTION TO ADOPT RESOLUTION 2022-08 FOR A MASTER FEE SCHEDULE TO INCREASE RENTAL RATES BY CPI AND ESTABLISH NEW ADMINISTRATIVE FEES, UPDATED TO REMOVE REFERENDUM FEE AND CHANGE LANGUAGE TO CANDIDATE IS RESPONSIBLE TO PAY ANY REQUIRED COUNTY AND/OR STATE FEES.

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

AYES: 4

NAYS: 0

ABSENT: 1 (MCMAHON)

D. Discuss and vote for California Special District Association Board member

GM Toy stated Seat B for the Bay Area Network of CSDA was up for election. Candidate information had been forwarded to the Board for review. GM Toy inquired if the Board wanted staff to vote, or if they had a candidate choice. The Board agreed to vote for Ryan Clausnitzer.

There was no public comment.

MOTION TO VOTE FOR RYAN CLAUSNITZER FOR THE CSOA BOARD, SEAT B

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

AYES: 4

NAYS: 0

ABSENT: 1 (MCMAHON)

- E. Consider/discuss a flat rate rental rate or other fee for the use of the cabin by AA groups
GM Toy gave the Board background information and stated at the request of AA member and former renter of the Cabin, John Wallace, the District was proposing a flat rental rate of \$20 per meeting for a maximum of 2 hours per meeting, to accommodate set up and clean up and asked for approval from the Board.

Staff addressed concerns from the Board that 1) AA groups should not be able to rent during high peak rental times 2) a term limit be added (TCSO would come back every 12 months to reevaluate), 3) AA groups would be asked to commit to general maintenance hours during the year and to an annual cleanup project, and 4) Tam Valley residents had to be members of the AA group.

Mr. Wallace stated he was comfortable committing to community service work but reminded the Board that at this time he was speaking only for himself which was why he set a time limit of 90 days to grow the group.

There was no public comment.

MOTION TO APPROVE A FLAT RATE RENTAL RATE OF \$20 PER MEETING MAXIMUM TIME 2 HOURS PER MEETING FOR THE USE OF THE CABIN BY AA GROUPS

M/S/C: S. BARTSCHAT/

AMENDED MOTION THAT THIS INCLUDE ALL 12 STEP GROUPS

AM/S/C: J. BROWN/J. JACOBS

AYES: 4

NAYS: 0

ABSENT: 1 (MCMAHON)

- F. Consider/discuss engineered wood fiber as an interim maintenance measure for the turf area in Kay Park (Item 5F was taken after Item 5A1)
GM Toy requested the Board approve the use of engineered wood fiber (playground bark), at an approximate cost of \$2,000, as an interim maintenance measure for the turf area in Kay Park as the current turf was dead and with water restrictions in place the playground bark would serve to keep dust and dirt to a minimum until a permanent resolution could be approved.

Mr. Everhart explained the reasoning behind the request and answered questions from the Board.

There was no public comment.

6. REGULAR BUSINESS: Information Items

- A. General Manager report/updates

GM Toy gave the Board an update on District projects including zero SSOs, that Mr. Hildebrand was working with staff and SASM to change the capacity allocation formula for EDUs and regular curb side collections were occurring as planned. Staff was working with SCS Engineers on a lid flipping audit proposal. Park and Recreation was updating the Tree Inventory and Management Plan from 2019 and the goats were working their way through Marin View. Contractor Camille Espinosa was hired to coordinate Creekside Fridays and launch the e-newsletter.

After meeting with Board members, GM Toy offered his initial impressions of their priorities:

- Long range and short-term vision, priorities and goal setting
 - priorities for recreation programming and facilities
 - how to fill the vacancy in park & recreation
 - install kitchen to satisfy the health department
- Expand existing parks, facilities/create a main community gathering location
- Develop a park master plan
 - 5-year CIP with emphasis on park policy to focus on Eastwood courts, dogs off leash, explore potential locations for dog park
- Better communication with residents about CIP and how it is benefiting them
 - more robust communications with the community in general
- Find cost-effective ways to provide benefits for employees
- Keep improving the budget
- Update policies
- Clear definition of general manager and assistant general manager positions
- Discuss schedule and timing to address these topics

There was no public comment.

B. Financial reports

AGM Shear asked the Board for questions.

There was no public comment.

C. Sewer treatment plants updates: SASM and SMCSO

SASM: Dir Jacobs reported the SASM Board returned to Zoom meetings. They discussed the FY 2022-23 budget. The allocation of EDUs was discussed. Dir Jacobs read a statement that TCSO staff was available to help resolve and improve the annual process for reporting EDUs and were sure the District had not exceeded its annual capacity allocation. June 16 was the next meeting.

SMCSO: Dir Levine reported the SMCSO Board was made aware that TCSO hired Garrett Toy as General Manager and Alan Shear would resume his role as Assistant General Manager. Mr. Reiner and Kingston wanted to schedule a meeting with GM and AGM at their plant. The valuation of the retiree health benefit was accepted, base salaries were increased by 5.1% COLA and sewer charges were affirmed to increase by 3% according to the 5-year plan. FY 2022-2023 budget was approved. Projects were on time.

There was no public comment.

D. Board member Committee/Subcommittee reports

GM Toy stated he added this item to provide Board members an opportunity to report out on any committee or subcommittee meetings.

There was no public comment.

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

There was no public comment.

MOTION TO APPROVE THE CONSENT CALENDAR

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

AYES: 4

NAYS: 0

ABSENT: 1 (MCMAHON)

8. FUTURE AGENDA ITEMS

A. Reminder of June 22, 2022 2 hour work session

The work session on June 22, 2022 8:30am-10:30am was confirmed in person at the Tam Valley Community Center.

B. Board input for July 13, 2022 Board Meeting Agenda

- Eastwood Park management
- Use of Zoom/remote access for in-person Board meetings
- GM Toy would be on vacation for the June 13 meeting. AGM Shear would run the meeting.

There was no public comment.

5. ADJOURNMENT

MOTION TO ADJOURN THE MEETING

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

AYES: 4

NAYS: 0

ABSENT: 1 (MCMAHON)

MEETING ADJOURNED AT 9:16 P.M.

President

Secretary

**NEXT TCSD BOARD WORK SESSION
JUNE 22, 2022 – 8:30 AM
Tamalpais Valley Community Center, 203 Marin Ave**



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

TCSD BOARD OF DIRECTORS WORK SESSION

MINUTES

WEDNESDAY, JUNE 22, 2022, 8:30 AM

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Work Session was called to order by President Bartschat at 8:34 am on Wednesday, June 22, 2022.

2. ROLL CALL

President Steffen Bartschat

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

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

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S/C J. BROWN/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:

- There was no public expression.

5. REGULAR BUSINESS: Board Actions

A. Conduct study session on parks & recreation events, programs, classes, policies, parks and facilities; organizational structure; schedule and topics for future board work sessions
Each Board member shared their priorities (see attached). GM Toy presented a categorization of the Board's priorities into related topics/projects labeled proposed short and long term Board priorities. The Board offered suggestions for updates: combine items 3 and 10, add engagement to item 4, move item 9 into item 2, add the office reconfiguration and monthly CIP reporting. They agreed that each of the items could be discussed further but felt the list was comprehensive.

GM Toy suggested coming back to the Board with a built-out work plan and using work sessions to do more focused work.

With regard to Item 2, GM Toy asked the Board 1) what did they mean by pre-pandemic levels and 2) did all events have to be done as they were before? The Board discussed that they were comfortable with experimenting with current and new events, but less comfortable with reducing the frequency of events. The Board also discussed communication to residents in the form of printed newsletters and e-news, suggesting a paper newsletter twice per year (August & March) and continuing with the shorter, weekly e-news blasts. The Board asked staff to have Breakfast

with Santa this year and perhaps a second holiday event and asked for a schedule of events through January 2023 to review at the July 13 meeting.

The work sessions would be scheduled as follows:

- July 27: tour of Kay and Flamingo Parks
- August 24: tour of Eastwood Park
- September 28: canceled
- October 26: review status of the Management Partners’ parks study, 2006 Hansen study and the 2019 parks survey results
- November 16 (special work session): solid waste financial plan and 5-year rate study initial review
- December 28: canceled
- January 25, 2023: second review of the solid waste financial plan and 5-year rate study

GM Toy briefly reviewed the current organizational structure detailing for the Board which roles fell under the GM and AGM positions. He reminded the Board of the high level of collaboration between he and AGM Shear and there was always room for updates.

6. 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 Resolution 2022-11 requesting consolidation and election services for two TCSD director’s positions in November 2022

There was no public comment.

MOTION TO APPROVE THE CONSENT CALENDAR

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

AYES: 5

NAYS: 0

ABSTAIN: 0

5. ADJOURNMENT

MOTION TO ADJOURN THE MEETING

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

AYES: 5

NAYS: 0

ABSTAIN: 0

MEETING ADJOURNED AT 10:30 A.M.

President

Secretary

<p>NEXT TCSD BOARD MEETING JULY 13, 2022 – 7:00 PM Tamalpais Valley Community Center, 203 Marin Ave</p>
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PROPOSED SHORT AND LONG-TERM BOARD PRIORITIES

(not in order of priority; numbers are for reference purposes only)

1. Complete ADA improvements in the Community Center
 - a. Get the community center ADA updated including kitchen, bathrooms and stage (JJ)
 - b. Move forward with improvements to the Community Center [It](JB)
2. Expand offering of events and programs to pre-COVID level
 - a. Get programs back to pre-COVID levels of activity (JJ)
 - b. Return events and classes to pre-pandemic levels with a full-time manager (JB)
 - c. Provide better event financial accounting and short and long-term planning (SL)
 - d. Return to pre-Covid operations (events, office service model) (SB)
3. Understand how sea level rise and extreme storms will impact TCSD operations (JJ)
4. Improve/enhance communication with the public (newsletters, advertising, sponsorships, signage) (JB)
 - a. Provide better reporting and communications to the Board and Community regarding the reasons for Sanitation CIP projects and create standards for measuring success (MM)
 - b. Continue to improve financial reporting to the Board and Community on TCSD activities with the goal explaining “where their money goes” (MM)
5. Develop short and long-term park management plan (SL)
 - a. Improve park maintenance to the level of something we can be proud of. (JB)
 - b. Address the dog problem at Eastwood (JB)
 - c. Eastwood park management issues (SB)
6. Develop a 5-year parks and recreation masterplan (SL)
 - a. Generate a long-term vision and look at long-term park or land acquisition using bond financing [It] (JJ)
 - b. Create a long-term plan for our parks, public buildings and open space (MM)
 - c. Parks planning (financial model, long-term goals) (SB)
7. Update 5-year financial/ operational plans for solid waste and sewers (SL)
 - a. Capital planning requirements for equipment replacement: all 3 functions (SL)
 - b. Sanitation Capital Projects (SB)
8. Review/evaluate organizational structure, administrative/personnel policies, service levels, and employee satisfaction (SL)
 - a. Conduct survey to gauge employee satisfaction and schedule Board tours of facilities, parks, and open space with staff (MM)
9. Expand solid waste programs with an emphasis on innovative programs and re-introducing past popular programs; solicit community input on programs (MM)
10. Develop Disaster preparedness plan (1. TCSD operations 2. Community coordination)(SB)

BOARD MEMBER PRIORITIES

(copied from emails)

Steffen Bartschat

1. Return to pre-Covid operations (events, office service model)
2. Sanitation Capital Projects
3. Eastwood park management issues
4. Parks planning (financial model, long-term goals)
5. Disaster preparedness (1. TCSD operations 2. Community coordination)

Jeff Brown

1. Return events and classes to pre-pandemic levels with a full-time manager.
2. Improve park maintenance to the level they are something we can be proud of.
3. Improve communication with the public (newsletters, advertising, sponsorships, signage).
4. Address the dog problem at Eastwood (LT)
5. Move forward with improvements to the Community Center. (LT).

Jim Jacobs

- 1) Get the community center ADA updated including kitchen, bathrooms and stage
- 2) understand how sea level rise and extreme storms will impact TCSD operations
- 3) rehire Carol as a consultant for limited number of hours or find someone to get programs back to pre-COVID levels of activity
- 4) generate a long-term vision and look at long-term park or land acquisition using 30-year bonds. I understand interest rates are now rising.

Steve Levine

1. Short and long term park management plan.
2. 5 year park and rec plan.
3. Event financial accounting and short and long-term planning
4. Capital planning requirements for equipment replacement: all 3 functions
5. Updating of 5 year financial/ operational plans for solid waste and sewers
6. A review of our organizational requirements: staffing levels, job descriptions, succession planning.

Mark McMahon

1. Sanitation CIP - We increased sanitation CIP but introduced no new reporting on the impact of that investment. We just get the quarterly ISO report and project completion reports. I do not want to create a lot of admin work but we're being asked to spend a lot of money, and it's not clear what we're solving for, impact of the investment to TCSD's operations & financial outlook, and how we're tracking if we're successful. The board needs this and the public does too.

2. Parks & Open Space Plan - I'd like to create a real long term plan for our parks, public buildings and open space. The 1981 parks commission report is a great document that outlined many different ideas for parks and open space ideas in Tam Valley. The 2021 Management Partners doc was pretty limited in it's utility (it felt boilerplate, frankly). I'd like to see TCSD explore, with board and community input, a grander vision for the parks/open space in the Tam Valley area and how we fund it. This would merge all the one off discussions about kitchens, dog parks, town parks, open space fire risk management, etc. into one project to build a vision, how to prioritize it and how to fund it.
3. Garbage 218 - I'd like to add focus on innovative programs as part of the Prop 218 process and possibly re-introduce some programs that went away and expand some that are working well. This would be great discussion to have at the outset of the planning process and it would be great to get community input.
4. Finance Reporting & IQ- TCSD needs to continue to up its game in financial management. In the time I've been on the board, I think TCSD has tripled its budget and is now at 8-figures. Right now, the average Tam Valley household pays \$4000 per year to TCSD and also has additional debt obligations near \$15,000. TCSD has a big share of Tam Valley resident's wallets. We need to keep improving financial reporting and increasing the financial IQ of the organization and the board to continue to ensure we earn that trust from the public.
5. Employee Engagement - Staff is at the heart of TCSD and I want to be sure that we have high job satisfaction with working at TCSD; wouldn't it be amazing if TCSD had the highest job satisfaction of any agency in Marin? (On a related note, I think it'd be great for TCSD to introduce a regular board site visit. For example, maybe one time per year the board tours the Bell Lane facilities; and then another time does a parks & open space tour. Goal is to better understand operations on the ground, build relationships, etc.)

JULY 13, 2022

ITEM 7C

**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, INTERIM GENERAL MANAGER *AS*

**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 bodies 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 June 8, 2022 TCSD adopted Resolution 2022-10, which allowed the June 22, 2022 meeting to be held via Zoom if needed. 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 2022-14



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

RESOLUTION NO. 2022-14

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 JULY 1, 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 the Delta variant 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 Delta 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: None

ABSTAIN: None

President

ATTEST:

Secretary, Tamalpais Community Services District

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

DATES	TOPIC
July 27, 2022	Field Trip- Kay Park and other TCSD facilities
August 24	Field Trip- Eastwood Park and other TCSD Facilities
September 17 Special Meeting	Conduct retreat
September 28 - CANCELED	Canceled due to retreat
October 26	Discuss Management Partners Study and Hanson Asset Inventory Plan
November 16 Special Meeting	Discuss first draft of 5- Year Financial Plan and Solid Waste Rate Review Study by R3
November 23 - CANCELED	Canceled for Thanksgiving Holiday
December 28- CANCELED	Canceled for holidays
January 25, 2023	Discuss second draft of 5- Year Financial Plan and Solid Waste Rate Review Study by R3
February 22	To be determined (tbd)
March 22	tbd
April 26	tbd
May 24	Budget Workshop
June 28	tbd