



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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

WEDNESDAY, SEPTEMBER 14, 2022

REGULAR SESSION AT 7:00PM

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVENUE, MILL VALLEY

### 1. CALL TO ORDER

### 2. ROLL CALL President Steffen Bartschat

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

### 3. APPROVE AGENDA

### 4. PUBLIC EXPRESSION

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

### 5. PRESENTATIONS

A. Presentation from One Tam regarding the Bothin Marsh Evolving Shoreline project.

### 6. REGULAR BUSINESS: Board Actions

- A. Resolution to support Measure B, a parcel tax for the Marin County Free Library, on the November 2022 ballot.
- B. Discuss/consider operational/use issues, policies and regulations, maintenance options, and possible capital improvements for Eastwood and Kay Parks.
- C. Discuss TCSD tentative event schedule for July 2022 through June 2023.
- D. Adopt resolution restating and reestablishing health benefits for employees and creating a medical in-lieu payment program.
- E. Approval of amendments to personnel policy regarding health benefits.
- F. Approval of records retention policies and schedule.
- G. Receive and file report on solid waste collection route reviews.
- H. Resolution to oppose proposed proposition from the California Business Roundtable for the November 2024 ballot.

**7. REGULAR BUSINESS: Information Items**

- A. General Manager report.
- B. Discuss tentative schedule/topics for upcoming Board work sessions and special meetings.
- C. Monthly financial reports.
- D. Receive Sewer treatment plant update reports: SASM and SMCSD.
- E. Board member Committee/Subcommittee reports.

**8. CONSENT CALENDAR**

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

- A. Approve minutes of August 10, 2022 Board Meeting.
- B. Approve minutes of August 24, 2022 Board special work session for Kay Park.
- C. Approve minutes of August 24, 2022 Board special work session for Eastwood Park.
- D. Approve resolution regarding continued COVID-19 emergency and TCSO continuing public meetings via Zoom, if needed, pursuant to AB 361.
- E. Adopt resolution reconfirming the appointment of the General Manager as the District Secretary/Clerk and as the District Treasurer.
- F. Approve agreement with Marin County regarding Measure A park funding.
- G. Receive County of Marin report indicating there will be no TCSO November ballot because the number of candidates equals the number of seats to be filled.

**9. FUTURE AGENDA ITEMS**

- A. Board input for future Board Meeting Agendas

**10. ADJOURN**

**NEXT TCSO BOARD WORK SESSIONS**  
September 28, 2022  
8:30am Tam Community Center  
**CANCELLED**  
**NEXT REGULAR BOARD MEETING**  
October 12, 2022  
7:00pm Tam Community Center

SEPTEMBER 14, 2022

ITEM 6A

**RESOLUTION TO SUPPORT MEASURE B, A PARCEL TAX FOR THE MARIN COUNTY  
FREE LIBRARY, ON THE NOVEMBER 2022 BALLOT**

**TO: BOARD OF DIRECTORS**

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

**SUBJECT: RESOLUTION TO SUPPORT MEASURE B, A PARCEL TAX FOR THE MARIN COUNTY FREE  
LIBRARY, ON THE NOVEMBER 2022 BALLOT**

**Recommendation**

Adopt a resolution to support Measure B, a parcel tax for the Marin County Free Library, on the November 2022, ballot

**Policy Issues**

The TCSD Board has authority on all policy direction matters for the District.

**Background**

The Marin County Free Library has been a vital resource throughout Marin County for 95 years. The library system has grown to 10 branches throughout the County as well as two outreach vehicles: the Bookmobile and Learning Bus (a free preschool on wheels). In addition to books and digital collections, the Marin County Free Library provides heavily relied-upon services for aging adults, students and families who are trying to improve their lives, 24/7 online access to materials, as well as free internet access, computers, and technology training.

Measure B, originally known as Measure A, first passed in 2010 and sunset in 2014. The measure is a parcel tax providing dedicated funding supporting the library system. Originally \$49 per parcel with an annual CPI adjustment, the Measure also included independent citizen oversight and senior citizen exemptions. The Measure provides necessary funding to support library programs for children, teens, and seniors, as well library facilities and collections of books; and

The Measure was renewed and passed by the voters in 2014 for an additional nine years, with a cost-of-living adjustment tied to the Bay Area Consumer Price Index, capped at three percent (3%). The current tax rate is \$58 per parcel. The special tax provides critical funding to bring local libraries up to date, prevent closures, maintain library hours, preserve educational and job-seeking resources for low-income residents, prevent staff lay-offs, maintain collections of books, CDs, DVDs, materials, and services, and provide ADA accessibility.

**Analysis**

The Measure is due to sunset next year. Renewal of the Measure has been placed on the November 8 ballot. Since Measure B is a special tax for library services and facilities, support from two-thirds of the electorate is required for passage.

The following is language that will appear on the November 8 ballot:

*“To provide critical funding, that can’t be taken by the State, to: maintain library hours and 24/7 online library access; enhance programs for children, teens, adults, seniors; increase book / digital collections; provide free internet access and computers; upgrade library facilities; shall the Marin County Free Library measure be adopted increasing the currently approved library parcel tax to \$98 a year, providing \$4.7 million dollars annually, for 9 years, with annual adjustments, independent citizen oversight and senior citizen exemptions?”*

If passed, Measure B will be in effect for nine years and the CPI will not exceed 3% annually. It will provide funding for the following:

- Keep library branches from being closed
- Repair leaking roofs, siding, and replace deteriorating foundations and HVAC systems
- Increase book and ebook collections
- Maintain library services for seniors, residents with disabilities and families
- Maintain library hours and 24/7 online library access

**Fiscal Impact**

None.

**Attachments**

A. Resolution 2022-21



## TAMALPAIS COMMUNITY SERVICES DISTRICT

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### RESOLUTION NO. 2022-21

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ENDORSING MEASURE B, A PARCEL TAX FOR THE MARIN COUNTY FREE LIBRARY, ON THE NOVEMBER 8, 2022, BALLOT

**WHEREAS**, the Marin County Free Library has been a vital resource throughout Marin County for 95 years. The library system has grown to 10 branches throughout the County as well as two outreach vehicles: the Bookmobile and Learning Bus (a free preschool on wheels); and

**WHEREAS**, Measure B, originally known as Measure A, first passed in 2010 and sunset in 2014, provided a parcel tax of \$49 per parcel with an annual CPI adjustment, and included independent citizen oversight and senior citizen exemptions; and

**WHEREAS**, the Measure provided necessary funding supporting the Marin County Free Library programs for children, teens, and seniors, as well as facilities and collections of books; and

**WHEREAS**, in 2014, the Measure was renewed and passed by the voters for an additional nine years, with a cost-of-living adjustment tied to the Bay Area Consumer Price Index, capped at three percent (3%); and

**WHEREAS**, the parcel tax provides critical funding to bring local libraries up to date, prevent closures, maintain library hours, preserve educational and job-seeking resources for low-income residents, prevent staff lay-offs, maintain collections of books, CDs, DVDs, materials and services, provide ADA accessibility; and

**WHEREAS**, all funds generated from Measure B must be used for Marin County library services and an independent citizens' oversight and annual audits ensure funds are spent as promised; and

**WHEREAS**, the Measure is due to sunset next year and has been placed on the November 8 ballot for another nine year renewal; and

**WHEREAS**, renewing Measure B will ensure libraries can continue to update public use computers and wireless internet systems critical to those members of the community who do not have access to technology at home; and

**WHEREAS**, the November 8 ballot poses the following question to voters: *“To provide critical funding, that can’t be taken by the State, to: maintain library hours and 24/7 online library access; enhance programs for children, teens, adults, seniors; increase book / digital collections; provide free internet access and computers; upgrade library facilities; shall the Marin County Free Library measure be adopted increasing the currently approved library parcel tax to \$98 a year, providing \$4.7 million dollars annually, for 9 years, with annual adjustments, independent citizen oversight and senior citizen exemptions?”*

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District endorses Measure B, a parcel tax for the Marin County Free Library, on the November 8, 2022, ballot.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14th day of September, 2022 by the following vote:

AYES:

NAYS:

ABSENT:

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Steffen Bartschat, President

ATTEST:

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Secretary, Tamalpais Community Services District

SEPTEMBER 14, 2022

ITEM 6B

**DISCUSS/CONSIDER OPERATIONAL/USE ISSUES, POLICIES AND REGULATIONS,  
MAINTENANCE OPTIONS, AND POSSIBLE CAPITAL IMPROVEMENTS  
FOR EASTWOOD AND KAY PARKS**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: DISCUSS/CONSIDER OPERATIONAL/USE ISSUES, POLICIES AND REGULATIONS,  
MAINTENANCE OPTIONS, AND POSSIBLE CAPITAL IMPROVEMENTS FOR EASTWOOD  
AND KAY PARKS**

**Recommendation**

Discuss/consider park policies, regulations, and related issues and provide direction to staff as appropriate.

**Policy Issues**

TCSD is responsible for establishing park regulations and policies.

**Discussion**

On August 24<sup>th</sup>, the Board held special meetings at Kay and Eastwood Parks to conduct a “field trip” in each park for the purpose of discussing individual park issues such as maintenance, operations, possible capital improvements, and use policies/regulations. Staff indicated at the special meetings that we would place the issues discussed during the field trip on this evening’s agenda for further Board discussion.

This memo is broken into two key sections: Eastwood Park and Kay Park. Staff is seeking Board direction on the issues raised below.

**EASTWOOD PARK**

The Board discussed a variety of issues at Eastwood Park. At the special meeting, staff indicated we would summarize the issues discussed and provide the possible options to address the issues raised. However, the Board did not indicate at the meeting if an issue was a Board priority. Specifically, we are seeking direction as to what issues are problems and need to be addressed in a timely manner or, if the issue should be continued to be monitored before any action is taken. As background, attached are the rules currently posted at Eastwood park.

Below are the key issues staff discussed at the special meeting in Eastwood Park. We have posed the issue as a question. The Board’s response will determine whether an issue is a problem requiring a solution.

### Is The Noise From Pickleball Bothering The Neighborhood?

If so, below are potential noise reduction options. Some of the options can be combined with others. If the noise is not deemed an immediate issue of concern, we will continue to monitor the situation for future discussions.

1. Restrict hours on weekends 9am to 6pm
2. Require only green paddles and specific balls
3. Acoustic padding on sections of fences (reduce 10-12 dB)
4. No tournament or league play without prior TCSD written approval (reservation) allowed on weekends
5. Proof of reservation responsibility of user (maybe we try to post on boards)

### Are Pickleball Lessons Creating A Problem For The Use Of The Courts For Recreational Play?

If so, below are possible Pickle Ball Rules to help address the use of the courts for recreational play. Some of the rules can be combined with others. If lessons are not creating any issues of immediate concern, we will continue to monitor the situation for future discussions.

1. Paid lessons not sponsored by TCSD must pay court reservation fees
  - a. Two pickleball courts hourly fee (\$40/hr.)
  - b. All four courts hourly fee (\$75/hr.)
2. For consistency purposes, we could establish fees for residents and non-residents to reserve the courts for non-lessons. For example, we could charge \$20/hr. for one court. Alternatively, we can continue to not accept any reservations (other than sponsored lessons) for tennis/pickleball courts.
3. Paid lessons must be sponsored by TCSD
  - a. Policy- 65%/35% split (TCSD receives 35% of lesson revenues)
  - b. Currently instructor signs up all students; typically, sign-ups are thru TCSD
4. No paid lessons on weekends or limited weekend times (9am-11am)
5. Limit days for paid lessons to weekdays or selected weekdays and times
6. Limit number of people for lessons (note: four nets can accommodate 4 groups of doubles which equals 16 people)
7. For non-lessons, change court time to 1 hour from 1.5 hours for doubles (if people waiting)

Note: The current pickleball instructor conducts lessons on:

- Mon. 9:30-10:30am and 1-4pm
- Tues. 9:00-11:00am and 1:45-4:15pm
- Wed. 9:30-11:00am and 1:45-4:15pm

The total class revenue (January 2021- August 2022) collected by the current pickleball instructor is approximately \$21,600 of which TCSD's 35% share is approximately \$7,560.



Are Pickleball Lessons And/or Recreational Play Causing A Parking Problem In The Neighborhood That Needs To Be Addressed?

If so, below are possible options to help address the parking issues that arise from the use of the courts for recreational/lesson play. If not, we will continue to monitor the situation for future discussions.

1. Add more parking signage along streets and in parking lots (e.g., signage of maintaining 12 ft clear, no parking areas, park in other areas)
2. Explore areas for creating more parking opportunities around Eastwood park.
3. Instructors required to inform students and monitor/enforce parking (e.g., ask students to move cars from the street to the parking lot)
4. Weekend enforcement (SCO)

How Should We Address The Maintenance Of The Eastwood Park Grass Area?

The Board discussed the maintenance of the large grassy area in Eastwood Park. The maintenance is a challenge because of its high usage (i.e., people, dogs) and drought conditions. Staff reported our current efforts to improve the grassy area include the following efforts:

1. We are in the process of finding a new contractor to address the gophers. Our current contractor indicated they could no longer do the work due to the lack of available staff to perform the work.
2. Staff plans to fence off the middle section of the grassy area (approx. 4,500 sf) to give the grass a "rest" from the high usage. Staff will monitor the area and if the rain returns in fall/winter, we will reseed the area.
3. The other option is to leave as is and wait for mother nature to help.
4. We are obtaining quotes from landscape contractors to maintain Kay and Eastwood Parks, Tam Community Center, and the Cabin.

Are There Other Issues That Need To Be Discussed Regarding Eastwood Park?

During the meeting, staff raised other issues for discussion such as dogs in the park. Staff suggested ideas for creating designated areas for dogs off-leash. We would like direction as to whether the Board would like staff to further explore the concepts presented, continue to monitor the situation, and/or provide options for changing any other park rules.

### Is Enforcement Of Court And Park Rules An Issue?

Enforcement of existing as well as any new rules is always problematic because TCSO has no staff working on weekends or in the evenings when most problems occur. However, staff could explore contracting with County Parks or hire part-time staff to monitor parks and to seek voluntary compliance on weekends and/or evenings on a temporary basis.

At the meeting, the Board also discussed the need to develop better signage and to consolidate existing signage. We are waiting to hear the Board's direction regarding park policies before we develop new consolidated signage for the parks.

### KAY PARK

The Board discussion focused on the condition of the open space area in Kay Park. The soil composition is primarily sand which creates a difficult environment for grass to grow in the area.

The options staff suggested during the field trip include the following:

- Leave as is
  - Monitor the rainy season to determine if drought conditions will continue.
  - After the rainy session discuss options with the Board.
- Cover the area with engineered wood fiber to keep dust and dirt down.
- Further explore artificial turf for a portion of the area.
  - Estimate of \$15/sf for installed turf includes excavation of 3-4 inches of soil
  - Suggest turf area of 3,500-4,000 sf to keep cost under \$60,000 so as not to trigger public bidding requirements and allow us to continue to obtain quotes.
  - The area around the turf could be barked and/or hardscaped.
  - A design would need to be prepared.
  - Samples of turf will be available at the meeting.
  - Staff plans to visit a dog park using the turf. Board members are invited to attend or visit the park on their own.
  - Product available to allow turf to remain cool during hot days.
- Explore redoing the entire area to install natural grass.
  - Requires excavation and replacement of soil.
  - Replacement of existing irrigation system.
  - Fencing off area for a period of time.
  - Estimate costs to be over \$100,000.

### Are There Other Operational Issues To Discuss/Consider At Kay Park?

At the special meeting, staff indicated we are scheduling inspections of the play equipment at both Kay and Eastwood parks with our insurance risk manager. As stated above, we are also obtaining quotes from landscape contractors to maintain Kay and Eastwood Parks, Tam Valley Community Center, and the Cabin.

NEXT STEPS

Based on the Board's direction, staff would return with park policies/regulations for Board approval as well as any requested follow-ups on other actions (e.g., artificial turf quotes, implementation schedule).

Impact on TCSO Resources

N/A

Attachments:

- A. Picture of current Eastwood Park rules



**TAMALPAIS COMMUNITY  
SERVICES DISTRICT**

[www.tamesd.org](http://www.tamesd.org)  
415-388-6393

**EASTWOOD PARK**

**TENNIS AND PICKLEBALL COURT RULES:**

Absolutely NO wheels or other  
sport activities on courts.

**ANIMALS NOT ALLOWED ON COURTS**

- Players must wear non-marking athletic shoes.

**• TIME LIMITS**

(THIS INCLUDES WARM UP TIME!)

Singles - 1 hour

Doubles - 1.5 hours

- Please be courteous to those who are waiting.
- Hang your racquet on the Peg Board to reserve the next available court.
- We ask Tennis players occupying the Pickleball court to move to the Tennis dedicated court when available if there is a Pickleball player waiting.
- When a court becomes available, all players must be present to occupy the court.

**• PAID LESSONS**

THE COURT MAY BE USED FOR PAID  
LESSONS ONLY WITH WRITTEN  
PERMISSION BY THE DISTRICT

*Please*  
**NO EXCESSIVE NOISE**  
**RESIDENTIAL AREA**  
*Thank You!*

SEPTEMBER 14, 2022

ITEM 6C

**DISCUSS TCSD TENTATIVE EVENT SCHEDULE FOR JULY 2022 THRU JUNE 2023**

**TO: BOARD OF DIRECTORS**

**FROM: CAMILLE ESPOSITO, EVENTS AND COMMUNICATIONS COORDINATOR**

**SUBJECT: DISCUSS TCSD EVENT SCHEDULE FOR JULY 2022 THRU JUNE 2023**

**Recommendation**

Discuss event schedule and provide direction to staff as appropriate.

**Policy Issues**

Coordinating and scheduling events.

**Discussion**

At its June 22 work session, the Board discussed events and requested staff to develop a tentative schedule from July 2022 thru June 2023. At its July 13<sup>th</sup> meeting, the Board received the event schedule and requested additional modifications. The attached schedule reflects the Board's comments from July, sets dates for previous tentative dates, and includes some new events. Specifically, the revised event schedule reflects the following:

- Oktoberfest from 3pm to 8pm
- Two Holiday events in December are now set with Jolly Jingles on Dec 3rd and Breakfast with Santa on December 10th.
- Crab Feed is set for January 21st
- Murder Mystery is tentatively set for the first two weekends in March (3/4 and 10/11)  
Vice-President Brown is checking with the cast to confirm these dates.
- The addition of the Rhubarb Revue with tentative dates in May.
- Volunteer Appreciation April 22nd after Earth Day event.

Our goal with events in this fiscal year is to bring back some of the traditions that the community has valued for many years. With the recent hire of the Event and Communications Coordinator, we now have the capacity to manage these events. We do anticipate being able to add events as the new coordinator gets up to speed. We also plan to do a community survey to get input on what events/activities the community would like to see continue and what new things we can add to reflect the evolving demographics of Tam Valley.

**Impact on TCSD Resources**

N/A

**Attachments:**

A. Schedule of Events

**TENATIVE SCHEDULE OF EVENTS**

July 2022 thru June 2023

(Revised September 2022)

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 -8pm	Oktoberfest at Community Center
October 1	8am-1pm	Debris day, shred day (Community Center)
October 8	8am - 11am	Cars & Coffee
November 12	8am - 11am	Cars & Coffee
December 3	7pm-9pm	Jolly Jingles or similar event (Community Center)
December 10	9am and 10:30am (if needed)	Breakfast with Santa (Community Center)
December 10	8am- 11am	Cars & Coffee
January 14, 2023	8am -11am	Cars & Coffee
January 21, 2023	6:30pm-9:30pm	Crab Feed
February 11	8am – 11 am	Cars & Coffee
March 3 &4 10 &11	two weekends (dates pending final approval)	Murder Mystery (Community Center)
March 11	8am – 11am	Cars & Coffee
April 9	8am – 11am	Cars & Coffee
April 22	time tbd	Earth Day and Volunteer Appreciation event (Eastwood Park)
May 6	8am -1pm	Debris day, shred day, e-waste, compost (Community Center)
May 13	8am – 11am	Cars & Coffee

May	Two weekends	Rhubarb Revue
June		Creekside Friday starts
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		

**ADOPT RESOLUTION RESTATING AND REESTABLISHING HEALTH BENEFITS FOR  
EMPLOYEES AND CREATING A MEDICAL IN-LIEU PAYMENT PROGRAM**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: ADOPT RESOLUTION RESTATING AND REESTABLISHING HEALTH BENEFITS FOR EMPLOYEES  
AND CREATING A MEDICAL IN-LIEU PAYMENT PROGRAM**

**Recommendation**

Adopt resolution restating and reestablishing health benefits for employees and creating a medical in-lieu payment program

**Policy Issues**

Establishing employee health benefits by resolution is a best practice and provides more clarity for employees and the public. The creation of a medical in-lieu payment program requires Board approval and will save the District money if an employee participates.

**Analysis**

The Tamalpais Community Service District (TCSD or District) currently provides medical, dental, and vision benefits ("Health Benefits") to full-time employees via the health plans offered by the County of Marin. As a matter of practice TCSD approves the funding for employee health benefits annually as part of the budget process and references the health benefits in the adopted personnel policies. Most public agencies approve employee health benefits by resolution which provides more certainty for employees. While the Board would still approve the funding for benefits within the annual budget, no other action would be needed. In addition to the administrative action of adopting health benefits by resolution, staff is recommending the addition of another medical plan that employees would have access to and the creation of a medical in-lieu payment program for employees. Access to another medical plan has no additional financial cost to TCSD, but the medical in-lieu payment program could result in significant financial savings to the District.

**Options for Medical Insurance Plans**

TCSD currently allows its employees to select one of two medical plans offered by the County of Marin to its employees: Kaiser or Western Health Advantage (WHA). The District pays the full cost of the premium for employees for either plan. The Kaiser premium is significantly higher than WHA. However, there is one additional plan available to county employees: Teamster's Anthem PPO. The Anthem PPO premium is significantly higher than the others.

Staff recommends that TCSD allow its employees the option to participate in another medical plan offered by the County of Marin as long as there is no additional cost to the District. The policy would be that the employee will pay any difference between the District's maximum contribution toward medical insurance (i.e., Kaiser) and the actual premium of medical insurance selected by the employee. Many public agencies use the Kaiser rate as the benchmark for the maximum contribution toward medical plans because the majority of employees select Kaiser medical coverage.



Specifically, the District contribution toward the health plan costs would be as follows:

- Subscriber Only – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee only.
- Subscriber Plus One – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus one qualifying dependent.
- Subscriber Plus Two or more – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus two or more qualifying dependents.

In no event shall the District's contribution exceed the actual cost of the premium of the employee's selected medical insurance. This covers the scenario where an employee has selected WHA which is significantly less than the Kaiser rate. If an employee selects Anthem PPO, the employee will contribute the difference between the applicable Kaiser premium and Anthem PPO premium. The employee contribution is a pre-tax deduction on their payroll check. We believe one or two employees may be interested in participating in the Anthem PPO plan. The access to this additional County of Marin medical plan would occur during the regular open benefit enrollment period in the fall.

#### **Medical Insurance In-Lieu Payment Program**

Another program that is offered by other agencies to its employees is a Medical In-Lieu Payment program. This program allows an employee to opt-out of the District's medical insurance and receive a payment "in-lieu" of the District paying the medical insurance premium. However, an employee must provide proof of alternative Minimum Essential Coverage, as defined by federal law, for the employee and the employee's tax family. The payment-in-lieu of medical insurance is paid as a taxable cash benefit and is not reportable as a pensionable compensation. There are also other requirements to participate which are contained in the resolution. Staff used language from the other Marin agencies that offer an in-lieu program

In order to determine the amount of the in-lieu payment, staff surveyed eight (8) Marin agencies (see Attachment 1- Table A). Table A shows the median amount of the in-lieu payment of the surveyed Marin agencies is \$4,500 per year or approximately \$173/bi-weekly pay period (pp). As a result, we used the median as the recommended in-lieu payment for TCSD's program (see Column K).

Table B (see Attachment 1) shows the various options we considered for the TCSD program ranging from a percentage of the monthly Kaiser premium (Options A & B) to a variety of fixed amounts (Options C to E). Option E (see Column K) is the recommended amount of \$173/pp. Depending on the applicable Kaiser Premium, Table C "Potential Savings to TCSD" indicates the savings could be significant as the District saves the difference between the in-lieu payment and the selected Kaiser coverage. Column K shows if an employee elects an in-lieu payment instead of receiving medical insurance directly from TCSD, the District will save approx. \$22,700 the first year based on the Kaiser family premium. The recommended in-lieu payment is a fixed amount and does not increase with increases in Kaiser premiums because we wanted to keep the program simple and easy to administer.

Also, the in-lieu payment program only applies to medical insurance and not dental and vision coverage. Many agencies do not include dental and vision insurance coverage with an in-lieu payment program because of the limited savings to the agencies and ease of administration. We believe one or two employees may participate

in the medical in-lieu payment program. The program would take effect no later than January 1, 2023 to coincide with the open enrollment period and to account for any potential programmatic delays (e.g., health provider notices).

**Vision and Dental Insurance**

TCSO offers VSP vision insurance plan, through the County of Marin group plan. TCSO pays for a vision plan for “employee plus dependent(s)” vision benefits. Vision premiums are not eligible for insurance in-lieu payments. Similarly, TCSO pays dental premiums on behalf of the employee and eligible dependents. Dental premiums are not eligible for insurance in-lieu payments. Vision and Dental coverages are existing benefits offered to employees which is included in the resolution.

**Impact on TCSO Resources**

Potential savings from the Medical In-Lieu payment program.

**Attachments**

- A. Attachment 1- Table A, B & C
- B. Resolution 2022-22

**ATTACHMENT 1- Tables A, B, & C**

**Table A- Marin Agency Medical In-Lieu Programs**

Agency	Annual	Biweekly
City of Mill Valley	\$ 2,100	\$ 80.77
County of Marin	\$ 2,600	\$ 100.00
City of San Rafael	\$ 3,600	\$ 138.46
Sausalito-Marín City Sanitary District	\$ 4,200	\$ 161.54
Ross Valley Sanitary District	\$ 4,800	\$ 184.62
City of Larkspur	\$ 5,100	\$ 196.15
Central Marin Sanitation Agency	\$ 6,000	\$ 230.77
City of Sausalito	\$ 11,896	\$ 457.54
<b>Median</b>	<b>\$ 4,500</b>	<b>\$ 173.08</b>
<b>Avg</b>	<b>\$ 5,037</b>	<b>\$ 193.73</b>
<b>Avg. without Sausalito</b>	<b>\$ 4,057</b>	<b>\$ 156.04</b>

**Table B- Medical In-Lieu Payment Program Options**

Plan	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L
	2022		Option A	Option A	Option B	Option B	Option C	Option C	Option D	Option D	Recommended	Recommended
	Monthly Premium	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Option E	Option E
Kaiser Employee only	\$ 852.75	\$ 10,233.00	\$213	\$2,558	\$426	\$5,117	\$ 375	\$ 4,500	\$ 500	\$ 6,000	\$ 173.00	\$ 4,498.00
Kaiser Employee + 1	\$ 1,705.50	\$ 20,466.00	\$426	\$5,117	\$853	\$10,233	\$ 375	\$ 4,500	\$ 500	\$ 6,000	\$ 173.00	\$ 4,498.00
Kaiser Family	\$ 2,268.31	\$ 27,219.72	\$567	\$6,805	\$1,134	\$13,610	\$ 375	\$ 4,500	\$ 500	\$ 6,000	\$ 173.00	\$ 4,498.00

\*pp- pay period (biweekly)

**Table C- Potential Savings to TCSD**

Savings to TCSD Plan	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K
	2022		Option A	Option A	Option B	Option B	Option C	Option C	Option D	Option D	Option E
	Monthly Premium	Annual	Monthly Savings	Annual Savings	Monthly Savings	Annual Savings	Monthly Savings	Annual Savings	Monthly Savings	Annual Savings	Recommended Annual Savings To TCSD
Kaiser Employee only	\$ 852.75	\$ 10,233.00	\$ 640	\$ 7,675	\$ 426	\$ 5,117	\$ 478	\$ 5,733	\$ 353	\$ 4,233	\$ 5,735.00
Kaiser Employee + 1	\$ 1,705.50	\$ 20,466.00	\$ 1,279	\$ 15,350	\$ 853	\$ 10,233	\$ 1,331	\$ 15,966	\$ 1,206	\$ 14,466	\$ 15,968.00
Kaiser Family	\$ 2,268.31	\$ 27,219.72	\$ 1,701	\$ 20,415	\$ 1,134	\$ 13,610	\$ 1,893	\$ 22,720	\$ 1,768	\$ 21,220	\$ 22,721.72



## TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
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### RESOLUTION NO. 2022- 22

#### A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT RESTATING AND REESTABLISHING THE HEALTH BENEFITS FOR TCSD FULL- TIME EMPLOYEES AND CREATING A MEDICAL IN-LIEU PAYMENT PROGRAM

**WHEREAS**, the Tamalpais Community Services District (the "District" or "TCSD") is a community services district organized under Sections 61000 et seq. of the Government Code of the State of California; and

**WHEREAS**, TCSD provides medical, dental, and vision benefits ("Health Benefits") to full-time employees; and

**WHEREAS**, TCSD participates in health plans offered by the County of Marin;  
and

**WHEREAS**, TCSD wishes to allow its employees the option to participate in any medical plan offered by the County of Marin (currently 3 plans); and

**WHEREAS**, TCSD would like to establish a medical in-lieu payment program that financially benefits both the employee and TCSD; and

**WHEREAS**, TCSD wishes to restate and reestablish the Health Benefits offered by TCSD to its full-time employees by this resolution as well as any amendments.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Tamalpais Community Services District does hereby approve the following Health Benefits to full-time employees and their dependents:

#### **ELIGIBILITY**

Only regular, full-time employees of the District are eligible to receive Health Benefits as described in this Resolution. Part-time regular, temporary, or seasonal employees are not eligible for Health Benefits.

#### **MEDICAL INSURANCE**

Medical Insurance shall be made available to each employee. The District participates in the medical plans offered by the County of Marin to its employees. The County Plan currently offers Kaiser, Western Health Advantage, and Teamster's Anthem PPO. The District contribution toward the health plan costs shall be as follows:

- Subscriber Only – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee only.

- Subscriber Plus One – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus one qualifying dependent.
- Subscriber Plus Two or more – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus two or more qualifying dependents.

The employee shall pay any difference between the District's maximum contribution toward medical insurance, if applicable, and the actual premium of medical insurance selected by the employee. In no event shall the District's contribution exceed the actual cost of the premium of the employee's selected medical insurance. The access to additional County of Marin medical plans would occur during the regular open enrollment period in the fall.

### **MEDICAL INSURANCE IN-LIEU PAYMENTS**

An employee covered by this Resolution may apply in writing to the District for waiver of required participation in the District's medical insurance program and to receive a payment of \$173.00 per pay period in-lieu of medical insurance coverage. To opt-out of the District's medical insurance and receive a payment in-lieu, the employee must provide proof of alternative Minimum Essential Coverage, as defined by federal law, for the employee and the employee's tax family. Employees must provide proof of alternative Minimum Essential Coverage each plan year during open enrollment. The payment-in-lieu of District medical insurance shall be paid as a taxable cash benefit and is not reportable to CalPERS as pensionable compensation. Employees enrolled in the District's medical insurance coverage will not receive any waiver payment.

The employee also agrees to notify TCSD no later than 30 days if the employee or other member(s) of the employee's tax family lose coverage under the alternative Minimum Essential Coverage plan. The employee understands that TCSD is legally required to immediately stop medical in-lieu payments if TCSD learns that the employee and/or members of the employee's family do not have the alternative Minimal Essential Coverage. TCSD reserves the right to modify at any time, the amount an employee is eligible to receive under this paragraph pursuant to any applicable State and/or Federal laws and regulations. The medical in-lieu payment program would take effect no later than January 1, 2023.

### **VISION INSURANCE**

TCSD offers VSP vision insurance plan, through the County of Marin group plan. TCSD shall pay for a vision plan for employee plus dependent(s). Vision premiums are not eligible for insurance in-lieu payments.

### **DENTAL INSURANCE**

TCSD shall pay dental premiums on behalf of the employee and eligible dependent(s). Dental premiums are not eligible for insurance in-lieu payments.

**BE IT FURTHER RESOLVED** that the Board of Directors of the Tamalpais Community Services District does hereby authorize the General Manager or his/her

designee to do everything necessary and appropriate to implement the medical in-lieu payment program and other provisions of this resolution and work with the County of Marin to provide TCSD employee access to the County's medical plans (currently Kaiser, Western Health Advantage, and Teamster's Anthem PPO) offered to employees.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14th day of September, 2022 by the following vote:

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

SEPTEMBER 14, 2022

ITEM 6E

**APPROVAL OF AMENDMENTS TO PERSONNEL POLICY REGARDING HEALTH BENEFITS**

**TO: BOARD OF DIRECTORS**  
**FROM: GARRETT TOY, GENERAL MANAGER**  
**SUBJECT: APPROVAL OF AMENDMENTS TO PERSONNEL POLICY REGARDING HEALTH BENEFITS**

**Recommendation**

Adopt resolution approving amendments to the personnel policies regarding health benefits.

**Policy Issues**

Personnel policies should be updated from time to time to reflect changes in law and TCSD practices and policies.

**Analysis**

Earlier this evening, the Board considered the adoption of employee health benefits by resolution and the creation of a medical in-lieu payment program. The proposed amendments to the personnel policies reflect the adoption of health benefits by resolution. There is no adverse impact to employees. Attached is a redline of Policy 107 Employee Benefits - Medical, Dental, and Vision Insurance (P107). The resolution contains the "clean" version of P107.

The primary revisions to P107 was to reference Resolution 2022-22 with regard to employee eligibility, health benefits, and a medical in-lieu payment program. The health benefits provided to employees is not affected with these revisions to the personnel policies. There are no changes to any other TCSD policies.

**Impact on TCSD Resources**

There are no financial impacts to the proposed updated Personnel Policy.

**Attachments**

- A. Redline of amendments
- B. Resolution 2022-23

SUBJECT: Employee Benefits - Medical, Dental, and Vision Insurance

POLICY NO: P 107

#### P 107.01 – INSURANCE ELIGIBILITY

The District offers group medical, dental, and vision insurance coverage ~~at no cost~~ to eligible employees and their dependents. Per Resolution 2022-xx, the District pays for vision and dental insurance at no costs to eligible employees and dependents and up to the Kaiser family rate for medical insurance. Resolution 2022-xx also establishes a medical in-lieu payment program. Only full-time regular employees of the District are eligible for insurance coverage under this section. Part-time regular employees and temporary or seasonal employees are not eligible for insurance coverage.

#### P107.02- ELIGIBILITY

Per Resolution 2022-xx, Only full-time regular employees of the District are eligible for insurance coverage under this section. Part-time regular employees and temporary or seasonal employees are not eligible for insurance coverage.

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#### P 107.02 – SUMMARY OF BENEFITS

Resolution 2022-xx establishes the Booklets describing the medical, dental, and vision insurance plans, for including eligibility rules and benefits, will be distributed to all eligible employees. If an employee needs additional information on the available plans and coverages are available from the or claims forms, the employee should speak with the Finance Manager.

#### P 107.03 – UPON RETIREMENT

As per TCSD resolutions 2011-09, 2014-03 and 2018-01, TCSD employees who have served 20 continuous years of service with TCSD and retire from TCSD will be provided with on-going health insurance benefits in retirement.



**SUBJECT:** Employee Benefits - Disability Benefits

**POLICY NO:** P 108

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**P 108.01 – CALIFORNIA STATE DISABILITY INSURANCE BENEFITS**

The District is exempt from the State Disability Insurance (“SDI”) withholding in accordance with applicable laws. For more information on SDI, contact the California State Employee Development Department (“EDD”).

**P 108.02 – WORKERS’ COMPENSATION INSURANCE**

The District provides a comprehensive worker's compensation insurance program to all employees, in compliance with California law. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Any employee who sustains a work-related injury or illness **must immediately** inform his or her supervisor. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable eligible employees to qualify for coverage as quickly as possible.

Any on-the-job injury which a District employee suffers shall be handled in the following way:

**Reporting workers compensation claims - Call company nurse 877.518.6711**

1. When an injury first occurs, report to your supervisor and then contact Company Nurse at 877.518.6711 to report the incident and to see if immediate medical care is warranted.
2. If the employee chooses to seek medical care, they will be directed to the Occupational Medical facility SDRMA has selected through the Medical Provider Network, WellComp.
3. If the employee chooses to pre-designate a personal physician, then they must have the SDRMA form completed and on file prior to the incident.

**SUBJECT:** Employee Benefits - Consolidated Omnibus Budget Reconciliation Act (COBRA)

**POLICY NO:** P 109

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Pursuant to the Consolidated Omnibus Budget Reconciliation Act (“COBRA”), eligible employees and their dependents may in most instances continue group health insurance coverage at their own expense after they resign or otherwise become ineligible for the District-provided health benefits. The District is in contract with the County of Marin, which provides COBRA administration services. Additional information about COBRA will be furnished to an employee in the event he or she should leave the District or otherwise become ineligible for group health insurance coverage. Employees whose dependents lose their eligibility for group health insurance coverage should contact the Finance Manager for further information.



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
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**RESOLUTION NO. 2022-23**

**A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT  
ADOPTING AMENDMENT TO PERSONNEL POLICIES REGARDING HEALTH  
BENEFITS**

**WHEREAS**, the Tamalpais Community Service District (TCSD) will from time to time amend its personnel policies; and

**WHEREAS**, TCSD has established Health Benefits for TCSD full-time employees by resolution; and

**WHEREAS**, revisions to the personnel policies are required to the adoption of Health Benefits by resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Tamalpais Community Services District does hereby amend and restate in its entirety the following sections of the personnel policy effective September 1, 2022 and authorizes the General Manager to do everything necessary and appropriate to incorporate the revisions into the personnel policies:

**SUBJECT: Employee Benefits - Medical, Dental, and Vision Insurance**

**POLICY NO: P 107**

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**P 107.01 – INSURANCE**

The District offers group medical, dental, and vision insurance coverage to eligible employees and their dependents. Per Resolution 2022-23, the District pays for vision and dental insurance at no cost to eligible employees and dependents, and up to the Kaiser family rate for medical insurance. Resolution 2022-23 also establishes a medical in-lieu payment program.

**P 107.02 – ELIGIBILITY**

Per Resolution 2022-23 only full-time regular employees of the District are eligible for insurance coverage. Part-time regular employees and temporary or seasonal employees are not eligible for insurance coverage.

**P 107.03 – SUMMARY OF BENEFITS**

Resolution 2022-23 establishes the medical, dental, and vision insurance plans for all eligible employees. Information on the available plans and coverages are available from the Finance Manager.

**P 107.04 – UPON RETIREMENT**

As per TCSD resolutions 2011-09, 2014-03 and 2018-01, TCSD employees who have served 20 continuous years of service with TCSD and retire from TCSD will be provided with on-going health insurance benefits in retirement.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14<sup>th</sup> day of September, 2022 by the following vote:

AYES:

NAYS:

ABSENT:

---

Steffen Bartschat, President

ATTEST:

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Secretary, Tamalpais Community Services District

**APPROVAL OF RECORDS RETENTION POLICIES AND SCHEDULE**

**TO: BOARD OF DIRECTORS**  
**FROM: GARRETT TOY, GENERAL MANAGER**  
**SUBJECT: APPROVAL OF RECORDS RETENTION POLICIES AND SCHEDULE**

**Recommendation**

Adopt resolution adopting record retention policies and schedule.

**Policy Issues**

The District should have record retention policies and schedule.

**Background**

Sections 60200 through 60203 of the *California Government Code* provides a procedure whereby special districts' records that have served their purposes and are no longer required may be destroyed. A District Board is also authorized by the provisions of *California Government Code* to establish a records retention schedule applicable to district records.

**Analysis**

It is a best practice to have an adopted records retention schedule and policies. An appropriate records retention policy and schedule documents which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, financial, or legal value (e.g., required to be retained by law). The adoption of retention policies and schedule will help TCSD with file storage and management as well as help provide more clarity with public records requests (e.g., limit the number of files to search).

We used the Twain Harte Community Service District's (THCSD) retention policies and schedule as a template for the TCSD policies and schedule because of its clarity, similar operations and records, and citations of applicable government code sections. THCSD provides water, sewer, fire, and park services with a service area of 3 square miles in Tuolumne County.

It should be noted that the policy allows for any record not expressly required by law to be filed and preserved in original form to be destroyed at any time after it is electronically stored in conformance with the requirements of *California Government Code* Section 60203. In no instance would we destroy any records, papers, or documents where there is a continuing need for such records pursuant to applicable law such as pending litigation and special projects. Over the last few years, staff has been working to electronically scan its archived printed materials.

**Impact on TCSD Resources**

N/A

**Attachments**

A. Resolution 2022-24 with schedule



## TAMALPAIS COMMUNITY SERVICES DISTRICT

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### RESOLUTION NO. 2022-24

#### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING A RECORDS RETENTION POLICY AND SCHEDULE

**WHEREAS**, Sections 60200 through 60203 of the *California Government Code* provide a procedure whereby the Tamalpais Community Services District's (the "District") records that have served their purposes and are no longer required may be destroyed; and

**WHEREAS**, said Board of Directors are authorized by the provisions of *California Government Code* Sections 60200 et seq., to establish a records retention schedule applicable to District records; and

**WHEREAS**, an appropriate records retention schedule assists the District by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, financial, or legal value; and

**WHEREAS**, the destruction and disposition of the District's records pursuant to the proposed records retention schedule will not adversely affect any interest of the District or the Public.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Tamalpais Community Services District does hereby adopt as follows:

Section 1: Authorization for Destruction of Records. The Record Retention - Schedule set forth in Exhibit "A" hereto is adopted as the approved schedule for the District in compliance with *California Government Code* Sections 60200 et seq., and after such records have been retained for the time periods and according to the process set forth herein, such records may be destroyed. The General Manager, or an individual designated by the General Manager, shall have ongoing authority, without further approval by the Board of Directors, to authorize the destruction and/or disposition of District records, papers and documents in accordance with this Resolution and Exhibit A.

Section 2: Destruction of Records after Scanning. Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of *California Government Code* Section 60203. In no instances are records, papers or documents to be destroyed where there is a continuing

need for such records pursuant to applicable law, for example and not by way of limitation, pending litigation and special projects.

Section 3: Destruction of Duplicates. Pursuant to *California Government Code* Section 60200, any duplicate records, paper or document, the original or a permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

Section 4: Retention of Records Not Mentioned. All records, papers and documents not mentioned in this Resolution may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the California Secretary of State as the same may be amended from time to time.

Section 5: Rescission of Conflicting Resolutions. All prior District policies and Resolutions inconsistent with the provisions of this Resolution are hereby repealed to the extent of their inconsistency.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14<sup>th</sup> day of September, 2022 by the following vote:

AYES:

NAYS:

ABSENT:

---

Steffen Bartschat, President

ATTEST:

---

Secretary, Tamalpais Community Services District

**TAMALPAIS COMMUNITY SERVICE DISTRICT**  
**Records Policy and Procedure Manual**

**POLICY TITLE:** Records Retention & Destruction

**ADOPTED:** September 14, 2022

**REVISED:**

**200.10 PURPOSE**

The purpose of this policy is to provide staff guidance regarding the retention or disposal of Tamalpais Community Service District (District or TCSD) records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

**200.20 AUTHORITY**

This policy and schedule govern the retention and disposal of District records pursuant to the provisions of California Government Code §61061(c) and §60200 – §60203.

The General Manager is authorized by the District Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified herein.

**200.30 DEFINITIONS**

1. **LIFE**: The inclusive or operational or valid dates of a document. Signified by an "L" in the Records Retention Schedule (Appendix A).
2. **PERMANENT**: The requirement to keep a record indefinitely without destroying it. Signified by a "P" in the Records Retention Schedule (Appendix A).
3. **RECORD**: Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document (regardless of physical form or characteristics) produced, received, owned or used by the District in the conduct of its operations. See California Government Code §6252(g) for more information.
4. **RECORDS RETENTION SCHEDULE**: The consolidated, approved schedule and/or list of all District records which timetables the life and disposal of all records. Included in this policy as Appendix A.

5. **RETENTION PERIOD:** The length of time a record is required to be kept by the District without being destroyed, expressed in years. Unless specified otherwise, the retention period begins when a document is approved, complete or received in its final form. Finance record retention periods begin at the end of the fiscal year in which records were created.

#### **200.40 NON-RECORDS**

The following are not considered records and may be destroyed at any time without authorization of the Board or General Manager and without copying to photographic or electronic media:

1. Duplicates.
2. Preliminary drafts, worksheets, internal notes not necessary as verification on the completed draft.
3. Intra-agency memoranda which are not retained by the District in the ordinary course of business.
4. Telephone/voice messages, shorthand notes, steno tapes, other temporary mechanical recordings.
5. Letters of transmittal or form letters which require no follow-up action.
6. Routine acknowledgements, answers to inquiries.
7. Advertising Literature, circulars, 3<sup>rd</sup> class mail.
8. Superseded or outdated publications, forms, directories, etc.
9. Notes of appreciation, congratulations, etc.
10. Text messages not related to official TCSD business
11. Announcements, flyers, posters, signs, banners, and bulletin board notices.

#### **200.50 RECORDS RETENTION REQUIREMENTS**

**200.51 Records Retention Schedule:** Appendix A contains the District's Records Retention Schedule, which provides minimum time periods for retaining categories of District records. Indefinite retention periods (periods not labeled "Permanent") are based on any minimum retention requirements established by law and the maximum period of time the District deems each type of record could reasonably affect any interest of the District or public.

**200.52 Records not Listed:** Originals of records, papers and documents that do not fall under one of the records categories in the Records Retention Schedule and were prepared or received in any manner other than pursuant to State or Federal statute shall be retained for a minimum of six (6) months prior to destruction.

**200.53 E-mail Retention:** The District's electronic mail ("e-mail") system is intended as a medium of temporary communication only and should not be used to store or



maintain correspondence and other documentation considered to be public records per the California Public Records Act (Gov. Code § 6250-6276.48).

However, some e-mails and/or their attachments may be considered public records. The following retention requirements apply to District e-mails:

1. E-mails as Public Records: "Public records" include any writing containing information relating to the conduct of District business prepared, owned, used or retained by the District regardless of physical form or characteristics. If an e-mail (including attachments) meets the definition of a public record, it must be retained in accordance with the retention periods specified in this policy and the Records Retention Schedule (Appendix A), based on type of record.
  
2. E-mails as Non-Records: E-mails that can be considered non-records (see Section 200.40) are not required to be retained. Employees and Board members are encouraged to delete documents within 60 days which are not otherwise required to be kept by law or whose preservation is not necessary or convenient to the discharge of duties or the conduct of the District's business. Examples of e-mail messages that are generally not considered public records may include:
  - Personal messages not related to official District business.
  - Messages with attached copies or extracts of documents distributed for convenience or reference (with the original documents being preserved according to the District's Records Retention Policy).
  - Messages that are essentially cover notes or distribution slips.
  
3. Responsibility for E-Mail Retention: Generally, the District employee or Board member who sends or receives an e-mail that qualifies as a public record should be the person responsible for preserving that e-mail. Employees responsible for a particular program or project file shall also be responsible for preserving all e-mail they send or receive related to that program or project. District employees may print and file hard copies of e-mail messages that must be retained. Employees may also save e-mail messages electronically, in electronic folders separate from their regular e-mail inboxes. All e-mail messages retained electronically must be easy to retrieve, view and print out.
  
4. Determination of Public Record: The General Manager or their designee will assist employees and Board members in determining whether an e-mail message is required to be retained and/or is necessary or convenient to the discharge of duties or the conduct of the District's business.

5. Claims/Lawsuits: Any e-mail messages that relate to a claim or a potential claim against the District must be preserved. Likewise, any e-mail messages that may relate to a lawsuit filed against the District, even if a subpoena or court order for such e-mail messages has not yet been issued, must be preserved. The District has a duty to preserve any relevant data when there is even a hint of possible litigation.
6. Requests for E-mail Records: In the event a records request or subpoena is made for e-mail, the employees and Board members having control over such e-mail, once they become aware of the request or demand, shall use their best efforts, by any reasonable means available, to temporarily preserve any e-mail which is in existence until it is determined if such e-mail is subject to preservation, public inspection or disclosure.
7. Other Electronic Communication: For the purposes of this section, e-mail also includes messages sent through a wireless phone or other electronic device that ends up as e-mail or text message to or from any District employee or Board member as long as such message pertains to the District's business.

## **200.60 RECORDS DESTRUCTION**

**200.61 No Destruction of Records in Use:** In no instances are records, papers, or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

**200.62 E-mail Destruction:** The District's e-mail system will automatically delete all e-mail messages in employee's inboxes that are greater than (1) year old. E-mail messages saved in electronic folders as public records will not be deleted.

**200.63 Destruction of Records:** Keeping numerous records after a certain period of time is not necessary for the effective and efficient operation of the District and does not provide any benefit to the interests of the District or public. Therefore, records, papers or documents **which are not expressly required by law** to be filed and preserved may be destroyed if **all** the following conditions are met:

1. The record's retention period has been met, pursuant to this policy and the Records Retention Schedule (Appendix A).
2. The District finds the category of records listed in the policy may be destroyed after specified retention periods because the record's destruction is not found to have an adverse effect on any interest of the District or of the public.
3. Records must be approved for destruction by the General Manager on a form authorizing said destruction. The form shall include a general inventory of the

documents to be destroyed by category that reasonably identifies the information in the records destroyed.

**200.64 Destruction Timing:** Approval and destruction of records is to occur on an annual basis or as necessary. Destruction of records shall be in a manner that does not compromise privacy or other confidential information.

## Appendix A Records Retention Schedule

FILING SYSTEM COLOR CODE KEY	
COLOR CODE	RETENTION PERIOD
C + yr(s)	C- Project Completion plus No. of years
GREEN	3
YELLOW	5
ORANGE	7
RED	10
PURPLE	P (Permanent)
PINK	L (Life)

Record	ADMINISTRATION	
	Retention Period	Description/Examples
<b>Agreements</b>		
Agreements with other agencies	P	Not Capital Improvement <sup>1</sup> MOU's Contracts/Agreements
Agreements with consultants and others (not for CIP Projects)	C+2	Instructors, Service vendors Maintenance agreements Consultants Rental agreements
<b>Board of Directors</b>		
Board Meeting Materials	3	Agendas, Board Packets <sup>2</sup>
Board Legal Documents	7	Election Materials/Results <sup>3</sup> Ethics Training/Certificate <sup>4</sup> Form 700 <sup>5</sup> Oaths of Office <sup>6</sup>
Minutes	P	<sup>7</sup>
Resolutions and Ordinances*	P	*If the ordinance has been repealed, it may be destroyed or disposed 5 years after it was repealed. <sup>8</sup> Ordinance list will reflect repeal.
Policies	P	Purchasing, personnel *If the policy has been repealed, it may be destroyed or disposed 5 years after it was

		repealed. <sup>9</sup>
Tapes, Audio/Video (e.g., Zoom recording)	90 days or approval of minutes whichever is longer	When used for minute preparation
<b>Capital Improvement Projects</b>		
Final Project Documents	P	Bid Docs/Results Signed Agreements/Contracts Contract change orders Design Drawings (Originals) Permits CEQA RFPs/RFQs Surveys <sup>10</sup>
Unaccepted Bids/Proposals RFPs/RFQs	3	<sup>11</sup> Correspondence with unsuccessful bidders

**Correspondence**

Correspondence	3	Support Letters Agency Correspondence <sup>12</sup>
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**Customer Files**

Customer Files	P	Billing files Liens and Releases Work Orders Sewer Hook Up Forms <sup>13</sup>
CCTV videos Smoke Tests Inspection reports Applications	C+2	Repair permits Inspection reports for laterals Applications for repair, will-serve
TCSD Approvals	P	Will serve letters Certificates/approval letters of repair work and/or testing

**District Documents**

District Documents	P	District Formation Documents District Reorganization/Changes Boundaries Newsletters LAFCO Documents <sup>14</sup>
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Event Permits & Applications	C+1	EHS permits and applications
Adopted masterplans, studies, and plans	P	Rate studies and financial plans CIP masterplans
General publications	3	brochures
<b>District Insurance</b>		
Claims	3	Damage Claims Against the District
Policy Documents	10	Property/Liability Insurance
Reports	10	Accident, Incident Reports <sup>15</sup>
<b>District Property – ‘Real Property’</b>		
Agreements	P	Agreements, Contracts, Leases <sup>16</sup>
Surveys	P	District Boundaries Property Surveys Survey Maps <sup>17</sup>
Real Property Interests Documentation	P	Annexations Detachments Grant Deeds Easements Encroachments <sup>18</sup>
<b>Grants</b>		
Unsuccessful Grants	1	Applications
Successful Grants*	Minimum of C+3	*Refer to funding agreement for required documents retention; P- grant award letter
<b>Legal</b>		
Litigation*	L+2	*Any pending claim or litigation or any settlement other than a disposition of litigation. <sup>19</sup>
Legal Counsel/Opinion	3	<sup>20</sup>
<b>Operating Procedures</b>		
Operating Procedures/ Plans	L+3	SOP's <sup>21</sup>
<b>Records Management</b>		
Filing Structure/Inventory	L	
Public Records Request	3	<sup>22</sup>
Records Destruction	P	Destruction approval/inventory form

Vehicle & Equipment Maintenance		
Vehicle & Equipment Maintenance	L L P	Title / Registration Inspection/Maintenance Records <sup>23</sup> Record of Disposal is only P requirement

Record	FINANCE	
	Retention Period	Description/Examples
<b>Accounting Records</b>		
Accounting Records	10 5*	Accounts Payable/ Receivable <sup>24</sup> Annual Financial Reports Audit (Working Files) <sup>25</sup> Billing Reports <sup>26</sup> Bills/Invoices <sup>27</sup> Cash Receipts Depreciation Schedule Fuel Logs Ledgers Journals Petty Cash Purchase Orders Assessment/Property Tax Report *for all records not covered by GC
<b>Banking</b>		
Banking	10	Deposits <sup>28</sup> Reconciliation <sup>29</sup> Statements (With copies of checks) Checks, Stubs <sup>30</sup>
<b>Cost of Services/Financing</b>		
Cost of Services/Financing	P	Rates and Charges Prop 218 Documents Taxes/Fees Assessments Bonds Loans <sup>2</sup>
<b>Final Audit Report</b>		
Final Audit Report	P	
<b>Final Budget</b>		

Final Budget	P	Operating/Capital Improvement Budget Salary Schedule <sup>32</sup>
<b>Payroll</b>		
Federal/State Reports	10	Annual W-2's W-4's 1099's Quarterly & Year End Reports <sup>33</sup>
Reports	10	Direct Deposit Workers Comp Retirement PTO Overtime 401a 457 Vacation Sick Leave <sup>34</sup>
Additional Payroll Documents	10	Deductions <sup>35</sup> Registers <sup>36</sup> Timesheets <sup>37</sup> Garnishments <sup>38</sup>

Record	PERSONNEL	
	Retention Period	Description/Examples
<b>Employee Records</b>		
Resumes/Job Applications	3	Non-successful candidates <sup>39</sup>
Employee Training Records	L+3	<sup>40</sup>
Personnel Files	L+3	Training Certifications Evaluations Employment Apps, Resumes, Interview Docs, Tests, Changes, Terminations, Medical Leave, Performance Evaluations, DMV Pull Notices/Reports Grievances, Sexual harassment Civil rights, Disciplinary Actions <sup>44</sup>
<b>Human Resources</b>		
Employee Programs	3	EAP Recognition <sup>41</sup>



Job Descriptions	L+3	<sup>42</sup>
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Workers Compensation Claims	P	<sup>45</sup>

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As Built and Facility Drawings	P	
<b>Operations/Maintenance Records</b>		
Operational	10	Lift Station Pumping <sup>46</sup>
Maintenance	10	Manhole Inspections Sewer Line Cleaning Pump Maintenance <sup>47</sup>
Operating procedures, protocols, plans	L+3	SOP's, safety plans <sup>21</sup>
<b>Regulatory/Compliance</b>		
Regulatory Permits/Orders	P	Permits to Operate such as BAAQMD, NPDES, CalRecycle Marin County land use permits Caltrans permits and encroachments permits EPA orders
Reports – Regulatory Inspections	P	Vehicle Equipment Facilities

Reports – Regulatory Compliance	5	SSO's EPA reports Annual Report

## **FOOTNOTES**

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### **ADMINISTRATION**

- <sup>1</sup> CCP 337  
CCP 337.2  
CCP 343
- <sup>2</sup> GC 34090  
GC 34090.5
- <sup>3</sup> GC 53235.2
- <sup>4</sup> GC 81009b, 81009g
- <sup>5</sup> GC 81009e  
GC 81009b
- <sup>6</sup> GC 34090  
29 USC 1113
- <sup>7</sup> GC 34090  
GC 40801
- <sup>8</sup> GC 34090d  
GC 40806  
GC 40801  
GC 60201
- <sup>9</sup> GC 34090d  
GC 40806  
GC 40801  
GC 60201

- 
- <sup>10</sup> GC 34090  
CCP 337.15
  - <sup>11</sup> GC 60201(d)(11)
  - <sup>12</sup> GC 34090d
  - <sup>13</sup> GC 34090
  - <sup>14</sup> GC 34090
  - <sup>15</sup> 29 CFR 1904.2 29 CFR 1904.6
  - <sup>16</sup> CCP 337.15
  - <sup>17</sup> GC 34090
  - <sup>18</sup> GC 34090a
  - <sup>19</sup> GC 34090  
GC 60201
  - <sup>20</sup> GC34090
  - <sup>21</sup> GC 34090
  - <sup>22</sup> GC 34090  
GC 60201
  - <sup>23</sup> VC 9900 et seq.

### **FINANCE**

- <sup>24</sup> GC 34090.7
- <sup>25</sup> GC 34090  
CCP 337

- 
- CCP 343
  - <sup>26</sup> GC 34090
  - <sup>27</sup> GC 34090
  
  - <sup>28</sup> GC 34090
    - CCP 337
  - <sup>29</sup> GC 34090
    - 26 CFR 16001-1
  - <sup>30</sup> GC 34090
    - CCP 337
  - <sup>2</sup> GC 34090
  - <sup>32</sup> GC 34090
  - <sup>33</sup> 29 USC 436; 26 CFR 2.6001-4;  
R & TC 19530; R & TC 19704; 26 USC 6001
  - <sup>34</sup> GC 60201
  - <sup>35</sup> GC 34090; CAC 22-1085-2; 29 CFR 516.6c
  - <sup>36</sup> GC 34090; GC 37207; 29 CFR 516.5a, LC 1174d
  - <sup>37</sup> GC 34090; 29 CFR 516.2; LC 1174d
  - <sup>38</sup> CCP 337

**PERSONNEL**

- <sup>39</sup> 29 CFR 1627.3
- <sup>40</sup> GC 12946
  - GC 34090
- <sup>41</sup> GC 34090
  - GC 12946
- <sup>42</sup> 29 CFR 1627.3
- <sup>43</sup> 29 USC 1027; 11 CCR 560; 29 CCR 1300.85.1; 29 CFR 1627.3(b)(2)
- <sup>44</sup> GC 12946
- <sup>45</sup> Insurance- GC 6410; 29 CFR 1910.20  
Claims- CCR 1421; 15400.2, CA Labor Code 110-139.6

**OPERATIONS**

- <sup>46</sup> GC 34090
- <sup>47</sup> GC 34090
- <sup>47</sup> GC 34090

SEPTEMBER 14, 2022

ITEM 6G

**RECEIVE AND FILE REPORT ON SOLID WASTE COLLECTION ROUTE REVIEWS**

**TO: BOARD OF DIRECTORS**  
**FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER**  
**SUBJECT: RECEIVE AND FILE REPORT ON SOLID WASTE COLLECTION ROUTE REVIEWS**

**Recommendation**

Receive and file the solid waste collection route reviews report.

**Policy Issues**

TCSD Ordinance 98 established regulations for garbage, organics and recyclable material separation and storage, as required by SB 1383 and CalRecycle. Route reviews of the solid waste collection routes in Tam Valley support the goals of Ordinance 98.

**Background**

In January 2022, TCSD adopted Ordinance 98, which codified SB1383. That bill was signed into law in 2016 and is a statewide organic waste recycling and surplus food recovery mandate to reduce emissions of methane from food and organic waste in landfills.

SB 1383 requires the state to:

- Reduce organic waste disposal 75% by 2025.
- Rescue at least 20% of currently disposed surplus edible food by 2025.

SB 1383 mandates local agencies to do the following:

- By 2022 local jurisdictions must pass an enforcement ordinance, conduct on-going direct outreach, and by 2024, take enforcement action against residents or businesses that do not comply with SB 1383.
- Provide organics and recycling collection services to all accounts.
- Jurisdictions must audit/enforce mandatory commercial recycling.
- Single family homes and multi-family complexes subscribe to organics and recycling collection.
- All jurisdictions provide edible food recovery programs.
- All collection carts are labeled and follow a prescribed color code: blue for recycling, black or grey for garbage, and green for organics.
- All local jurisdictions purchase recycled and recyclable paper.
- Construction and demolition wastes are further regulated.

The regulations took effect January 1, 2022 with the first annual report due to CalRecycle October 1, 2022.

**Analysis**

TCSO contracted SCS Engineers (SCS) to perform the route reviews necessary under SB 1383 to attain the appropriate data for the California Annual Report. The route reviews comply with the requirements of SB 1383 which includes measuring the prohibited container contaminants in all three streams (trash, recycling, and organics). All hauler routes must be reviewed annually to comply with SB 1383.

TCSO has four days of collection service (Tuesday through Friday) with four trash, four recycling, and four organics routes with roughly 2,200 accounts serviced, with a range of 484 to 600 accounts per trash route. For each audited route, 25 residential and two commercial accounts were scheduled to be reviewed. Additional addresses were pulled to account for containers that had not been set out.

The overall results showed residents sorted material well and kept contamination out of the recycling and organics. There were 428 containers audited, with 172 containers containing prohibited contaminants. This could mean recycling and organics were in the trash container, or trash was in the organics and recycling container. SCS noted prohibited contaminants if any material was identified and left an oops tag if it was more than 10% of the container. There were 18 containers set out and empty and only 21 containers out of 428 were not set out, which reflects about 17% of the accounts viewed

Table 1 below summarizes the total number of containers audited over the four days and identifies the containers that had prohibited contaminants that received oops tags. Findings include:

- Four hundred and twenty-eight containers were audited over the four days, and 78 of those containers received oops tags.
- Of the 100 garbage containers identified to contain incompatible material (e.g., recycling or organics), 59 received an oops tag for having greater than 10% incompatible material. The contaminants for these containers were organic material. More outreach should be performed to increase the understanding of placing organic material in the organics container, not the trash.
- The mixed recycling and organics containers received very few oops tags.

**Table 1**

<b>Material Type</b>	<b>Number of Containers</b>	<b>Prohibited Contaminants</b>	<b>Oops Tags Left Onsite</b>
Garbage	145	100	59
Mixed Recycling	141	53	13
Mixed Organics	141	18	5
Cardboard Only	1	1	1
<b>Total</b>	<b>428</b>	<b>172</b>	<b>78</b>

Table 2 below displays only the number of commercial containers audited over the four days and identifies the containers that had prohibited contaminants that received oops tags. Findings include:

- Twenty-three commercial containers were audited over the four days, and seven of those containers received oops tags.
- Of the seven commercial garbage containers identified to contain incompatible material (e.g., recycling or organics), three received an oops tag for having greater than 10% incompatible material.
- The commercial mixed recycling and organics containers received fewer oops tags.

**Table 2**

<b>Material Type</b>	<b>Number of Commercial Containers</b>	<b>Commercial Prohibited Contaminants</b>	<b>Oops Tags Left Onsite</b>
Garbage	8	7	3
Mixed Recycling	7	4	2
Mixed Organics	7	3	1
Cardboard Only	1	1	1
<b>Total</b>	<b>23</b>	<b>15</b>	<b>7</b>

From this fieldwork, SCS staff learned some lessons that could help TCSO with outreach and recycling programs. Those lessons learned include:

- There were 86 out of 428 containers not set out at the time of service. This could have been due to the route reviews being performed the Tuesday to Friday before the Independence Day holiday weekend.
- Field staff found the organics container labeling to be confusing. Some containers are labeled "Green Waste Only" and have a sticker listing food scraps and food-soiled paper as accepted items. Although the organics containers had low levels of contamination, few included food scraps or food-soiled paper into the container. It mainly was yard waste. Updating stickers may assist with better participation and less confusion.
- Most oops tags were left on garbage containers, likely tied to thinking organics is yard waste only.
- Non-program plastics were the main contributor to recycling container contamination.

**Conclusion**

Based upon the report findings, staff is working on an education and outreach program to better inform residents of the items that should be placed in the green containers.

**Fiscal Impact**

N/A

**Attachments**

- A. Executive summary report from SCS Engineering
- B. Route review report



August 15, 2022  
01222159.00

## MEMORANDUM

TO: Alan Shear, Tamalpais Community Service District

FROM: Tracie Bills, Laura Johnson, and Fernando Moreno, SCS Engineers

SUBJECT: Results of Tamalpais Community Service District Route Reviews

## EXECUTIVE SUMMARY

The Tamalpais Community Service District (TCSD) is a community district that provides collection service to primarily residential customers with a few commercial customers in the Mill Valley, California area. TCSD contracted SCS Engineers (SCS) to perform the route reviews necessary under SB 1383 to attain the appropriate data for the California Annual Report due each year. There are four days of collection service (Tuesday through Friday) with four trash, four recycling, and four organics routes with roughly 2,200 accounts serviced, with a range of 484 to 600 accounts per trash route.

The route reviews performed by SCS comply with the requirements in the California Code of Regulations (CCR), Title 14, Division 7, Chapter 3, Article 6.2, and Section 18984.5, which includes measuring the prohibited container contaminants in all three streams (e.g., trash, recycling, and organics). All hauler routes must be reviewed annually to comply with SB 1383.

SCS developed a methodology to guide a SB 1383-compliant container contamination protocol. The goal of the methodology was to comply with the SB 1383 regulations, requiring an adequate number of accounts on every collection route. For each audited route, 25 residential and two commercial accounts were scheduled to be reviewed. Additional addresses were pulled to account for containers that had not been set out.

The overall results showed residents sorted material well and kept contamination out of the recycling and organics. There were 428 containers audited, with 172 containers containing prohibited contaminants. This could mean recycling and organics were in the trash container, or trash was in the organics and recycling container. We noted prohibited contaminants if any material was identified and left an oops tag if it was more than 10% of the container. There were 18 containers set out and empty and only 21 containers out of 428 were not set out, which reflects about 17% of the accounts viewed.

Table 1 summarizes the total number of containers audited over the four days and identifies the containers that had prohibited contaminants that received oops tags. Findings include:

- Four hundred and twenty-eight containers were audited over the four days, and 78 of those containers received oops tags.
- Of the 100 garbage containers identified to contain incompatible material (e.g., recycling or organics), 59 received an oops tag for having greater than 10% incompatible material. The



contaminants for these containers were organic material. More outreach should be performed to increase the understanding of placing organic material in the organics container, not the trash.

- The mixed recycling and organics containers received very few oops tags. Those that do recycle know how to do so and are keeping incompatible material out of the containers.

Table 1. Summary of Contaminated Containers Receiving Oops Tags

Material Type	Number of Containers	Prohibited Contaminants	Oops Tags Left Onsite
Garbage	145	100	59
Mixed Recycling	141	53	13
Mixed Organics	141	18	5
Cardboard Only	1	1	1
<b>Total</b>	<b>428</b>	<b>172</b>	<b>78</b>

Table 2 displays only the number of commercial containers audited over the four days and identifies the containers that had prohibited contaminants that received oops tags. Findings include:

- Twenty-three commercial containers were audited over the four days, and seven of those containers received oops tags.
- Of the seven commercial garbage containers identified to contain incompatible material (e.g., recycling or organics), three received an oops tag for having greater than 10% incompatible material.
- The commercial mixed recycling and organics containers received fewer oops tags.

Table 2. Summary of Contaminated Commercial Containers Receiving Oops Tags

Material Type	Number of Commercial Containers	Commercial Prohibited Contaminants	Oops Tags Left Onsite
Garbage	8	7	3
Mixed Recycling	7	4	2
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Cardboard Only	1	1	1
<b>Total</b>	<b>23</b>	<b>15</b>	<b>7</b>

From this fieldwork, SCS staff learned some lessons that could help TCSD with their outreach and recycling programs. Those lessons learned include:

- There were 86 out of 428 containers were not set out at the time of service. This could have been due to the route reviews being performed the Tuesday to Friday before the Independence Day holiday weekend.

- Field staff found the organics container labeling to be confusing. Some containers are labeled "Green Waste Only" and have a sticker listing food scraps and food-soiled paper as accepted items. Although the organics containers had low levels of contamination, few included food scraps or food-soiled paper into the container. It mainly was yard waste. Updating stickers may assist with better participation and less confusion.
- Most oops tags were left on garbage containers, likely tied to thinking organics is yard waste only.
- Early start was necessary to "beat the trucks" we recommend a start time of 4:30 am.
- Non-program plastics were the main contributor to recycling container contamination.
- There was notable contamination for particular routes, which would suit TCSD to consider targeting outreach.
  - Thursday and Friday's routes were found to have the most significant number of contaminated garbage containers.
  - Wednesday's route was identified to have the most significant number of contaminated organics containers.
  - Thursday's route was identified to have the most significant number of contaminated recycling containers, with 19 total contaminated.

# Tamalpais Community Service District Route Reviews Report

Tamalpais Community Service District  
305 Bell Lane  
Mill Valley, CA 94941  
415-388-6393

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**SCS ENGINEERS**

01222159.00 | August 4, 2022

4683 Chabot Drive, Suite 200

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## 1.0 INTRODUCTION

The Tamalpais Community Service District (TCSD) is a community district that provides collection service to primarily residential customers with a few commercial customers in the Mill Valley, California area. TCSD contracted SCS Engineers (SCS) to perform the route reviews necessary under SB 1383 to attain the appropriate data for the California Annual Report due each year. There are four days of collection service (Tuesday through Friday) with four trash, four recycling, and four organics routes with roughly 2,200 accounts serviced, with a range of 484 to 600 accounts per trash route.

The route reviews performed by SCS comply with the requirements in the California Code of Regulations (CCR), Title 14, Division 7, Chapter 3, Article 6.2, and Section 18984.5, which includes measuring the

prohibited container contaminants in all three streams (e.g., trash, recycling, and organics). All hauler routes must be reviewed annually to comply with SB 1383.

TCSD will perform contamination monitoring by conducting an annual route review for each route in the service area. SCS developed a protocol for the lid flip process, including evaluation after the fieldwork and potential changes to the protocol if necessary.

## **2.0 OVERVIEW OF METHODOLOGY**

This methodology was developed to provide guidance on a SB 1383-compliant container contamination protocol. The goal of the methodology is to comply with the requirements of Section 18984.5 of the SB 1383 regulations, requiring an adequate number of accounts on every collection route must be reviewed annually. The protocol outlines actions for field staff performing visual inspections of the three service streams (organics, recycling and landfill) for each residential and commercial route.

The implemented methodology shown in Appendix A served the Tamalpais Community Service District (TCSD) service area.

## **3.0 RESULTS**

The methodology used to perform TCSD Route Reviews was updated during the field work, to accommodate the higher than anticipated number of accounts that did not set out one or more of their containers for servicing. SCS was going to review 25 containers for each stream, and add in two more accounts (e.g. 27 accounts/containers) in case there were accounts that had not set out their containers. While performing route reviews SCS staff encountered a larger than anticipated number of accounts that did not have their containers out for service and therefore an additional ten accounts per route were pulled for review.

The overall results showed residents sorted material well and kept contamination out of the recycling and organics. There were 428 containers audited, with 172 containers containing prohibited contaminants. This could mean recycling and organics were in the trash container, or trash was in the organics and recycling container. We noted prohibited contaminants if any material was identified and left an oops tag if it was more than 10% of the container. There were 18 containers set out and empty and only 21 containers out of 428 were not set out, which reflects about 17% of the accounts viewed.

Table 1 highlights the number of containers audited over the four-day period by material category. This table also includes accounts that did not have all three bins set out or bins that were empty. These accounts are included in the data analysis to provide an accurate representation of participation in the waste service program. Findings include:

- Four hundred and twenty-eight containers were audited over the four days, and 78 of those containers received oops tags.
- Of the 100 garbage containers identified to contain incompatible material (e.g., recycling or organics), 59 received an oops tag for having greater than 10% incompatible material. The contaminants for these containers were organic material. More outreach should be performed to increase the understanding of placing organic material in the organics container, not the trash.

- The mixed recycling and organics containers received very few oops tags. Those that do recycle know how to do so and are keeping incompatible material out of the containers.

Table 1. Actual Number of Audited Containers

Route	Number of Total Containers	Number of Landfill Containers	Number of Mixed Recycling Containers	Number of Cardboard Only Containers	Number of Mixed Organics Containers
Tuesday	99	35	32	0	32
Wednesday	108	36	35	1	36
Thursday	110	37	37	0	36
Friday	111	37	37	0	37
<b>Total</b>	<b>428</b>	<b>145</b>	<b>141</b>	<b>1</b>	<b>141</b>

Table 2 outlines the accounts that did not have their bins set out or were empty at the time of review. There were a total of 25 accounts that did not set out or had empty containers. Of those 25 accounts, 4 accounts were empty, and the remaining 21 accounts were not set out. That is 17% of the accounts audited.

Table 2. Number of Accounts with Container Not Set Out/Empty

Date of Inspection	Total Number of Accounts Not Set Out / Empty	Total Number of Accounts Not Set Out	Total Number of Accounts Empty
28-Jun	4	4	0
29-Jun	9	6	3
30-Jun	8	7	1
1-Jul	4	4	0
<b>Total</b>	<b>25</b>	<b>21</b>	<b>4</b>

Table 3 highlights the number of containers audited by material category and by what was observed. Containers were identified if prohibited contaminants were found, if no prohibited contaminants were found or if the container was empty or not set out. Table 3 includes the accounts outlined in Table 2. The results show that 172 accounts had prohibited contaminants, 152 accounts had no contaminants, 18 containers were empty when we visited, and 86 containers were not set out.

Table 3. Number of Containers by Material Category and What was Observed

Material Type	Number of Containers	Prohibited Contaminants	No Prohibited Contaminants	Empty	No Set Out
Landfill	145	100	14	5	26
Mixed Recycling	141	53	59	4	25

Mixed Organics	141	18	79	9	35
Cardboard Only	1	1	0	0	0
<b>Total</b>	<b>428</b>	<b>172</b>	<b>152</b>	<b>18</b>	<b>86</b>

Table 4 displays the number of oops tags left per material category. There were 100 landfill containers that had incompatible material in them (e.g. Contained recyclable or organic material). Of those 100 containers 59 exceeded the 10% contamination threshold and therefore received an oops tag. Appendix B displays an example of an oops tag for landfill containers. The recycling and organics containers did see some prohibited material, but a small amount of oops tags were left (13 for mixed recycling and 5 for mixed organics).

Table 4. Number of Oops Tags Left Onsite by Material Category

Material Type	Number of Containers	Prohibited Contaminants	Oops Tags left Onsite
Landfill	145	100	59
Mixed Recycling	141	53	13
Mixed Organics	141	18	5
Cardboard Only	1	1	1
<b>Total</b>	<b>428</b>	<b>172</b>	<b>78</b>

Table 5 highlights the number of accounts on each route by sector.

Table 5. Number of Accounts by Route and Sector

Routes	Residential	Commercial	Multi Family
		<b>Total</b>	<b>142</b>
Tuesday	31	2	0
Wednesday	34	2	0
Thursday	35	2	0
Friday	34	2	0
<b>Total</b>	<b>134</b>	<b>8</b>	<b>0</b>

From this fieldwork, lessons that could be learned include:

- There were 86 out of 428 containers were not set out at the time of service. This could have been due to the route reviews being performed the Tuesday to Friday before the Independence Day holiday weekend.
- Field staff found the organics container labeling to be confusing. Some containers are labeled "Green Waste Only" and have a sticker listing food scraps and food-soiled paper as accepted items. Although the organics containers had low levels of contamination, few included food scraps or food-soiled paper into the container. It mainly was yard waste. Updating stickers may assist with better participation and less confusion.
- Most oops tags were left on garbage containers, likely tied to thinking organics is yard waste only.
- Early start was necessary to "beat the trucks" we recommend a start time of 4:30 am.
- Non-program plastics were the main contributor to recycling container contamination.
- There was notable contamination for particular routes, which would suit TCSD to consider targeting outreach.



- Thursday and Friday's routes were found to have the most significant number of contaminated garbage containers. ○ Wednesday's route was identified to have the most significant number of contaminated organics containers.
- Thursday's route was identified to have the most significant number of contaminated recycling containers, with 19 total contaminated.

## APPENDIX A



# CONTAINER CONTAMINATION MONITORING PROTOCOL

## 1.0 OVERVIEW:

This methodology has been developed to provide guidance on a Senate Bill (SB) 1383-compliant container contamination protocol. The goal of the methodology is to comply with the requirements of Section 18984.5 of the SB 1383 regulations. To comply with SB 1383, an adequate number of accounts on every collection route must be reviewed annually. The protocol outlines actions for field staff performing visual inspections of the three service streams (organics, recycling and landfill) for each residential and commercial route.

This methodology will be used to serve the Tamalpais Community Service District (TCSD) service area.

## 2.0 LID FLIP METHODOLOGY / CONTAMINATION PROTOCOL

The following sections describe the methodology we will use to conduct the lid flip assessments, including how we will coordinate with TCSD, and the actions that will be taken. Additionally, the tracking and reporting components of SB 1383 will be included to confirm consistency throughout the lid flip assessments.

### 2.1 ROUTE SELECTION

SCS reviewed different methods for establishing an adequate number of accounts on every collection route that must be reviewed annually. It was decided to use the route sample numbers in the SB 1383 regulations for performance based audits (Section 18984.5c) requiring 25 lid flips for each route with less than 1,500 stops. Therefore, for each route, 25 residences will be inspected or 75 containers audited each day. There are only 16 accounts on the commercial route, therefore, each day, SCS will review 2 accounts or 8 accounts total for the week, and 24 lid flips for all three commodities. Table 1 shows the 4 landfill routes for the residential sector by commodity type and the number of route reviews (e.g. 324 lid flips) that will be required for the full protocol.

Table 1. Number of Routes per Sector and Route Reviews

Type of Route	# of Landfill Routes	# of Recycling Routes	# of Organics Routes	Total # Routes Audited	# Route Reviews for all 3 commodities
Residential	4	4	4	12	300
Commercial	1	1	1	3	24*
*only 16 commercial accounts, only 2 accounts each day will be audited for all 3 commodities.					

For the purpose of this protocol, TCSD considers a “Route” defined by each day a commodity is serviced. For example, a residential route for recycling serviced on Tuesday is considered a separate route from residential recycling route serviced on Wednesday. This means for the three commodities with four service days each there are 12 total routes. SCS will perform route reviews on 25 residential accounts (75 lid flips for all three commodities) for Tuesday through Friday’s landfill route.

## 2.2 PREPARATION

The methodology is based on a selection of accounts on the landfill routes, and includes inspection of the recycling and organics containers at the same time (even though for the commercial routes, the recycling and organics service days may be different). A list of residential and commercial landfill accounts will be obtained from TCSD. The list of accounts will be divided among the field staff for each day that staff will be in the field. Since the commercial accounts likely receive service on multiple service days that differ depending on the commodity (e.g. recycling and organics), the field staff will note how many recycling and organics containers were available to be inspected in addition to the landfill container.

All outreach information will be gathered, protocols reviewed, and a meeting with the field staff will be scheduled to confirm all actions required of the field staff.

SCS will collect and input all information necessary for the annual reporting as defined in Section 18984.6, 18994.2 and 18995.1 with an eye to tracking the date of each infraction such that possible enforcement can be conducted in the future.

In advance of the field-testing, TCSD will notify the customer service team, the relevant police departments and any others who may receive an inquiry regarding the field work. Similarly, field staff will carry a letter from the Authority (Appendix B) explaining the project including TCSD contact information. The field staff lead will contact a TCSD representative directly when the lid flip assessments begin and end each day so drivers are aware and attempt to not service carts until the field staff is no longer in the neighborhood.

## 2.3 PROJECT TIMELINE

Task	Deadline
Meeting with TCSD	May 27, 2022
Obtain route list from TCSD	June 22, 2022
Select Routes, Upload Residential Accounts in Recyclist, Tag Accounts to be Visited including Dates of Audit	June 24, 2022
Route (4 landfill, 4 recycling, 4 organics) Lid Flip Field Work	June 28 - July 1, 2022
Draft Report	July 8, 2022
Final Report	July 15, 2022

## 2.4 PROJECT ACTION ITEMS

- Pick up oops tags on morning of route reviews for use in field.
- TCSD to provide field staff lead with residential and commercial routes, addresses, service levels and service days.
- TCSD will notify their customer service team, the local police department and liaisons, and any others who may receive an inquiry about the fieldwork as appropriate.
- Collect materials for outreach: safety vest, clipboard, flashlights/head lamps, oops tags and twist ties.
- Supply Personal Protective Equipment (PPE) for field staff including gloves, mask, and safety glasses (optional).
- Route maps and start/ending locations clearly outlined for field staff.
- Print out audit letter and tracking sheets for each day in field (in case Recyclist is not working)

### 3.0 FIELD WORK

Field staff will arrive to their designated neighborhood(s) an hour or two prior to the collection truck. Field staff will have the appropriate Personal Protection Equipment (PPE), flashlights/head lamps, clipboards and other potential field supplies. They will have in hand printed copies of the oops tags (including twist ties), list of residential and commercial route information, audit letter and printed tracking sheets as a back-up.

The field staff will conduct lid flips of all three containers (landfill, recycling and organics) to observe acceptable and non-acceptable materials, outlined below. The route reviews will be conducted on the following dates and on the following routes:

- Residential Tuesday landfill route (includes recycling and organics)
- Residential Wednesday landfill route (includes recycling and organics)
- Residential Thursday landfill route (includes recycling and organics)
- Residential Friday landfill route (includes recycling and organics)

Table 2 highlights the estimated number of accounts and lid flips that will be performed.

Table 2. Estimated Accounts and Lid Flips

Location	Number of Accounts per route (Stops) Per Day	Number of Lid Flips Per Route Per Day (Landfill, Recycling and Organics)	Total Number of Lid Flips over 4 days
Residential	25	75	300
Commercial	2	6	24
Total	27	81	324

During the inspection of the three containers, field staff will record the following information for each business or residence and their individual containers in Recyclist. This information can also be found in the tracking sheet located in Appendix C.

- Name on account
- Address of residence or commercial account
- Route number
- The date of route review
- Number of containers, container sizes and container types on the curb
- If there is unusual or extreme contamination in a cart, a photo will be taken
- Record if the container has prohibited contaminants, no prohibited contaminants, is empty, or not set out.
- Identify percent of prohibited contaminants in each of the carts.
- Acceptable materials include:

- Organics: fruit and pits, vegetables, cooked and raw meat, bones, cooked food/leftovers, grains/nuts, dairy, eggshells, coffee grounds and paper filters, tea bags and leaves, food-soiled paper (e.g. pizza boxes, paper towels, uncoated paper plates, paper cups without plastic or wax linings), grass, weeds, leaves, hay and straw, plant and flower trimmings, house plants, wooden stir sticks, bamboo/birch/wood utensils, wood chips, cacti, small branches, clean wood – small pieces of natural (unpainted/treated/no metal) wood, woody shrubs (all wood must be 3 feet or less in length and 3 inches in diameter),
  - Unacceptable Organics Waste: Animal waste, wax lined or plastic coated cartons, plates, or cups; plastics made from vegetable, liquids, cat litter, waxed paper, “compostable/biodegradable” bags (Bio bags), cutlery, cups; bamboo, yucca, agave, palm fronds, pampas grass, wood covered with aluminum or foam, lumber that is painted, stained or laminated, sod, and dirt. Any pressure treated or other treated lumber should be noted separately and is not allowed in any of the three containers.
  
- Recyclables: paperback books, telephone books, paper bags, tissue paper (gift type), paper gift wrap (nonmetallic or glitter), paper tubes, clean cardboard, paper boxes, clean office paper, newspaper, catalogs, clean paper egg cartons, paper envelopes (window ok), shredded paper contained in clear or paper bag, rinsed glass bottles/containers, clean aluminum and empty aerosol cans, cookie sheets, pie pans, clean metal pet food cans, empty rinsed plastic containers PET & HDPE only, water bottles, bottles and jugs, plastic 5-gallon buckets without the handle.
  
- Landfill: Black bags, paper milk cartons, paper ice cream cartons, Tetra-Pak cartons, coated food-related paper containers, ALL “Compostable” and “Biodegradable” plastics, to-go drink cups and lid, paper coffee cups, juice pouches, soft plastic packaging (e.g. chip bags and snack packaging), plastic envelopes, padded envelopes, Polystyrene, meat trays, peanuts, tempered glass – windows, mirrors, stone dishware, binders, animal waste, contaminated paper, diapers, feminine products, fireplace ash, hoses, drip/irrigation tubing, wrappers, “crunchy” plastic bags, laminated items, leather, textiles, rope, photos, straws, all single use utensils, most toys, toy packaging with mixed materials, awards, children’s toys, CDs, cosmetic containers with residue, hangers, leather, liquids, nylon, papers used for cleaning (Soap or chemically soiled), rubber, rugs, sponges, tape, treated wood,
  
- Special Handling (should not be in any cart): antifreeze, car batteries, drain openers, gasoline, herbicides, lighter fluid, oven cleaners, pesticides, paint thinner, pool chemicals, propane, batteries (all types), e-materials, fluorescent lamps, paint and other hazardous materials, obvious C&D materials including dirt, concrete, rock, insulation, etc. Medications, sharps (needles), usable textiles, bulky and large items, furniture, large scrap metal,
  
- Identify the percentage of prohibited contaminant (e.g. incompatible) materials. If more than 10% of the cart contents is unacceptable material or if a specific item such as those identified on the oops tag is observed an oops tag will be left.

- If a cart is bagged, field staff will do their best to accurately identify acceptable and nonacceptable materials. Field staff will open bags. Staff will only look at the top portion of the bag and not sift through the container, remove any contents, take pictures of anything personal (e.g., items containing an address or name), or shuffle material around.
- Field staff will leave an oops tag if more than 10% of the cart contents is prohibited contaminants in the container; multiple tags may be left depending on observations of all three streams.

### 3.1 CONTAINER CONTAMINATION MONITORING PROTOCOL

#### 3.1.1 Measuring Contamination

A description of the jurisdiction's process for determining the level of container contamination is required by Section 18984.6 (recordkeeping requirements for container contamination minimization). TCSD and its contractors will follow the outlined process below in order to determine the level of contamination in the container.

Field staff will note the percentage of prohibited contaminants in the container by quadrant (e.g., looking from the top down and visually separating the container contents in four sections), and then assessing the entire material observed. Staff will make assumptions that the material in the bottom of the container that cannot be seen is the same as the representative material at the top. Field staff will use the Recyclist app to note the percentage of prohibited contaminants material-by-material type (e.g., food, recycling, other organics, and landfill).

According to Article 1 (Section 18982 Definitions), prohibited contaminants means any of the following.

- (A) Non-organic waste placed in a green container that is part of an organic waste collection service provided pursuant to Section 18984.1, 18984.2 and 18984.3.
- (B) Organic wastes that are, carpet, hazardous wood waste, or non-compostable paper placed in the green container that is part of an organic waste collection service provided pursuant to Section 18984.1 or 18984.2.
- (C) Organic wastes, placed in a gray or black container (landfill carts are black, landfill dumpsters are gray), that pursuant to Section 18984.1 or 18984.2 were intended to be collected separately in the green container or blue container.
- (D) Organic wastes placed in the blue container shall be considered prohibited container contaminants when those wastes were specifically identified in this chapter or through a local ordinance for collection in the green container for recovery. Paper products, printing and writing paper are considered acceptable and not considered prohibited container contaminants if they are placed in the blue container.

The above will be used when identifying prohibited contaminants in the containers.

#### Education Feedback

1. During waste assessments (lid flips), field staff will leave an oops tag if more than 10% of the container consists of prohibited contaminants in the landfill, recycling or organics containers or if specific items identified on the oops tag are observed.

2. If a container has contaminants, field staff may take a photo with phone and upload photo to the Recyclist app and leave an oops tag. The reason for leaving the oops tag will be documented in the mobile app.

### **3.2 NOTICE OF VIOLATION**

During calendar years 2022 and 2023, the Container Contamination Monitoring Protocol will be rolled out in compliance with SB 1383 requirements. The oops tags will be used as an educational tool to assist businesses and residents understand proper separation of discarded materials. Beginning in 2024, enforcement actions against commercial violators will be taken if necessary. At that time, the agency will have an enforcement plan in place that includes a notice of violation and citation process that aligns with SB 1338 regulations.

### **3.3 REPORTING**

The data gathered from each residential and commercial route lid flip assessment will be uploaded to the Recyclist app by field staff. The software application allows users to enter the specific details listed above as well as additional notes from each lid flip. This data will be used in the program analysis and included in the final report. Additionally, this information will become part of the Implementation Record and be used for annual reporting to CalRecycle.

TCSD will run a report after the lid flip assessment has been completed, to highlight the number of accounts that were audited, the outcome from these assessments (e.g., number of accounts that received oops tags) and other details highlighted in Section 2.4 to include in the implementation record.



## Appendix 1- TCSD Routes

Routes	Residential Accounts	Commercial Accounts	Number of Residential Route Reviews	Number of Commercial Route Reviews
Tuesday (Trash)	540	4	25	2
Recycling	540	4	25	2
Organics	540	4	25	2
Wednesday (Trash)	540	4	25	2
Recycling	540	4	25	2
Organics	540	4	25	2
Thursday (Trash)	581	4	25	2
Recycling	581	4	25	2
Organics	581	4	25	2
Friday (Trash)	646	4	25	2
Recycling	646	4	25	2
Organics	646	4	25	2
<b>Total</b>	<b>2307</b>	<b>16</b>	<b>300</b>	<b>24</b>

## Appendix 2 - Field Letter



June 2022

TCSD is in your neighborhood today looking in your carts<sup>1</sup>.

Who is the Tamalpais Community Service District (TCSD)?

Tamalpais Community Services District provides collection services for solid waste, recyclable material and organics recycling, to Tam Valley residential and commercial properties.

Why is TCSD looking in my carts?

A new state law Senate Bill (SB) 1383 requires that every city, town and county conduct annual route audits to monitor contamination, including the proper sorting of organics (food scraps, yard trimmings and food soiled paper) from landfill, and provide education and outreach to residents. Organics make up over one-third of material going to local landfills and contribute to global climate change. For more information about SB 1383 visit [www.tamcsd.org/organic-wasteregulation](http://www.tamcsd.org/organic-wasteregulation).

Who is SCS Engineers?

SCS Engineers is helping TCSD conduct required SB 1383 cart audits.

What will happen if I put something in the wrong cart?

If you put something in the wrong cart, our team will leave a “cart tag” explaining what materials or contamination was discovered, and tips for proper sorting. Note: *TCSD does not have to service contaminated carts. If your cart is not serviced due to contamination found by a TCSD driver, call (415)-388-6393.*

Who should I contact with additional questions?

Visit TCSD online at [www.tamcsd.org/contact-us](http://www.tamcsd.org/contact-us) or call (415) 388-6393.

### Appendix 3 - Field Form

Tamalpais Route Reviews		1	2	3	4	5
Account Name						
Address		801 Chamberlain Ct	802 Chamberlain Ct	803 Chamberlain Ct	806 Chamberlain Ct	812 Chamberlain Ct
Route						
Date of Inspection						
Sector Type (Residential or Commercial)		Residential	Residential	Residential	Residential	Residential
Waste Streams						
<b>Landfill</b>	Container Size					
	Container Status (prohibited contaminants, no prohibited contaminants, empty, or not set out)					
	Amount of Prohibited Contaminants: High (~50% or higher) Medium (10 to 25%) Low (10% or less)					
	Written Notice Left					
	Presence of Plastic Bags					
Notes						
<b>Recycling</b>	Container Size					
	Container Status (prohibited contaminants, no prohibited contaminants, empty, or not set out)					
	Amount of Prohibited Contaminants: High (~50% or higher) Medium (10 to 25%) Low (10% or less)					

	<b>Written Notice Left</b>					
	<b>Presence of Plastic Bags</b>					
	<b>Notes</b>					
<b>Organics</b>	<b>Container Size</b>					
	<b>Container Status</b> (prohibited contaminants, no prohibited contaminants, empty, or not set out)					
	<b>Amount of Prohibited Contaminants:</b> High (~50% or higher) Medium (10 to 25%) Low (10% or less)					
	<b>Written Notice Left</b>					
	<b>Presence of Plastic Bags</b>					
	<b>Notes</b>					

## APPENDIX B – OOPS TAG

### **Cart Collection Notice**

### **Garbage**

- Carts must be placed 2 feet apart for efficient collection and to avoid animals climbing into them.**
- Items placed in your container are not accepted.**
- Overweight can – can over 75lbs.**
- Over limit – excess cans/bags.**
- Trash on the ground.**
- Please note the exact location of your can. Our driver has placed it in this location for easy pick-up. Please put the can back in this location for collection each week.**

**Tamalpais Community Services District  
415-388-6393 • 8:00 - 4:30, M - F**

SEPTEMBER 14, 2022

ITEM 6H

**RESOLUTION TO OPPOSE PROPOSED PROPOSITION FROM THE CALIFORNIA  
BUSINESS ROUNDTABLE FOR THE NOVEMBER 2024 BALLOT**

**TO: BOARD OF DIRECTORS**

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

**SUBJECT: RESOLUTION TO OPPOSE PROPOSED PROPOSITION FROM THE CALIFORNIA BUSINESS  
ROUNDTABLE FOR THE NOVEMBER 2024 BALLOT**

**Recommendation**

Adopt a resolution to oppose the proposed proposition, the California Business Roundtable Initiative, for the November 2024 statewide ballot, also known as Initiative 21-0042A1.

**Policy Issues**

The ability to raise revenues through taxes, fees, assessments, and property-related fees is an essential tool for the TCSD Board to ensure needed services are provided to Tam Valley residents.

**Background**

The California Special District Association (CSDA) Board of Directors recently took formal action to oppose Initiative #21-0042A1, otherwise known as the California Business Roundtable Initiative, because it limits the ability of voters and state and local governments to raise revenues for government services. The California Secretary of State's deadline to submit signatures to counties to qualify for the November 2024 statewide general election was August 2, 2022. Unfortunately, it looks as if the initiative will qualify for the ballot. Therefore, CSDA is requesting district boards consider passing a resolution in opposition to the measure.

CSDA opposes initiative #21-0042A1 because it would result in the loss of billions of dollars annually in critical state and local funding, restricting the ability of local agencies and the State of California to fund services and infrastructure. According to analysis by CSDA, it specifically does this by:

- *Adopting new and stricter rules for raising taxes, fees, assessments, and property-related fees. Amending the State Constitution, including portions of Propositions 13, 218, and 26 among other provisions, to the advantage of the initiative's proponents and plaintiffs; creating new grounds to challenge these funding sources and disrupting fiscal certainty.*
- *Restricting the ability of local governments to issue fines and penalties to corporations and property owners that violate local environmental, water quality, public health, public safety, fair housing, nuisance and other laws and ordinances.*

The initiative also includes provisions that would retroactively void all state and local taxes or fees adopted after January 1, 2022, if they did not align with the provisions of this initiative. This may also affect indexed fees that adjust over time for inflation or other factors. Effectively, it would allow

voters throughout California to invalidate the prior actions of local voters, undermining local control and voter-approved decisions about investments needed in their communities.

**Fiscal Impact**

Opposing the proposed proposition has no fiscal impact. However, if the proposition passes in 2024, it will have a significant impact on TCSB finances.

**Attachments**

A. Resolution 2022-25



## 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. 2022-25

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT OPPOSING THE PROPOSED PROPOSITION FOR THE NOVEMBER 2024 BALLOT, INITIATIVE 21-0042A1, WITH THE OFFICIAL TITLE: "LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT"**

**WHEREAS**, an association representing California's wealthiest corporations and developers is spending millions to push a deceptive proposition aimed for the November 2024 statewide ballot; and

**WHEREAS**, the proposed proposition, Initiative 21-0042A1, has received the official title: "LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT"; and

**WHEREAS**, the measure includes provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

**WHEREAS**, the measure exposes taxpayers to new costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure; and

**WHEREAS**, the measure severely restricts state and local officials' ability to protect our environment, public health and safety, and our neighborhoods against those who violate the law; and

**WHEREAS**, the measure creates new constitutional loopholes that would allow corporations to pay less than their fair share for the impacts they impose on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources; and

**WHEREAS**, the measure threatens billions of dollars currently dedicated to state and local services, and could force cuts to recreation, open space management, as well as public schools, fire and emergency response, law enforcement, public health, parks,



libraries, affordable housing, services to address homelessness, mental health services, and more; and

**WHEREAS**, the measure would also reduce funding for critical infrastructure like streets and roads, public transportation, ports, drinking water, sanitation, utilities, and more.

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District opposes Initiative 21-0042A1;

**BE IT FURTHER RESOLVED**, that the Tamalpais Community Services District will join the No on Initiative 21-0042A1 coalition, a growing coalition of public safety, labor, local government, infrastructure advocates, and other organizations throughout the state.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14th day of September, 2022 by the following vote:

AYES:

NAYS:

ABSENT:

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Steffen Bartschat, President

ATTEST:

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Secretary, Tamalpais Community Services District

SEPTEMBER 14, 2022

ITEM 7A

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 August 2022**

- Flow through Bell Lane Pump Station: 6,969,800 gallons
- Flow through Bob Bunce Pump Station: 121,679 gallons
- Rain: approximately .08 inches in two recordable events
- Sewer System Overflows (SSO): 0

**Solid Waste Statistics and Work for August 2022**

- Earlier this evening, the Board received the lid-flip audit report
- Debris/Shredding Day  
This has been scheduled for Saturday, October 1<sup>st</sup> from 8am to 1:00pm.

**Parks and Recreation Work for August 2022**

- The new Events & Communications Coordinator started on August 22, 2022.
- Creekside Fridays  
Staff will provide an oral report regarding the Creekside event at this meeting. For purposes of discussion, we compared revenues and expenses from Creekside 2019 to Creekside 2022. The Table below compares the average Creekside Fridays costs and revenues per week because there were 9 Creekside Fridays in 2019 versus 4 events in 2022. For your reference, attached are summaries of food and beverage revenues and total Creekside expenses for 2019 and 2022. Due to COVID-19 concerns, there were no Creekside events held in 2020 or 2021.

	A	B	C
	2019	2022	Col A- Col B
Creekside Fridays	Avg. Per Week	Avg. Per Week	Diff/Var
Food/Other Rev	\$ 4,195	\$ 3,686	\$ 509
Food/Other Exps	\$ 4,197	\$ 4,634	\$ (437)
Beer/Wine Rev	\$ 1,891	\$ 1,497	\$ 394

Note: Beer/wine Rev includes the sales of reusable cups. Costs for the cups are deducted against the actual revenue received by FOTV. Cups not sold are not reflected in the Food/other expenses because they will be used for future Creekside events.

Food/other expenses also just includes the costs for the sweatshirts and tshirts provided to the volunteers and staff. The inventory of the remaining sweatshirts and tshirts can be used for future Creekside events.

- Oktoberfest  
We continue to plan for the event. The beer has been secured and a food vendor has committed to provide the food for sale at the event.
- State Prop 68 Bond Funds  
We have received our reimbursement of \$66,000 from the State for the TCS D parking lot project.

Administration

- Auditors will be in the office from 9/12 to 9/16 to work on collecting data for the FY20-21 audit.
- Electronic Communications  
Staff continues to expand our electronic communication efforts to the community by using Constant Contact to send out the weekly TCS D newsletter and news flashes. Our open rate for the newsletter continues to average above 70% which is well above the industry average of 40% for local government (source: Granicus).

Over the next few months, our efforts will be focusing on encouraging the community to sign up for the newsletter and other TCS D informational emails (e.g., postcard for signing up for newsletter, QR codes at events).

- Reopening the Office  
Staff has received an estimate for the removal of the old workstations and installation of refurbished workstations in the front office area. The cost is approximately \$11,000 which includes 4 refurbished workstations, one new front counter workstation, 2 new seating area chairs, and 3 new task chairs. The refurbished workstations are 25% of the cost of new workstations. All the new workstations and chairs are 40% off retail.

The three new doors (i.e., replacement of the front doors to the office and shop and moving/replacing an interior office door) costs approximately \$2,200 and approximately \$5,000 to install all three doors.

We have received one quote for a multiple unit split air heat and cooling system. The cost is approximately \$23,000 of which approximately \$17,000 is for the heat pump condenser and installation of the units. The three split air wall units cost approximately \$6,000 total. Currently, the office has no air conditioning and uses portable electric heaters for the front office area and has a gas wall heater for the other side of the building. Staff will be obtaining a quote from another vendor.

We are waiting for the flooring estimate based on the selected vinyl plank. Our preliminary estimate is \$10,000 for materials and installation of approximately 1,000 sf of floor area.

We plan to charge the improvement costs on a prorated basis to the three departments based on the adopted operating budgets:

- Wastewater- 60%
- Solid Waste- 30%
- Parks and Recreation 10%

The preliminary total improvement cost estimate is approximately \$51,000. For planning purposes, we rounded to \$60,000 to build in a project contingency. We believe the respective departmental operating budgets will be able to absorb the project costs thru year end savings. If a department budget is unable to absorb the full prorated additional cost, a year end adjustment would be made to charge the excess costs to the department's capital reserves. Our goal is to complete the remodel by the end of the year.

#### Impact on TCSO Resources

N/A

#### Attachments

A. Tables summarizing Creekside Fridays 2019 and 2022

**SUMMARY CREEKSIDE 2019****Revenue**

Day #1 June 14th	\$ 3,054.00	
Day #2 June 21st	\$ 3,748.50	
Day #3 June 28th	\$ 2,774.50	
Day #4 July 5th	\$ 1,907.50	
Day #5 July 12th	\$ 2,975.00	
Day #6 July 19th	\$ 1,862.00	
Day #7 July 26th	\$ 2,465.50	
Day #8 August 2nd	\$ 2,172.00	
Day #9 August 9th	\$ 2,619.50	
Sponsors	\$ 14,175.00	Avg. Per Week
<b>Total Revenue</b>	<b>\$ 37,753.50</b>	<b>\$ 4,194.83</b>

**Expenses**

Bands	\$ 6,625.00	
Merchandise	\$ 3,059.71	
All Other Expenses	\$ 14,413.56	
Part-time Event staff	\$ 12,595.70	
Full-time Staff OT	\$ 1,079.00	Avg. Per Week
<b>Total Expenses</b>	<b>\$ 37,772.97</b>	<b>\$ 4,197.00</b>

<b>Percent Cost Recovery</b>	<b>99.95%</b>
------------------------------	---------------

**Beverage Revenue**

Day #1 June 14th	\$ 2,683.00	
Day #2 June 21st	\$ 2,695.00	
Day #3 June 28th	\$ 1,859.00	
Day #4 July 5th	\$ 991.00	
Day #5 July 12th	\$ 2,380.00	
Day #6 July 19th	\$ 1,104.00	
Day #7 July 26th	\$ 1,747.00	
Day #8 August 2nd	\$ 1,685.00	
Day #9 August 9th	\$ 1,879.00	Avg. Per Week
<b>Total Beverage Sales</b>	<b>\$ 17,023.00</b>	<b>\$ 1,891.44</b>

**SUMMARY - CREEKSIDE 2022**

**Revenue**

Day #1 June 24th	\$ 1,609.00	
Day #2 July 8th	\$ 996.00	
Day #3 July 22nd	\$ 1,207.00	
Day #4 August 5th	\$ 1,730.00	
Sponsors	\$ 9,200.00	Avg Per Week
<b>Total Revenue</b>	<b>\$ 14,742.00</b>	<b>\$ 3,685.50</b>

**Expenses**

Bands	\$ 3,450.00	
Merchandise	\$ 1,537.28	
All Other Expenses	\$ 8,536.85	
Part-time Event staff	\$ 4,792.03	
Full-time Staff OT	\$ 221.00	Avg. Per Week
<b>Total Expenses</b>	<b>\$ 18,537.16</b>	<b>\$ 4,634.29</b>

**Percent Cost Recovery** 79.53%

<b>Beverage Revenue</b>	
Day #1 June 24th	\$ 1,554.00
Day #2 July 8th	\$ 1,361.00
Day #3 July 22nd	\$ 981.00
Day #4 August 5th	\$ 2,093.00
<b>Total Beverage Sales</b>	<b>\$ 5,989.00</b>

Avg. Per Week  
\$ 1,497.25

**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	Canceled
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 tbd	Annual retreat
February 22	To be determined (tbd)
March 22	tbd
April 26	tbd
May 24	Budget Workshop
June 28	tbd

SEPTEMBER 14, 2022

ITEM 7C

MONTHLY FINANCIAL REPORTS

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

**Recommendation**

Staff recommends that the Board receive and file the August financial reports.

**Policy Issues**

In the fall of 2021, the TCSD Financial Reporting Ad Hoc Committee provided additional recommendations regarding reports and the schedule to reflect industry standards and provide improved transparency into TCSDs finances. TCSD staff continues to provide all required financial reporting.

**Analysis**

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

Attached are the monthly financial reports for TCSD for the month end of August, which represents 16.6% of the fiscal year. The financial statements report activity for the current month and cumulative totals for the fiscal year-to-date (YTD) activity with budget comparisons.

The major source of revenue for all three departments, the service fees and the ad valorem property tax revenue, is collected through the County of Marin. The county disburses the funds primarily in December, April and June of the fiscal year.

The largest disbursements for the month were payments to J.W. Mobile for truck fleet maintenance services with checks for the amount of \$18,358.18 and \$8,758.95.

**Impact on TCSD Resources**

N/A

**Attachment**

A. Financial Reports





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

ATTACHMENT A

WASTEWATER DEPT.

	August '22 (16% of FY)	Budget 2022-23	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4101 · Sanitation Service Charges	\$ (4,064)	\$ 5,848,600	0%	Refund to customer
4103 · Permits/Lateral Connection Fees	\$ 10,934	\$ 34,100	32%	
4104 · Muir Woods Sanitaion Svc. Chrg.	\$ 53,756	\$ 35,100	153%	Flow variation
4420 · Interest Revenue	\$ -	\$ 10,000	0%	
Total Revenue	\$ 60,626	\$ 5,927,800	1%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 71,309	\$ 384,600	19%	
5012 · Overtime Pay	\$ 133	\$ 5,200	3%	
5013 · Performance Recognition	\$ -	\$ 7,700	0%	
5014 · Temporary Help	\$ 63	\$ 7,900		
Total 5010 · Salaries	\$ 71,505	\$ 405,400	18%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 13,394	\$ 67,100	20%	
5022 · Retirement Contributions	\$ 15,905	\$ 95,200	17%	
5023 · Social Security and Medicare	\$ 5,544	\$ 31,100	18%	
5024 · Other Employee Benefits	\$ -	\$ 1,000		
5025 · Retiree Medical Insurance	\$ -	\$ 23,200	0%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 22,600	0%	
Total 5020 · Employee Benefits	\$ 34,842	\$ 240,200	15%	
5110 · Wastewater Treatment Expense				
5111 · SMCSO Sewage Treatment O&M	\$ -	\$ 2,606,800	0%	
5121 · SASM Sewage Treatment & Capital	\$ -	\$ 173,400	0%	
5131 · Almonte and Homestead Svc Fees	\$ -	\$ 9,000	0%	
Total 5110 · Wastewater Treatment Expense	\$ -	\$ 2,789,200	0%	
5140 · Sewer System Maint. & Repair	\$ 38,399	\$ 303,900	13%	
5400 · TCSD Board Fees	\$ 1,027	\$ 7,000	15%	
5401 · Professional Services	\$ 958	\$ 131,100	1%	
5420 · Staff Training & Travel Expense	\$ 185	\$ 6,500	3%	
5425 · Office and Technology	\$ 1,556	\$ 18,900	8%	
5430 · Telephone and Alarms	\$ 1,055	\$ 11,300	9%	
5431 · Public Communications	\$ -	\$ 7,000	0%	
5432 · Insurance	\$ 42,042	\$ 50,500	83%	
5437 · Miscellaneous	\$ -	\$ 1,000	0%	
5438 · Fees and Permits	\$ 3,274	\$ 27,900	12%	
5439 · Utilities	\$ 1,150	\$ 7,500	15%	
5440 · Fuel Expense	\$ 1,093	\$ 12,000	9%	
5450 · Maintenance and Supply	\$ 6,309	\$ 80,000	8%	
5483 · Debt Issuance Costs	\$ -	\$ 1,338,600	0%	
Total Expense	\$ 203,395	\$ 5,438,000	4%	
Contribution to Capital Reserve	\$ -	\$ 118,000	0%	Occurs at FYE
Available for Operating Reserves	\$ -	\$ 371,800	0%	Occurs at FYE



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

<b>SOLID WASTE DEPT.</b>				
	August '22 (16% of FY)	Budget 2022-23	% of Budget Spent	Comments
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4201 · Solid Waste Service Charges	\$ 3,405	\$ 2,611,000	0%	Awaiting County Teeter Pmts.
4202 · Other Solid Waste Services	\$ 1,298	\$ 9,000	14%	
4410 · Donations/Fundraising/Grants	\$ 9,628	\$ 5,000	193%	SB1383 Compliance Grant
4420 · Interest Revenue	\$ -	\$ 7,000	0%	
<b>Total Revenue</b>	<b>\$ 14,331</b>	<b>\$ 2,632,000</b>	<b>1%</b>	
<b>Expense</b>				
5010 · Salaries			0%	
5011 · Wages and P.T.O	\$ 126,723	\$ 630,100	20%	
5012 · Overtime Pay	\$ 6,071	\$ 58,500	10%	
5013 · Performance Recognition	\$ -	\$ 12,400	0%	
5014 · Temporary Help	\$ 126	\$ 26,200	0%	
<b>Total 5010 · Salaries</b>	<b>\$ 132,919</b>	<b>\$ 727,200</b>	<b>18%</b>	
5020 · Employee Benefits			0%	
5021 · Health Insurance	\$ 24,789	\$ 140,700	18%	
5022 · Retirement Contributions	\$ 37,613	\$ 224,900	17%	
5023 · Social Security and Medicare	\$ 10,207	\$ 51,600	20%	
5024 · Other Employee Benefits	\$ -	\$ 2,100	0%	
5025 · Retiree Medical Insurance	\$ -	\$ 44,600	0%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 25,400	0%	
<b>Total 5020 · Employee Benefits</b>	<b>\$ 72,608</b>	<b>\$ 489,300</b>	<b>15%</b>	
5210 · Solid Waste Disposal Expense			0%	
5211 · Waste Disposal Fees	\$ 25,177	\$ 214,100	12%	
5212 · Recycling Fees	\$ 463	\$ 50,000	1%	
5213 · Green Waste Disposal Fees	\$ 15,346	\$ 127,800	12%	
5214 · Debris Day Expenses	\$ 2,123	\$ 3,000	71%	
<b>Total 5210 · Solid Waste Disposal Expense</b>	<b>\$ 43,109</b>	<b>\$ 394,900</b>	<b>11%</b>	
5400 · TCSD Board Fees	\$ 627	\$ 3,400	18%	
5401 · Professional Services	\$ 1,013	\$ 116,000	1%	
5420 · Staff Training & Travel Expense	\$ 185	\$ 3,200	6%	
5425 · Office and Technology	\$ 1,481	\$ 19,000	8%	
5430 · Telephone and Alarms	\$ 847	\$ 7,000	12%	
5431 · Public Communications	\$ -	\$ 20,000	0%	
5432 · Insurance	\$ 42,888	\$ 75,900	57%	
5437 · Miscellaneous	\$ -	\$ 1,000	0%	
5438 · Fees and Permits	\$ 1,892	\$ 41,600	5%	
5439 · Utilities	\$ 282	\$ 3,500	8%	
5440 · Fuel Expense	\$ 11,410	\$ 85,500	13%	
5450 · Maintenance and Supply			0%	
5451 · General Supplies	\$ 383	\$ 4,100	9%	
5452 · Maint. & Supply Contract Svc	\$ 1,824	\$ 11,600	16%	
5454 · Vehicle Repair & Maint.	\$ 36,877	\$ 138,000	27%	
5456 · Bridge Tolls	\$ 510	\$ 4,000	13%	
5457 · Solid Waste Carts & Bins	\$ -	\$ 50,000	0%	
5461 · Meeting Supplies	\$ 41	\$ 700	6%	
5470 · Yard & Bldg. Improvements	\$ -	\$ 8,500	0%	
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 39,635</b>	<b>\$ 216,900</b>	<b>18%</b>	
5471 · Minor Equipment	\$ -	\$ 4,400	0%	
5472 · Donations/Grants Paid Expenses	\$ -	\$ 5,000	0%	
Vehicle Lease	\$ -	\$ 44,900	0%	
<b>Total Expense</b>	<b>\$ 348,894</b>	<b>\$ 2,258,700</b>	<b>15%</b>	
Contribution to Capital Reserve	\$ -	\$ 193,700	0%	Occurs at FYE
Available for Operating Reserves	\$ -	\$ 179,600	0%	Occurs at FYE



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

**PARKS AND RECREATION DEPT.**

	Auguts '22 (16% of FY)	Budget 2022-23	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4301 · Taxes	\$ 95	\$ 975,800	0%	
4303 · Tia's After School Program Rev	\$ 552	\$ 15,000	4%	
4310 · Facilities Rental & Fees	\$ 2,048	\$ 26,000	8%	
4320 · Park Rentals	\$ 956	\$ 3,900	25%	
4330 · Class Fees	\$ 4,645	\$ 11,900	39%	
4350 · TCS D Event Revenue	\$ 8,368	\$ 66,500	13%	
4410 · Donations/Fundraising/Grants	\$ 2,689	\$ 15,000	18%	
4420 · Interest Revenue	\$ -	\$ 5,000	0%	
4430 · Miscellaneous Revenue	\$ -	\$ 1,000	0%	
<b>Total Revenue</b>	<b>\$ 19,353</b>	<b>\$ 1,120,100</b>	<b>2%</b>	
Expense				
5011 · Wages and P.T.O	\$ 62,316	\$ 406,700	15%	
5012 · Overtime Pay	\$ 748	\$ 7,500	10%	
5013 · Performance Recognition	\$ -	\$ 7,800	0%	
5014 · Temporary Help	\$ 5,740	\$ 36,600	16%	
<b>Total 5010 · Salaries</b>	<b>\$ 68,804</b>	<b>\$ 458,600</b>	<b>15%</b>	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 11,673	\$ 58,500	20%	
5022 · Retirement Contributions	\$ 13,573	\$ 164,200	8%	
5023 · Social Security and Medicare	\$ 5,544	\$ 32,500	17%	
5024 · Other Employee Benefits	\$ -	\$ 2,100	0%	
5025 · Retiree Medical Insurance	\$ -	\$ 5,900	0%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 8,500	0%	
<b>Total 5020 · Employee Benefits</b>	<b>\$ 30,790</b>	<b>\$ 271,700</b>	<b>11%</b>	
5300 · Events Expense	\$ 14,217	\$ 63,500	22%	
5330 · Tree & Landscaping Services	\$ -	\$ 18,100	0%	
5331 · Landscaping Contract Svc	\$ -	\$ 35,000	0%	
5332 · McGlashan Trail Maintenance	\$ 1,900	\$ 5,400	35%	
5340 · Instructor Fees	\$ -	\$ 7,600	0%	
5341 · Tia's Afterschool Program Exp	\$ 1,120	\$ 10,000	11%	
5400 · TCS D Board Fees	\$ 846	\$ 4,200	20%	
5401 · Professional Services	\$ 247	\$ 19,900	1%	
5420 · Staff Training & Travel Expense	\$ 92	\$ 5,700	2%	
5425 · Office and Technology	\$ 1,704	\$ 25,100	7%	
5430 · Telephone and Alarms	\$ 1,261	\$ 11,700	11%	
5431 · Public Communications	\$ 815	\$ 5,100	16%	
5432 · Insurance	\$ 21,021	\$ 32,800	64%	
5437 · Miscellaneous	\$ -	\$ 1,100	0%	
5438 · Fees and Permits	\$ 4,577	\$ 13,900	33%	
5439 · Utilities	\$ 2,556	\$ 22,000	12%	
5440 · Fuel Expense	\$ 673	\$ 4,600	15%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 522	\$ 9,300	6%	
5452 · Maint. & Supply Contract Svc	\$ 2,443	\$ 16,100	15%	
5454 · Vehicle Repair & Maint.	\$ 759	\$ 5,800	13%	
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ -	\$ 4,000	0%	
5459 · Park Maint.	\$ 123	\$ 19,000	1%	
5461 · Meeting Supplies	\$ 15	\$ 700	2%	
5470 · Yard & Bldg. Improvements	\$ -	\$ 8,500	0%	
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 3,862</b>	<b>\$ 63,400</b>	<b>6%</b>	
5471 · Minor Equipment	\$ -	\$ 3,300	0%	
5472 · Donations/Grants Paid Expenses	\$ -	\$ 8,000	0%	
<b>Total Expense</b>	<b>\$ 154,485</b>	<b>\$ 1,090,700</b>	<b>14%</b>	
Contribution to Capital Reserve	\$ -	\$ 26,500	0%	Occurs at FYE
Available for Operating Reserves	\$ -	\$ 2,900	0%	Occurs at FYE



Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Liability Check	08/26/2022		QuickBooks Payroll Service	Payroll on 08/26/2022	\$ 56,607.81
Liability Check	08/12/2022		QuickBooks Payroll Service	Payroll on 08/12/2022	\$ 54,112.35
Bill Pmt - Check	08/19/2022	39589	J W Mobile	12:P/M Service; Replace Brake Drums; Door Hinges and Lights; 15: P/M Service; Replace Brake Drums & Rotors	\$ 18,358.18
Check	08/01/2022	39530	Kaiser Foundation Health Pln	Aug 2022 Medical	\$ 17,846.61
Check	08/19/2022	39593	Marin County Employees Retirement Sys.	PP 16 2022 Jul 30- Aug 12, 2022	\$ 13,219.63
Check	08/26/2022	39597	Marin County Employees Retirement Sys.	PP 17 2022 Aug 13- 26, 2022	\$ 13,033.10
Bill Pmt - Check	08/05/2022	39558	Marin Sanitary Service	July 2022 Solid Waste 119.06 tons @\$101.45/T	\$ 12,078.52
Bill Pmt - Check	08/09/2022	39569	Marin Resource Recovery Center	Green Waste ---92.46 Tons @ \$96.6/T July, 2022	\$ 8,931.72
Bill Pmt - Check	08/28/2022	39607	J W Mobile	94: Replace Packer Cylinders and Rear Brake Adjustment	\$ 8,758.95
Check	08/28/2022	39605	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement August 22, 2022	\$ 8,560.92
Check	08/04/2022	39555	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement July 22, 2022	\$ 8,289.69
Bill Pmt - Check	08/28/2022	39608	Northside Engineering Inc.	Repairs to Locate & Raise Grade Rod Hole 2.077B Located in Backyard of 1099 W.California Ave.	\$ 5,500.00
Bill Pmt - Check	08/25/2022	39604	Roto-Rooter Sewer Service	Cleaning of 4 Pump Stations: Bell Lane, Bob Bunce, Flamingo 1 & 2 and Yard Catch Basin Cleaning; 6 month Maint. Scheduled by Maple St.	\$ 4,770.00
Liability Check	08/26/2022	39596	Marin County Employees Retirement Sys.	PEPRA W/H PP 17 2022 Aug 13- 26, 2022	\$ 4,342.84
Liability Check	08/12/2022	39584	Marin County Employees Retirement Sys.	PEPRA W/H PP 16 2022 Jul 30- Aug 12, 2022	\$ 4,091.40



Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Bill Pmt - Check	08/05/2022	39557	Diesel Direct	681.5 gal Diesel Above Ground Tank	\$ 3,990.72
Bill Pmt - Check	08/25/2022	39602	Diesel Direct	636.4 gal Diesel Above Ground Tank	\$ 3,687.89
Bill Pmt - Check	08/30/2022	39610	Clements Tree Service	Remove Tress in/around Eastwood	\$ 2,825.00
Bill Pmt - Check	08/10/2022	39581	Roto-Rooter Sewer Service	CCTV due to Resident Complaint (No Clog was found) Melaleuca Lane	\$ 2,460.00
Check	08/09/2022	39568	Cal Land Title Company	Parks Land Title	\$ 2,377.00
Bill Pmt - Check	08/10/2022	39570	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor July 2022, 8 Trips, 8.75 tons	\$ 2,122.70
Bill Pmt - Check	08/19/2022	39592	Roto-Rooter Sewer Service	6 month Maint. Scheduled by Chamberlain Ct.	\$ 2,050.00
Bill Pmt - Check	08/05/2022	39560	Pacific Window Cleaning & Janitorial,	June & July Cleaning Services Office; Cleaning Cabin 7/13, 23	\$ 2,000.00
Bill Pmt - Check	08/28/2022	39606	Cintas	Uniforms. Carpets. Towels & Misc.	\$ 1,501.14
Bill Pmt - Check	08/30/2022	39612	Pacific Gas & Electric	Office, Shop, CC, Cabin Gas & Electricity and Kay Park Electricity	\$ 1,231.12
Bill Pmt - Check	08/19/2022	39587	Forster & Kroeger Landscape Maintenance	Installation of Pipe to Divert Water along trail by TamElem. School	\$ 1,200.00
Bill Pmt - Check	08/10/2022	39572	Esposito, Camille (v)	Coordinate Creekside Friday, Create Weekly Newsletter	\$ 1,083.00
Bill Pmt - Check	08/05/2022	39562	Cintas	Uniforms. Carpets. Towels & Misc.	\$ 1,042.89
Check	08/05/2022	39428	Barbee, Dan (vendor)	Creekside Friday Band- Marble Party - August 5, 2022	\$ 900.00
Check	08/30/2022	39614	California Dep of Tax and Fee Admin	Underground Tank Maintenance Fee	\$ 852.00
Check	08/05/2022	39567	White, Jeffrey	Claim Settlement for Damaged Basketball Hoop	\$ 845.18
Check	08/19/2022	39585	Telstar Instruments, Inc.	Reinstall MH1.082 Cover after CIP	\$ 787.56
Bill Pmt - Check	08/10/2022	39573	R3 Consulting Group	Solid Waste Consulting - SB1383 Ordinance & On-Call - July 2022	\$ 777.50



Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Type	Date	Num	Name	Memo	Amount
Bill Pmt - Check	08/19/2022	39588	Central Marin Sanitation Agency	F.O.G. Services for TCSD Food Service Establishments, Apr-Jun 2022	\$ 710.95
Bill Pmt - Check	08/05/2022	39566	Wells Fargo Fin. Lse. - RMC	Copier Lease 7/20/22-8/19/22	\$ 646.68
Bill Pmt - Check	08/05/2022	39556	AT&T	Office Data Lines, Wireless Services 6/20-7/19	\$ 546.95
Bill Pmt - Check	08/05/2022	39559	Matrix Computer Solutions	Set up laptop for Superintendent; Reset P&R account and Monthly Proactive Maint.	\$ 500.00
Liability Check	08/12/2022	39583	Employee Personal W/H	Employee Personal W/H	\$ 500.00
Liability Check	08/26/2022	39595	Employee Personal W/H	Employee Personal W/H	\$ 500.00
Bill Pmt - Check	08/25/2022	39603	Meyers Nave	July 2022 Legal Svc	\$ 429.00
Bill Pmt - Check	08/25/2022	39598	Esposito, Camille (v)	Coordinate Oktoberfest, Create Weekly Newsletter	\$ 384.75
Bill Pmt - Check	08/30/2022	39611	Linde Gas & Equipment Inc.	Gas for Welding/Cutting Machine	\$ 363.20
Bill Pmt - Check	08/05/2022	39563	Forster & Kroeger Landscape Maintenance	McGlashan Trail Weekly July 22	\$ 350.00
Bill Pmt - Check	08/05/2022	39561	Napa Auto Parts-DNG Enterprises	Vehicle 5: Starter Kit and Amber Lights	\$ 322.69
Bill Pmt - Check	08/25/2022	39599	Honey Bucket	Porta Potty at C.C for Creekside 7/12-8/11	\$ 263.06
Bill Pmt - Check	08/05/2022	39565	NorthBay Bottling	Drinking Water July 2022	\$ 262.50
Bill Pmt - Check	08/05/2022	39564	Diego Truck Repair, Inc.	5: Towed to Yard	\$ 253.15
Bill Pmt - Check	08/10/2022	39571	County of Marin Central Collections	County Counsel Fees 4th Qtr FY2021/22	\$ 248.00
Check	08/29/2022	39609	Rocky Soil Landscaping, Inc.	Irrigation Controller Repair	\$ 237.51
Bill Pmt - Check	08/10/2022	39580	Hagel Supply Company	Cleaning Supplies for P&R	\$ 211.46
Bill Pmt - Check	8/19/2022	39590	Medical Center of Marin	Drug Screen Test Non-DOT Panel (Estupinan)	\$ 170.00
Bill Pmt - Check	8/25/2022	39600	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	8/19/2022	39586	AT&T	415-389-8722 Aug 11 - Sep 10 2022 Bunce Pump Stn	\$ 113.21
Bill Pmt - Check	8/10/2022	39582	Terminix	Pest Control	\$ 99.16
Bill Pmt - Check	8/30/2022	39613	Spec.Dist.Risk Mgmt. Auth.	FY21-22 Worker's Comp. Reconciliation	\$ 96.99
Bill Pmt - Check	8/19/2022	39591	Miller Starr Regalia	Greene Vs. Kenyon Litigation	\$ 22.45
Check	8/1/2022	39546	Stericycle, Inc.	Hazardous Disposal Services	\$ 20.00
Check	8/15/2022	43808	Optum Financial (COBRA)	July - COBRA Administration for TCSD Staff	\$ 4.44



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

Date	Name	Memo	Amount
08/16/2022	Ray Gaskin Service	21: Ejection Cylinder	\$ 2,223.93
08/13/2022	Verizon Wireless	Device & Data Plan for AGM, GM, Mike, Nick, Josh	\$ 342.69
08/01/2022	Streamline, Inc.	Streamline member fee- August 2022	\$ 300.00
08/04/2022	Smart & Final	Food for Creekside	\$ 283.33
08/03/2022	Comcast	Internet Jul 18 - Aug 17 @ 305 Bell Ln.	\$ 245.84
08/01/2022	Go To Communications, Inc.	(415)388-6393 Voice & Data Lines and Wireless Services	\$ 230.53
08/19/2022	Staples Business Credit	Office Admin Supplies	\$ 178.58
08/03/2022	Comcast	Internet Jul 13 - Aug 12 @ 203 Marin Ave.	\$ 141.54
08/01/2022	Harbor Freight Tools	Replace Broken Jack Stands for Truck Repairs & Replaced Electrical Cord for Shop	\$ 125.32
08/10/2022	Verizon Wireless	Data Plan for Refuse Driver's iPads	\$ 120.48
08/08/2022	QuickBooks Time, Inc.	Online Time Card Service- July 2022	\$ 116.00
08/23/2022	O'Reilly Auto Parts	Starter to replace defective	\$ 103.54
08/03/2022	Batteries Plus	Emergency Lighting in Shop	\$ 56.13
08/04/2022	Smart & Final	Food for Creekside	\$ 42.86
08/02/2022	StickerTalk	Fuel Pump Labels	\$ 31.27
08/22/2022	carparts.com	5: Replace Broken Door Handle	\$ 22.39
08/13/2022	Adobe Systems, Inc	Illustrator Subscription	\$ 20.99
08/18/2022	Adobe	Acrobat Pro DC Monthly Subscription	\$ 14.99
08/11/2022	Safeway	Creamer for Office	\$ 12.97
08/03/2022	Safeway	Snacks for Office	\$ 12.97
08/10/2022	Walgreens	General Board Meeting Snacks	\$ 11.98
08/04/2022	ConstantContact.com	E-newsletter July	\$ 9.99
08/11/2022	ConstantContact.com	E-newsletter July	\$ 8.00



**Cyndie Martel**

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**From:** Steve Levine <stevenmlevine@comcast.net>  
**Sent:** Tuesday, September 6, 2022 12:52 PM  
**To:** Garrett Toy; Alan Shear; Steffen Bartschat  
**Cc:** Cyndie Martel; stevenmlevine@comcast.net  
**Subject:** SMCSD Board of Directors meeting Sept. 6, 2022

I attended the SMCSD Board of Directors meeting on Sept. 6, 2022 at noon.

During Public Expression I mentioned an article in the Sept. 6 SF Chronicle discussing how nutrients from human waste spurs organism growth that leads to toxic algae blooms in the Bay from wastewater discharge from the 38 treatment plants including SMCSD and SASM.

The Regional Water Board is expected to require caps on nutrients in wastewater when regional permits come up for renewal in 2024. Estimated costs of upgrades is \$14 Billion which could double or triple ratepayers wastewater bills.

Board Topics:

1. Adopted resolution to continue to meet by teleconference.
2. Adopted resolution to update conflict of interest code.
3. SMCSD/City of Sausalito sanitary district consolidation plan: On August 15 both districts met to review a sewer system consolidation plan developed by a consulting firm. The report in its entirety is posted on the SMCSD website. It indicates that while capital upgrades are required, that there should be little to no effect on ratepayers as budgets and personnel would simply be transferred to SMCSD. Rehab of the city's system would be budgeted at approx. \$19 million and would occur over a 10 year period.
4. GM Report:
  - . Plant and system operation: 48th month with no permit violations
  - . Operations and Maintenance: continued scheduled maintenance on generators, electrical systems, sedimentation tank cleaning.

Projects:

- . Coloma Pump Station: virtually complete. Final landscaping to be completed in November. \$6,125,000
- . Generator Reliability Project: All 4 generator replacements complete during September. \$2,200,000
- . Clarifier Rehab Project: design 80% complete. Bid in November. \$2,200,000
- . TCSD Flow Meter: in design. Permitting from PG&E and Caltrans may take 6 months or more, delaying the project beyond earlier expectations. \$200,000.

## Cyndie Martel

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**From:** Cyndie Martel  
**Sent:** Wednesday, September 7, 2022 2:03 PM  
**To:** Cyndie Martel  
**Subject:** FW: Updated statement on algae bloom

**From:** Cathy Bondanza <[cathy@smcsd.net](mailto:cathy@smcsd.net)>  
**Sent:** Wednesday, September 7, 2022 9:27 AM  
**To:** Garrett Toy <[gtoy@tamcsd.org](mailto:gtoy@tamcsd.org)>  
**Cc:** Jeffrey Kingston <[jeffrey@smcsd.net](mailto:jeffrey@smcsd.net)>  
**Subject:** Updated statement on algae bloom

Dear General Manager Toy:

At our Board meeting yesterday, TCSD Director Steve Levine asked that we forward the information below.

Sincerely,  
Catherine A. Bondanza  
Office Manager/Board Secretary

Sausalito-Marín City Sanitary District  
1 East Road  
Sausalito, CA 94965  
Phone: 415-332-0244 Fax: 415-332-0453  
Email: [cathy@smcsd.net](mailto:cathy@smcsd.net)  
Website: [www.smcsd.net](http://www.smcsd.net)

**From:** Jeffrey Kingston <[jeffrey@smcsd.net](mailto:jeffrey@smcsd.net)>  
**Sent:** Tuesday, September 6, 2022 8:38 PM  
**To:** Dan Rheiner <[danrheiner@smcsd.net](mailto:danrheiner@smcsd.net)>  
**Cc:** Cathy Bondanza <[cathy@smcsd.net](mailto:cathy@smcsd.net)>  
**Subject:** Fwd: Updated statement on algae bloom

Dear Directors,

As a follow up to our discussion today. Here is the latest information from BACWA regarding the algae bloom we are experiencing in the bay. I will share more plant specific nutrient information shortly.

Regards,

Jeff

Jeffrey Kingston  
General Manager

SMCSD  
1 East Road

Sausalito, CA 94965  
jeffrey@smcsd.net  
415.332.0244

Begin forwarded message:

**From:** Lorien Fono <[lfono@bacwa.org](mailto:lfono@bacwa.org)>  
**Date:** September 6, 2022 at 5:49:35 PM PDT  
**To:** Mary Cousins <[mcousins@bacwa.org](mailto:mcousins@bacwa.org)>, Jennifer Dymant <[jdymant@bacwa.org](mailto:jdymant@bacwa.org)>  
**Subject:** Updated statement on algae bloom

BACWA members, last week we provided a brief communique that your agency may use to respond to queries from governing boards and the public about the algae bloom. We've updated the statement (copied below) to mention the DO drop and fish mortality in the Bay. You can still find the latest update at the same link: <https://bacwa.org/general/ongoing-algal-bloom-in-sf-bay/>

Please don't hesitate to contact me with any questions.

Lorien Fono  
Executive Director  
Bay Area Clean Water Agencies  
[lfono@bacwa.org](mailto:lfono@bacwa.org)  
(510) 684-2993

A harmful algae bloom event has been occurring in San Francisco Bay since late July. Discolored waters in the Oakland estuary served as an early indication of the event, and the algae species was identified as *Heterosigma akashiwo*. The bloom subsequently spread throughout South Bay (between Bay Bridge and Dumbarton Bridge), and also extended into other regions of the Bay. As of September 6, the bloom is still on-going but is showing signs of dissipation.

*Heterosigma akashiwo* has been observed intermittently in various locations around the Bay over the past 20 years, after first being detected here in 2002. *Heterosigma akashiwo* can be toxic to fish, although the nature of that toxicity is not well understood. While toxicity to humans or pets has not been documented in the scientific literature, some local jurisdictions are warning residents to avoid water contact on a precautionary basis.

Local scientists from the San Francisco Estuary Institute, USGS, and UC Santa Cruz have been actively monitoring water quality related to the current bloom. Within the bloom, very high concentrations of the algae are being detected. By August 31, the algae levels in South Bay had decreased substantially (compared to the prior week), and were accompanied by substantial decreases in dissolved oxygen levels. As algae stop growing, they begin to biodegrade, a process which consumes oxygen. A significant fish die-off has also been observed in multiple locations around the Bay. The science teams are investigating the causes of the fish mortality. Monitoring work is continuing, and the science teams will provide periodic updates to regulators and other stakeholders.

Nutrients are one contributor to algal blooms, but the trigger for this specific event is not known. Although we don't fully understand the causes of blooms like this, public wastewater utilities in the Bay Area are funding ongoing scientific studies to better characterize how specific conditions, such as

weather and hydrologic patterns, climate change, nutrient concentrations, and other factors, can initiate and sustain algal blooms. We are also planning and implementing projects to reduce nutrients discharged to the San Francisco Bay, which may lessen the extent of these events in the future.



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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

ITEM 8A

## TCSD BOARD OF DIRECTORS MEETING

### MINUTES

WEDNESDAY, AUGUST 10, 2022, 7:00 PM

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by Vice President Brown at 7:00pm on Wednesday, August 10, 2022.

#### 2. ROLL CALL

Vice President Jeff Brown, Dir Jim Jacobs and Steve Levine

Absent: President Steffen Bartschat, Dir Matt McMahon

Staff Present: General Manager, Garrett Toy; Assistant General Manager (AGM) Alan Shear; Recording Secretary Cyndie Martel

Others Present: Marshall Nau, SMFD Fire Inspector; Battalion Chief Doug Patterson, SMFD; Erin Rosenblatt

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

M/S/C: J. JACOBS/S. LEVINE  
(MCMAHON)

AYES: 3

NAYS: 0

ABSENT: 2 (S. BARTSCHAT, M.

#### 4. PUBLIC EXPRESSION

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

- There was no public expression

#### 5. PRESENTATIONS

A. Fire Inspector Marshall Nau from the So Marin Fire Protection District to discuss the new sirens in Tam Valley.

Inspector Nau introduced Battalion Chief Doug Patterson who presented Cal Fire statistics as follows:

- For the State of California in the current fire season there have been 5100 incidents with 182,000 acres burned, 4 fatalities and the loss of 503 structures.
- Current active fires include:
  - McKinney fire in Siskiyou County with 61,000 acres burned which was 60% contained and had 3,400 personnel reporting.
  - Oak fire near Yosemite had 19,000 acres burned and was 98% contained.
  - New fire in Six Rivers also in Siskiyou County caused by a lightning strike, 11,000 acres burned no containment yet.

- During last year's fire season there were 9,000 incidents with 2.5 million acres burned and 3,700 structures lost.
- With the draught continuing, the state was on track for an average of 9,000 incidents with an average of 9,000 structures burned. The draught adversely affected the fuel moistures with indicators showing 75% of the state in significant draught.
- In the County of Marin, there were a few large fires, but they were in remote areas, no evacuations were called.

It was stated that Jim Kasper was a huge benefit for the community with his extensive institutional knowledge of the area.

Marshall Nau presented the Board with a presentation (attached) and stated funding was recently received for LRAD installation with 2 siren communication systems installed currently in Tam Valley. Ultimately there would be 12 installed in Southern Marin with 6 in Mill Valley. The system used Satellite technology therefore failure of the grid would not be an issue.

#### **6. REGULAR BUSINESS: Board Actions**

- A. Resolution adopting salary schedule with 5-step salary ranges for full-time permanent employees. GM Toy stated the Board was introduced to the salary schedule and 5-step salary ranges for full-time permanent employees and given the opportunity to ask questions at the July 13 Board meeting. GM Toy answered questions and asked for Board adoption of Resolution 2022-15.

Public comment

- Ms. Rosenblatt commented it was a great idea.

#### **MOTION TO ADOPT SALARY SCHEDULE WITH 5-STEP SALARY RANGES FOR FULL-TIME PERMANENT EMPLOYEES WITH RESOLUTION 2022-15**

**M/S/C: J. JACOBS/S. LEVINE                      AYES: 3                      NAYS: 0                      ABSENT: 2 (S. BARTSCHAT, M. MCMAHON)**

- B. Approval of amendments to personnel policy regarding performance reviews, step increases, and other revisions.

GM Toy stated that with the adoption of Resolution 2022-15, it was best practice for those changes to be reflected in the personnel policies and asked the Board to approve the personnel policy amendments with the adoption of Resolution 2022-16. He answered questions from the Board about the timing of evaluations.

Public comment:

- Ms. Rosenblatt commented on what the District used to gauge performance.
- GM Toy commented the District had an evaluation form with 15 categories with a 1-5 scale.

#### **MOTION TO APPROVE AMENDMENTS TO THE PERSONNEL POLICY REGARDING PERFORMANCE REVIEWS, STEP INCREASES AND OTHER REVISIONS BY ADOPTING RESOLUTION 2022-16**

**M/S/C: S. LEVINE/J. JACOBS                      AYES: 3                      NAYS: 0                      ABSENT: 2 (S. BARTSCHAT, M. MCMAHON)**

- C. Adopt resolution allocating an additional \$50,000 for the purchase hydro-vector truck.  
AGM Shear reminded the Board that the purchase of the hydro-vector truck for wastewater was approved and set in the budget, however, with the passage of even a short amount of time, the price of the truck increased and he asked the Board to approved an additional \$50,000 with the adoption of Resolution 2022-17.

The Board asked if staff had thought of franchising out this service to which AGM Shear replied that fast response in emergency situations was key.

Public comment:

- Ms. Rosenblatt commented on showing the new truck to local children at some point.

**MOTION TO ADOPT THE ALLOCATION OF AN ADDITIONAL \$50,000 FOR THE PURCHASE OF A HYDRO-VECTOR TRUCK WITH RESOLUTION 2022-17**

**M/S/C: J. BROWN/J. JACOBS                      AYES: 3              NAYS: 0              ABSENT: 2 (S. BARTSCHAT, M. MCMAHON)**

- D. Adopt resolutions regarding 401(a) plan with Mission Square Retirement Corporation.  
AGM Shear explained the District's current 401(a) plan was available only to the general manager and staff preferred to offer the plan to all employees. To do so, the old plan would need to be terminated with Resolution 2022-18 and a new plan adopted authorizing the GM to select an appropriate new money purchase plan with Resolution 2022-19.

GM Toy stated that staff had learned of the plan at a staff meeting that day and he planned to invite a representative from Mission Square to explain the two plans available.

Public comment:

- Ms. Rosenblatt commented that it sounded like a great initiative.

**MOTION TO ADOPT THE TERMINATION OF THE DISTRICT'S CURRENT 401(A) MONEY PURCHASE PLAN WITH RESOLUTION 2022-18**

**M/S/C: S. LEVINE/J. JACOBS                      AYES: 3              NAYS: 0              ABSENT: 2 (S. BARTSCHAT, M. MCMAHON)**

**MOTION TO ADOPT AUTHORIZING THE GENERAL MANAGER TO SELECT A NEW 401(A) MONEY PURCHASE PLAN WITH RESOLUTION 2022-19**

**M/S/C: J. JACOBS/J. BROWN                      AYES: 3              NAYS: 0              ABSENT: 2 (S. BARTSCHAT, M. MCMAHON)**

**7. REGULAR BUSINESS: Information Items**

- A. General Manager report/updates including quarterly EPA report  
AGM Shear reported on the planning efforts for Oktoberfest. Changes would include a contracted food booth instead of staff and volunteers cooking. The dance troop was not available this year meaning renting a dance floor would not be necessary. The popular Cornhole game would be back. The Board suggested trying to get the apple cider press back this year.

GM Toy reported the District received only one application for the events and communications coordinator position. The position was offered to Camille Espinosa. She would start with the District on August 22, 2022.

AGM Shear stated the District had heard from the state that we would receive the full reimbursement of \$66,000 for the prop 68 grant for resurfacing the community center parking lot. The fence project was underway with a land survey. The Board discussed other upcoming events.

GM Toy discussed plans for an office remodel with the Board including possible associated costs. Monies would come from the COP funding. The Board agreed a remodel was long overdue, had many suggestions and asked that staff consider a broader view for the remodel to include the restrooms and alarm system.

There was no public comment.

B. Financial reports

VP Brown asked if there were any questions on the financials. Dir Levine complimented the new format.

There was no public comment.

C. Sewer treatment plant updates: SASM and SMCSO

SASM: Dir Jacobs reported orally on the June 18 meeting at the July 13 TCSO Board meeting. For the July 21 SASM meeting, he reported the Wastewater Treatment Manager's report, minutes from the June 15 meeting, the teleconferencing meeting resolution for AB 361 and final consideration on a change order for repairs to Digester #2 were all approved via the consent calendar. Discussion on the EDU issue would continue.

SMCSO: Dir Levine reported orally on the July 12 meeting at the July 13 TCSO Board meeting. For the August 2 SMCSO meeting, Pres Bartschat's written report stated that there were no SSOs for the 47<sup>th</sup> consecutive month, the agency was getting ready for wet weather by focusing on cleaning lines in Marin City, projects were continuing on schedule, the TCSO flow meter project contract was finalized with work delayed due to PG&E and Caltrans permitting issues. Sausalito Sewer consolidation meetings were continuing.

There was no public comment.

D. Board member Committee/Subcommittee reports

Dir Levine reported on the Community Center Ad Hoc Subcommittee that security and fire safety systems were certified, ADA focus would be on public access requirements which would necessitate hiring a contractor to develop scope of work, specs and drawings for the county. Measure A funds would be used but were not enough.

There was no public comment.



**8. CONSENT CALENDAR**

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

- A. Approve minutes of July 13, 2022 Board Meeting
- B. Approve minutes of July 27, 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.
- D. Review and approve authorization for payment of up to \$33,650 for annual financial audit services.
- E. Receive and file valuation report for other post-employment benefits (OPEB)

**MOTION TO APPROVE THE CONSENT CALENDAR**

**M/S/C: J. BROWN/J. JACOBS                      AYES: 3                      NAYS: 0                      ABSENT: 2 (S. BARTSCHAT, M. MCMAHON)**

**9. FUTURE AGENDA ITEMS**

- A. Board input for future Board Meeting Agendas  
Rescheduling offsite/planning meeting to a Saturday in February 2023

There was no public comment.

- B. Tentative schedule/topics for upcoming Board work sessions and special meetings  
GM Toy described the process for holding the special work sessions for the tour of Eastwood and Kay Parks. Kay Park tour would take place at 8:30am and the Eastwood tour would be time approximate at 9:00am. Board and staff would be responsible for getting to the parks on their own.

Public comment:

- Ms. Rosenblatt commented on the purpose of the park tour work sessions.
- GM Toy commented the Board and public would have the opportunity to tour the parks with the park maintenance worker and staff to bring up items of concern and benefit to include in the park master plan.

**10. ADJOURNMENT**

**MOTION TO ADJOURN**

**M/S/C: J. JACOBS/J. BROWN                      AYES: 3                      NAYS: 0                      ABSENT: 2 (S. BARTSCHAT, M. MCMAHON)**

**MEETING ADJOURNED AT 8:32 P.M.**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**NEXT TCSD BOARD SPECIAL WORK SESSIONS**  
**August 24, 2022 – 8:30 AM**  
**FIELD TRIP TO KAY AND EASTWOOD PARKS**



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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

ITEM 8B

## TCSO BOARD OF DIRECTORS SPECIAL WORK SESSION

### MINUTES

WEDNESDAY, AUGUST 24, 2022 AT 8:30 A.M.

**\*NOTE SPECIAL LOCATION\***

**KAY PARK, MILL VALLEY**

**(Entrance on Ross Drive across from Robin Road)**

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Special Work Session was called to order by Vice President Brown at 8:32 am on Wednesday, August 24, 2022.

#### 2. ROLL CALL

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

Absent: President Steffen Bartschat

Staff Present: General Manager, Garrett Toy; Assistant General Manager, Alan Shear; Parks Maintenance Worker, Joshua Everhart; Recording Secretary, Cyndie Martel

Others present: Don Chapman, Sherese Schlosser

#### 3. APPROVE AGENDA

**MOTION TO APPROVE THE AGENDA**

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

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (BARTSCHAT)**

#### 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. FIELD TRIP TO KAY PARK

Discuss park operations, maintenance, improvements, uses, policies, rules/regulations, and other related issues; tour the park facilities; and provide direction to staff as appropriate.

The Board discussed options for Kay Park with staff which included exploring the following:

- Doing nothing, waiting for winter rain and seeing what options were presented then
- Artificial turf, estimate was \$15 per square foot, it is durable
- Replanting grass, issue could be continuation of draught conditions and sea level rise
- Fencing part of the dirt area and making it an official dog park
- Using bark
- New and consolidated signage

Public comment:

- Mr. Chapman commented artificial turf seemed like a good alternative as well as to make the area a true park setting and community garden. He also commented that a dog park would not be popular.
- Ms. Schlosser commented there were many different groups that visited the park depending on the time of day. She commented turf would be a good alternative but was not sure how hot it got in the sun. She would be interested in being on a parks committee.

**6. ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING**

**M/S/C: S. LEVINE/M. MCMAHON      AYES: 4      NAYS: 0      ABSENT: 1 (BARTSCHAT)**

**MEETING ADJOURNED AT 9:03 A.M.**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**NEXT TCSB BOARD OF DIRECTORS MEETING  
SEPTEMBER 14, 2022 – 7:00 P.M.  
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**



# 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, AUGUST 24, 2022 AT ~9:00 A.M.

**\*NOTE SPECIAL LOCATION\***

**EASTWOOD PARK, MILL VALLEY**

**(Entrance on Ross Drive across from Robin Road)**

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Special Work Session was called to order by Vice President Brown at 9:15 am on Wednesday, August 24, 2022.

#### 2. ROLL CALL

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

Absent: President Steffen Bartschat

Staff Present: General Manager, Garrett Toy; Assistant General Manager, Alan Shear; Parks Maintenance Worker, Joshua Everhart; Recording Secretary, Cyndie Martel

Others present: Nico Van Praag, Laurie Cohen, Robert Mowry

#### 3. APPROVE AGENDA

**MOTION TO APPROVE THE AGENDA**

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

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (BARTSCHAT)**

#### 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. FIELD TRIP TO EASTWOOD PARK

Discuss park operations, maintenance, improvements, uses, policies, rules/regulations, and other related issues; tour the park facilities; and provide direction to staff as appropriate.

Dir Levine pointed out that Eastwood Park was designed to be a neighborhood park, not a regional destination for professional dog walkers and open play at the tennis courts. Rules were not being enforced. Results from a past survey mailed to all residents indicated they were hesitant to use the park due to overuse by the dog population. The Board needed to consider this when looking at a 5-year plan. The history of the park was discussed.

The Board discussed their satisfaction with the current level of maintenance. They agreed there were issues with gophers and dogs. Mr. Everhart discussed his maintenance efforts and staff asked if the Board wanted to close off different areas to be reseeded and rested. The Board agreed that was a good plan and the District should over communicate with residents about its efforts in this regard.

GM Garrett stated the District was looking at starting up the landscape contractors and would bring pricing information back to the Board for approval.

The Board walked from the Eastwood Park parking lot to the Tennis/Pickle Ball courts.

Other items discussed included:

- Exploring concepts of a fenced area for a small dog park and then establishing an on-leash/off-leash policy.
  - There was concern with having an official dog park and possibly attracting more people.
- Capital replacement strategy for playground equipment, which was currently in good shape.
- Consolidation of signage/update out of date signage.
- Pickle Ball
  - Parking issues, illegal parking, blocking emergency flow.
  - Noise issues, starting/stopping times on weekends and holidays.
  - What are the rules of the court, amount of time spent on the court, understand the rules.
  - Issues with instructors who are not sanctioned by TCS D.
- Staff to work on policies and then plan on enforcement.

Public comment:

- Ms. Cohen commented that dog owners who visited the parks around 9am and 4:30pm were local, responsible, monitored each other and picked up after their dogs.
- Mr. Van Praag commented on TCS D creating a parking issue by changing the format of court use to allow numerous Pickle Ball players which cause blocked private roads and emergency flow issues.

## 6. ADJOURNMENT

**THE MEETING WAS ADJOURNED AT 10:00 A.M.**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**NEXT TCS D BOARD OF DIRECTORS MEETING  
SEPTEMBER 14, 2022 – 7:00 P.M.  
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**



## TAMALPAIS COMMUNITY SERVICES DISTRICT

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

### RESOLUTION NO. 2022-26

**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 SEPTEMBER 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 14<sup>th</sup> day of September 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

President

ATTEST:

---

Secretary, Tamalpais Community Services District



September 14, 2022

ITEM 8E

**ADOPT RESOLUTION RECONFIRMING THE APPOINTMENT OF THE GENERAL MANAGER AS THE DISTRICT SECRETARY/CLERK AND DISTRICT TREASURER.**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: ADOPT RESOLUTION RECONFIRMING THE APPOINTMENT OF THE GENERAL MANAGER AS THE DISTRICT SECRETARY/CLERK AND AS THE DISTRICT TREASURER.**

**Recommendation**

Adopt resolution reconfirming the appointment of the General Manager as the District Secretary/Clerk and as the District Treasurer.

**Policy Issues**

Reconfirming Board appointments to District Treasure and District Secretary/Clerk.

**Discussion**

The General Manager has, as a matter of practice, served as the District Secretary (aka Secretary to the Board)/District Clerk. However, it is unclear whether TCSD took official action to designate the General Manager as such. In light of the situation, we believe it prudent to reconfirm that the General Manager or their designee serves as the District Secretary/Clerk.

While a District does not need to have a Secretary/Clerk, it is required to have a General Manager and Treasurer. Government Code Chapter 4. District Officers Section 61050 (b) requires a District to appoint a District treasurer. However, Government Code Chapter 4. District Officers Section 61050 (c) allows the Board of Directors to appoint the same person to be the general manager and the District treasurer.

Staff believes the District made such an appointment in the 1960's around the time the Tamalpais Valley Sanitary District was dissolved and, its successor agency, Tamalpais Community Service District was formed. However, we were unable to confirm the precise date and action, but we are in the process of updating our records management system. Similar to the recommended approach for District Secretary/Clerk, we recommend the District reconfirm the appointment of the General Manager to serve as the District Treasurer.

There is no additional compensation for the General Manager to serve as the District Treasurer or District Secretary/Clerk.

**Impact on TCSD Resources**

N/A

**Attachments:**

Resolution 2022-27



# 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. 2022-27

### A RESOLUTION OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT RECONFIRMING THE APPOINTMENT OF THE GENERAL MANAGER AS THE DISTRICT TREASURER AND DISTRICT SECRETARY/CLERK

**WHEREAS**, Government Code Chapter 4. District Officers Section 61050 (b) requires a district to appoint a district treasurer; and

**WHEREAS**, Government Code Chapter 4. District Officers Section 61050 (c) allows the Board of Directors to appoint the same person to be the general manager and the district treasurer; and

**WHEREAS**, the District wishes to reconfirm the appointment of the General Manager to serve as the District Treasurer; and

**WHEREAS**, the District wishes to confirm the General Manager also serves as the District Secretary (aka Secretary to the Board)/District Clerk ; and

**WHEREAS**, there is no additional compensation for the General Manager to serve as the District Treasurer or District Secretary/Clerk; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Tamalpais Community Services District does hereby reconfirm the appointment of the General Manager as the District Treasurer and appoint the General Manager or their designee to serve as the District Secretary/Clerk.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14<sup>th</sup> day of September 2022 by the following vote:

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

SEPTEMBER 14, 2022

ITEM 8F

**APPROVE AGREEMENT WITH MARIN COUNTY REGARDING  
MEASURE A PARK FUNDING**

**TO: BOARD OF DIRECTORS**

**FROM: SARAH MEHTAR, FINANCE AND PROGRAMS MANAGER**

**SUBJECT: APPROVE AGREEMENT WITH MARIN COUNTY REGARDING MEASURE A PARK FUNDING**

**Recommendation**

Adopt resolution authorizing the General Manager to execute an agreement with Marin County to receive funds from the Tax Measure A known as the Marin Parks, Open Space, and Sustainable Agricultural Transactions and Use Tax.

**Policy Issues**

Revenue derived from Measure A has provided TCSD resources for necessary parks and recreation projects since its passage in 2012.

**Background**

In 2012, voters in Marin County approved a one-quarter cent (1/4) retail transactions and use tax measure, Measure A, to fund conservation and protection of biodiversity, wildland fire fuel reduction and vegetation management, sea level rise adaption, farmland preservation, deferred maintenance in parks, road and trail improvements in open space preserves, and projects that protect the natural beauty of Marin. Since its passage, Measure A has generated approximately \$14 million annually throughout the County, resulting in a significant list of completed stewardship and maintenance projects as well as enhanced services within the County's parks and preserves. Measure A had a sunset date of March 31, 2022.

At the June 2022 elections, the voters supported the renewal of the measure that continues to collect one-quarter (1/4) of one percent transactions and use tax for another nine-year period for the purpose of sustaining essential funding to preserve and maintain parks, open space, and sustainable agricultural.

To receive the fund disbursements, the District is required to enter into an agreement with the County, which will be taken to the Marin County Board of Supervisors for final execution on November 8, 2022.

**Analysis**

Measure A funds have been used over the years to pay for open space, parks and recreation related projects throughout TCSD. The District must enter into the attached grant agreement with the County of Marin to receive its share of the Measure A tax fund disbursements.

The exact amount the district receives each year varies slightly as it is based on Countywide sales tax revenues that are then apportioned based on TCSB's population. The District must account for Measure A funds separately, and the funds are carried over from year to year. Each year TCSB is required to submit to Marin County Parks a workplan of projects to be funded with Measure A funds, and TCSB's Board approves the Measure A budget annually showing these projects. At the end of each fiscal year, TCSB must also provide expenditure reports to Marin County Parks and must comply with periodic audits.

**Impact on TCSB Resources**

Due to expiration of the previous tax little funding is anticipated with the January 2023 disbursement. Revenue under the new tax will begin to be collected again on October 1, 2022 with a roughly 3-month delay in payment. Therefore, TCSB anticipates receiving a more typical Measure A fund disbursement (approx. \$136,000/yr) again in July 2023.

**Attachments**

- A. Resolution 2022-28 approving the funding agreement with Marin County to receive Measure A finding and authorizing the General Manager to sign said agreement.
- B. Grant Agreement for Disbursement of Tax Proceeds Between County of Marin and Tamalpais Community Services District



## 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. 2022-28

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING THE FUNDING AGREEMENT WITH MARIN COUNTY TO RECEIVE MEASURE A FUNDING AND AUTHORIZING THE GENERAL MANAGER TO SIGN SAID AGREEMENT

**WHEREAS**, in 2012, voters in Marin County approved a one-quarter cent (1/4) retail transactions and use tax measure, Measure A, to fund conservation and protection of biodiversity, wildland fire fuel reduction and vegetation management, sea level rise adaption, farmland preservation, deferred maintenance in parks, road and trail improvements in open space preserves, and projects that protect the natural beauty of Marin; and

**WHEREAS**, revenue derived from Measure A has provided TCSD resources for necessary parks and recreation projects since its passage in 2012, including Community Center renovations and open space management; and

**WHEREAS**, Measure A sunset on March 31, 2022; and

**WHEREAS**, Measure A was overwhelmingly renewed by Marin County voters on June 7, 2022, for an additional nine (9) years; and

**WHEREAS**, the County will begin collecting the renewed one-quarter cent (1/4) sales and use tax on October 1, 2022; and

**WHEREAS**, approval of the funding agreement is required to continue disbursing Measure A parks funding to TCSD.

**WHEREAS**, beginning on October 1, 2022, this agreement replaces the previous agreement signed in 2013 related to the administration of Measure A funds.

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District approves the funding agreement to receive Measure A funding from Marin County and authorizes the General Manager to do everything necessary and appropriate to execute the said agreement.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14<sup>TH</sup> day of September 2022 by the following vote:

AYES:

NAYS:

ABSENT:

---

Steffen Bartschat, President

ATTEST:

---

Secretary, Tamalpais Community Services District

## GRANT AGREEMENT FOR DISBURSEMENT OF TAX PROCEEDS

BETWEEN

COUNTY OF MARIN

AND

TAMALPAIS COMMUNITY SERVICES DISTRICT

This Grant Agreement (hereinafter "AGREEMENT") is made and entered into this \_\_\_\_ day of September, 2022, by and between the County of Marin, a political subdivision of the State of California (hereinafter "COUNTY"), and TAMALPAIS COMMUNITY SERVICES DISTRICT (hereinafter "CITY/TOWN/DISTRICT"), a political subdivision of the State of California, collectively hereinafter the "PARTIES".

**Recitals**

**Whereas**, the Marin Parks, Open Space, and Sustainable Agriculture Transactions and Use Tax Ordinance 3760 (hereinafter "MEASURE A"; attached as Exhibit A) was approved by Marin County voters on June 7, 2022; and

**Whereas**, upon becoming operative on October 1, 2022, MEASURE A applies to any unspent fund balance from the Marin Parks, Open Space, and Farmland Preservation Transactions and Use Tax Ordinance 3586, which became effective April 1, 2013.

**Whereas**, MEASURE A levies a one-quarter of one-percent transactions and use tax (hereinafter "sales tax") in Marin County and is estimated to generate approximately \$16,000,000 per year for the nine year life of the measure; and

**Whereas**, the MEASURE A Expenditure Plan, included in Exhibit A, allocates fifteen percent (15%) of the revenues from the sales tax increment to a City, Town, and Applicable Special District Program (hereinafter "PROGRAM") to assist Marin's municipalities and applicable special districts in managing their parks, open space preserves, recreation programs, and vegetation to promote biodiversity and reduce wildfire risk; and

**Whereas**, the term, "applicable special districts," means a local public entity located wholly within the unincorporated area of Marin that was explicitly formed to provide services to the community for park and recreation purposes and/or park and recreation purposes plus open space. Applicable special districts do not include federal agencies, state agencies, extensions of the County government (i.e. Community Service Areas) and/or districts located within an incorporated town or city even if such agencies or districts provide services to the community for recreation, open space or recreation programming.

**Whereas**, COUNTY is charged with the fiduciary duty to administer the MEASURE A sales tax proceeds consistent with applicable laws; and

**Whereas**, MEASURE A, requires that an allocation method be used as a means to determine the amount of funding each municipality and applicable special district receives on an annual basis from the PROGRAM; and

**Whereas**, the Ordinance 3586 allocation method approved by the Marin County Board of Supervisors on December 17th, 2013, a copy of which is attached hereto and made a part hereof (hereinafter "ALLOCATION METHOD"; Exhibit B), has been updated with current census information and will be used to determine funding allocations under this PROGRAM; and

**Whereas**, the objective of this AGREEMENT is to continue a mutually beneficial relationship between PARTIES to disburse and account for MEASURE A fund expenditures;

**Therefore**, PARTIES are entering into this AGREEMENT.

### **Statement of Agreement**

1. It is mutually agreed and understood that, upon signing of this AGREEMENT:
  - a. COUNTY is responsible for allocating, managing, accounting for, and disbursing all PROGRAM funds.
  - b. COUNTY will disburse PROGRAM funds to CITY/TOWN/DISTRICT semiannually (two times per fiscal year), as follows:
    - i. Disbursement 1 will occur in or about July each year, conditional upon receipt by Marin County Parks of an Annual Measure A Work Plan prepared by CITY/TOWN/DISTRICT, in the form attached as Exhibit C, by July 1<sup>st</sup> of the same calendar year. Disbursement 1 will consist of PROGRAM funds from Measure A revenue received from the California Department of Tax and Fee Administration during the preceding January 1<sup>st</sup> through June 30<sup>th</sup> period and allocated to the CITY/TOWN/DISTRICT according to the ALLOCATION METHOD. If CITY/TOWN/DISTRICT submits its Annual Measure A Work Plan after July 1<sup>st</sup>, Disbursement 1 shall occur approximately 30 days subsequent to submittal.
    - ii. Disbursement 2 will occur in or about January, conditional upon receipt by Marin County Parks, by November 15<sup>th</sup> of the same fiscal year, of an Annual Measure A Expenditure Report prepared by CITY/TOWN/DISTRICT, in the form attached as Exhibit D, describing actual expenditures for the preceding fiscal year. Disbursement 2 will consist of PROGRAM funds from Measure A revenue received from the California Department of Tax and Fee Administration during the preceding July 1<sup>st</sup> through December 31<sup>st</sup> period and allocated to the CITY/TOWN/DISTRICT according to the ALLOCATION METHOD. If CITY/TOWN/DISTRICT submits its Annual Measure A Expenditure Report after November 15<sup>th</sup>, Disbursement 2 may be delayed. Late Expenditure Reports will delay annual reporting on Measure A, and the work of the Measure A Community Oversight Committee. CITY/TOWN/DISTRICT is encouraged to produce Annual Measure A Expenditure Reports on time.



- iii. COUNTY will make every effort to make disbursements within the time periods specified above, and shall not willfully delay or withhold PROGRAM funds for reasons other than those stated in this AGREEMENT, but shall not be responsible for the consequences if disbursements are delayed for any reason. Disbursements will occur by electronic transfer.
  - iv. CITY/TOWN/DISTRICT Annual Measure A Work Plans and Expenditure Reports shall account for any unspent revenue and unreported expenditures from Ordinance 3586.
- c. CITY/TOWN/DISTRICT's allocation of PROGRAM funds must be used as described in Exhibit A to this AGREEMENT. Only the following uses are allowed:
- i. Manage parks, open spaces, and recreational programming.
  - ii. To maintain, restore and/or renovate existing parks, preserves and recreational facilities.
  - iii. To construct new parks and recreational facilities or acquire parklands.
  - iv. To engage in vegetation management to reduce wildfire risk, promote biodiversity or control invasive non-native weeds on private, municipal, or district lands.
- d. Without changing the ALLOCATION METHOD, COUNTY may review and adjust CITY/TOWN/DISTRICT's population numbers every three years, beginning with the date of this AGREEMENT. COUNTY shall provide CITY/TOWN/DISTRICT's with notice of any adjustments.
- e. For CITY/TOWN/DISTRICT's budgeting purposes, COUNTY will provide an estimate of a CITY/TOWN/DISTRICT's annual allocation for the coming fiscal year on or about March 1<sup>st</sup>, for as long as the tax is in effect. COUNTY will base the estimate on the annual budget approved by the Board of Supervisors and account for an estimated delay in payment from the sales tax is assessed to the time a payment is made to COUNTY of three (3) months. Actual allocation may be higher or lower than the estimate due to variability in annual tax receipts.
- f. CITY/TOWN/DISTRICT is not required to match funds.
- g. CITY/TOWN/DISTRICT will segregate PROGRAM funds from other funds available to it. CITY/TOWN/DISTRICT must ensure that PROGRAM funds are not commingled with other funds not pertaining to MEASURE A. This can be achieved by either establishing a separate bank account dedicated solely to MEASURE A, or by establishing and accounting for MEASURE A financial transactions in a special revenue fund dedicated solely to MEASURE A.
- h. CITY/TOWN/DISTRICT need not expend its annual allocation of PROGRAM funds in a single fiscal year. Allocations may accumulate with the CITY/TOWN/DISTRICT and carry over into multiple, successive fiscal years if, for example, CITY/TOWN/DISTRICT wishes to use the funds for a program, project or projects that cannot be funded with a single year allocation.

- i. CITY/TOWN/DISTRICT will expend the sum total of its annual allocations by 10 years after the date MEASURE A expires. On that date, PROGRAM funds not expended by CITY/TOWN/DISTRICT shall revert and be due to COUNTY.
- j. CITY/TOWN/DISTRICT's Annual Measure A Work Plans shall be due as stated in item "b" above.
- k. CITY/TOWN/DISTRICT is responsible for ensuring that environmental review and permitting requirements are fulfilled, if applicable, for all projects receiving Measure A funds.
- l. CITY/TOWN/DISTRICT will spend Measure A funds solely on project or program costs. Project or program costs are defined as costs associated with staff, contractors, consultants or materials related to projects identified in the Annual Measure A Work Plan.
- m. The accuracy of CITY/TOWN/DISTRICT's Annual Measure A Expenditure Reports will be certified by the CITY/TOWN/DISTRICT's chief fiscal officer.
- n. COUNTY may audit CITY/TOWN/DISTRICT's expenditure of PROGRAM funds and any unspent allocation balances.
- o. COUNTY will assist CITY/TOWN/DISTRICT to establish or continue practices and procedures, as reasonably necessary, to facilitate CITY/TOWN/DISTRICT's fulfillment of its responsibilities pursuant to this AGREEMENT.
- p. CITY/TOWN/DISTRICT will repay the COUNTY any funds that the COUNTY has disbursed which are not used in accordance with this AGREEMENT unless there has been prior written agreement between the PARTIES stating otherwise.

## **2. Indemnification**

CITY/TOWN/DISTRICT shall defend, indemnify, hold harmless, and release COUNTY, its elected and appointed officials, officers, agents, and employees, from and against any and all actions, claims, damages, liabilities, or expenses (hereinafter "LIABILITY") that may be asserted by any third party arising out of or in connection with CITY/TOWN/DISTRICT'S performance under or the making of this AGREEMENT, except to the extent that LIABILITY is caused by the negligence or willful misconduct of COUNTY.

COUNTY shall defend, indemnify, hold harmless, and release CITY/TOWN/DISTRICT, its elected and appointed officials, officers, agents, and employees, from and against any and all actions, claims, damages, liabilities, or expenses (hereinafter "LIABILITY") that may be asserted by any third party arising out of or in connection with COUNTY'S performance under or the making of this AGREEMENT, except to the extent that LIABILITY is caused by the negligence or willful misconduct of CITY/TOWN/DISTRICT.

## **3. Replacement**

Beginning on October 1, 2022 this AGREEMENT replaces the Ordinance 3586 agreement signed by CITY/TOWN/DISTRICT on December 17, 2013 related to the administration of PROGRAM funds.

**4. Duration and Termination**

The terms of this AGREEMENT shall remain in full force and effect for 10 (ten) years from the date adopted and signed. Any party may terminate this AGREEMENT by notifying the other party a minimum of 30 (thirty) days in advance.

**5. Contacts and Notices**

All notices under this Agreement shall be in writing (unless otherwise specified) delivered to the parties by electronic mail, hand, by commercial courier service, or by United States mail, postage prepaid, addressed to the parties at the addresses set forth below or such other addresses as the parties may designate by notice.

**For County:**

Director and General Manager  
Marin County Parks  
3501 Civic Center Drive, Suite 260  
San Rafael, CA 94903  
Phone: (415) 473-6387  
Fax: (415) 473-3795  
Email: MKorten@marincounty.org

**For City, Town or District:**

Title  
Name of City/Town/District  
Address  
Phone  
Fax  
E-mail

**6. NO THIRD PARTY BENEFICIARIES**

Nothing contained in this agreement shall be construed to create, and the PARTIES do not intend to create, any rights in third parties.

**7. EXPENSES**

Except as otherwise provided in Section 2 of this AGREEMENT, each party shall be solely responsible for and shall bear all of its own respective legal expenses in connection with any dispute arising out of this AGREEMENT and the transactions hereby contemplated. PARTIES may not use PROGRAM funds for the aforementioned purpose.

**8. INTEGRATION**

This AGREEMENT, including Exhibits A, B, C and D which are attached hereto and incorporated herein by reference, represents the entire AGREEMENT of the PARTIES with respect to the subject matter thereof. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein.

**9. AMENDMENT**

Except as otherwise provided herein, this AGREEMENT may not be changed, modified or rescinded except in writing, signed by all PARTIES hereto, and any attempt at oral modification of this AGREEMENT shall be void and of no effect.

**10. SEVERABILITY**

Should a court of competent jurisdiction rule or declare that any part of this AGREEMENT is unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this AGREEMENT, which shall continue in full force and effect; provided that the remainder of this AGREEMENT can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the PARTIES.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT on the day and year above written.

CITY, TOWN OR DISTRICT

\_\_\_\_\_

Mayor or other authorized representative

Attest:

\_\_\_\_\_

Clerk of the City/Town/District

Approved as to Form:  
CITY/TOWN/DISTRICT COUNSEL

By: \_\_\_\_\_

COUNTY OF MARIN

\_\_\_\_\_

President, Board of Supervisors

Attest:

\_\_\_\_\_

Clerk of the Board

Approved as to Form:  
COUNTY COUNSEL

By: \_\_\_\_\_

**EXHIBIT A**

Marin County Ordinance No. 3760

**EXHIBIT B**

Allocation Method

**EXHIBIT C**

Form of Annual Measure A Work Plan

**EXHIBIT D**

Form of Annual Measure A Expenditure Report

## EXHIBIT B

### ALLOCATION FORMULA FOR ORDINANCE 3760 CITY, TOWN, AND SPECIAL DISTRICT PROGRAM RECIPIENTS

	2020 ACS Population	% of total pop.
Belvedere	2,086	0.80%
Corte Madera	10,222	3.90%
Fairfax	7,605	2.90%
Larkspur	13,064	4.98%
Mill Valley	14,231	5.43%
Novato	53,225	20.29%
Ross	2,338	0.89%
San Anselmo	12,830	4.89%
San Rafael	61,271	23.36%
Sausalito	7,269	2.77%
Tiburon	9,031	3.44%
Unincorporated County*	69,149	26.36%
 Total Marin County	 262,321	 100.00%

Source: <https://www.census.gov/programs-surveys/acs>

\*It is assumed that special districts serve all of the unincorporated population of Marin County

Estimated Annual Measure A Revenue	\$ 16,000,000
CTSD Program portion (15%)	\$ 2,400,000
<b>CTSD Annual Estimate</b>	<b>\$ 2,400,000</b>
 Percent available to cities and towns	 73.64%
Percent available to special districts	26.36%
 <b>City and town annual estimate</b>	 <b>\$ 1,767,349.16</b>
<b>Special district annual estimate</b>	<b>\$ 632,650.84</b>

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**City and Town Annual Estimates**

	2020 ACS Population	% of total pop.	Per capita estimate
Belvedere	2,086	1.12%	\$ 19,732.54
Corte Madera	9,320	4.99%	\$ 88,162.66
Fairfax	7,499	4.01%	\$ 70,936.89
Larkspur	12,021	6.43%	\$ 113,712.80
Mill Valley	14,147	7.57%	\$ 133,823.73
Novato	52,554	28.13%	\$ 497,135.24
Ross	2,446	1.31%	\$ 23,137.97
San Anselmo	12,431	6.65%	\$ 117,591.20
San Rafael	58,182	31.14%	\$ 550,373.38
Sausalito	7,116	3.81%	\$ 67,313.89
Tiburon	9,031	4.83%	\$ 85,428.86
<b>Total</b>	<b>186,833</b>	<b>100.00%</b>	<b>\$ 1,767,349.16</b>

**Special District Annual Estimates**

	Population	% of total pop.	50% base	50% per capita	Total estimate
Bel Marin Keys	1,556	5.93%	\$ 39,540.68	\$ 18,765.58	\$ 58,306.26
Marin City	2,993	11.41%	\$ 39,540.68	\$ 36,096.00	\$ 75,636.68
Marinwood	6,259	23.86%	\$ 39,540.68	\$ 75,484.42	\$ 115,025.09
Muir Beach	304	1.16%	\$ 39,540.68	\$ 3,666.28	\$ 43,206.96
Strawberry	5,447	20.77%	\$ 39,540.68	\$ 65,691.58	\$ 105,232.26
Tamalpais	8,000	30.50%	\$ 39,540.68	\$ 96,481.12	\$ 136,021.80
Tomaes	187	0.71%	\$ 39,540.68	\$ 2,255.25	\$ 41,795.92
Firehouse Community	1,483	5.65%	\$ 39,540.68	\$ 17,885.19	\$ 57,425.87
<b>Total</b>	<b>26,229</b>	<b>100.00%</b>	<b>\$ 316,325.42</b>	<b>\$ 316,325.42</b>	<b>\$ 632,650.84</b>

\*Population counts for special districts were identified in partnership with LAFCO and the special districts. These population counts are used to determine % per capita distribution among special district participants. The Firehouse Community Park Agency population was determined based on the population provided by LAFCO for the Bolinas Community Public Utility District.

SEPTEMBER 14, 2022

ITEM 8G

**RECEIVE COUNTY OF MARIN REPORT INDICATING THERE WILL BE NO TCSD  
NOVEMBER BALLOT BECAUSE THE NUMBER OF CANDIDATES EQUALS THE  
NUMBER OF SEATS TO BE FILLED**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: RECEIVE COUNTY OF MARIN REPORT INDICATING THERE WILL BE NO TCSD NOVEMBER BALLOT  
BECAUSE THE NUMBER OF CANDIDATES EQUALS THE NUMBER OF SEATS TO BE FILLED**

**Recommendation**

Receive report.

**Analysis**

The County of Marin has prepared the attached summary report of contests that **will not** be on the November ballot, either because the number of candidates that filed is equal to the number of seats to be filled, or there are seats in which no candidates filed and must now go through the application/appointment process with the Marin County Board of Supervisors (BOS).

- ✓ Candidates listed in this report will be appointed in-lieu of election prior to the first regular meeting in December by the supervising authority (i.e., BOS) and will take office and serve as if elected at the November election.
- ✓ After the November election the Marin County Elections Department will send to each district the Oath of Office/Certificate of Appointment to swear in the nominated candidates.

**Impact on TCSD Resources**

TCSD saves on election costs.

**Attachments**

A. Summary Report



**Contest/Candidate Proof List**  
**November 8 2022 Statewide General Election - 11/8/2022**

Contests: 6210 to 8741 - Contests Not on Ballot  
 Candidates: Qualified Candidates

Contest/District	Vote For	Num Cands	Num Qualified	Status
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**Non-Partisan District Marin City Community Services District Director**

\* **6240 Marin City CSD, Director**  
*Web Title:* Marin City Community Services District, Director **CSD40 Marin City Community Services District** **3** **2** **2** **NOT ON BALLOT**  
*Shared with:* (none)

Incumbent(s): Terrie Gayle Green Elected  
 Damian Denzel Morgan Elected  
 Angela Joi Haynes Appointed to Vacancy

Candidate(s): **ANGELA J. HAYNES**  
 Appointed Boad Director

*Qualified Date:* 8/12/2022  
*User Codes:*  
*Cand ID:* 1

*Filing Fee:* \$0.00 *Fees Paid:* \$0.00 \$0.00

**Requirements Status** \_\_\_\_\_

*Declaration of Candidacy Filed* 08/12/2022 *Candidate Statement Filed* 08/12/2022

**TERRIE HARRIS GREEN**  
 District Board Director

*Qualified Date:* 8/12/2022  
*User Codes:*  
*Cand ID:* 2

*Filing Fee:* \$0.00 *Fees Paid:* \$0.00 \$0.00

**Requirements Status** \_\_\_\_\_

*Declaration of Candidacy Filed* 08/12/2022 *Candidate Statement Filed* 08/12/2022

**Non-Partisan District Marinwood Community Services District Director**

**6250 Marinwood Community Services District, Director**  
*Web Title:* Marinwood Community Services District, Director **CSD50 Marinwood Community Services Distric** **2** **2** **2** **NOT ON BALLOT**  
*Shared with:* (none)

Incumbent(s): William Henry Shea Jr Elected  
 Sivan Oyserman Elected

Candidate(s): **WILLIAM SHEA**  
 No Ballot Designation

*Qualified Date:* 8/9/2022  
*User Codes:*  
*Cand ID:* 1

*Filing Fee:* \$0.00 *Fees Paid:* \$0.00 \$0.00

**Requirements Status** \_\_\_\_\_

*Declaration of Candidacy Filed* 08/09/2022 *Candidate Statement Filed*

Contest/District	Vote For	Num Cands	Num Qualified	Status
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**Non-Partisan District Marinwood Community Services District Director**

**6250 Marinwood Community Services District, Director**

Web Title: Marinwood Community Services District, Director

2 2 2 NOT ON BALLOT

Shared with: (none)

**SIVAN OYSERMAN**  
Incumbent

Qualified Date: 8/10/2022  
User Codes:  
Cand ID: 2

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 08/10/2022 Candidate Statement Filed 08/10/2022

**Non-Partisan District Tamalpais Community Services District Director**

**6350 Tamalpais Community Services District, Director**

Web Title: Tamalpais Community Services District, Director

**CSD70 Tamalpais Community Services District 2 2 2 NOT ON BALLOT**

Shared with: (none)

Incumbent(s): James Alan Jacobs Elected  
Jeffrey Arthur Brown Elected

Candidate(s): **JEFF BROWN**  
Incumbent

Qualified Date: 7/18/2022  
User Codes:  
Cand ID: 1

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 07/18/2022 Candidate Statement Filed 07/18/2022

**JIM JACOBS**  
Incumbent

Qualified Date: 7/18/2022  
User Codes:  
Cand ID: 2

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 07/18/2022 Candidate Statement Filed 07/18/2022

**Non-Partisan District Tomales Village Community Services District Director**

**\* 6360 Tomales Village Community Services District, Director**

Web Title: Tomales Village Community Services District, Director

**CSD80 Tomales Village Community Services Di 3 3 3 NOT ON BALLOT**

Shared with: (none)

Incumbent(s): Dru Fallon Oneill Elected  
William Arnold Bonini Elected  
John Ward Appointed to Vacancy

**Non-Partisan District Tomales Village Community Services District Director**

**6360 Tomales Village Community Services District, Director**

*Web Title:* Tomales Village Community Services District, Director

**3 3 3 NOT ON BALLOT**

*Shared with:* (none)

Candidate(s): **DRU FALLON O'NEILL**  
Incumbent

*Qualified Date:* 8/9/2022  
*User Codes:*  
*Cand ID:* 1

*Filing Fee:* \$0.00      *Fees Paid:* \$0.00      \$0.00

**Requirements Status** \_\_\_\_\_

*Declaration of Candidacy Filed*      08/09/2022      *Candidate Statement Filed*

**JOHN WARD**

Appointed Incumbent

*Qualified Date:* 8/11/2022  
*User Codes:*  
*Cand ID:* 2

*Filing Fee:* \$0.00      *Fees Paid:* \$0.00      \$0.00

**Requirements Status** \_\_\_\_\_

*Declaration of Candidacy Filed*      08/11/2022      *Candidate Statement Filed*

**WILLIAM A. BONINI**

Incumbent

*Qualified Date:* 8/12/2022  
*User Codes:*  
*Cand ID:* 3

*Filing Fee:* \$0.00      *Fees Paid:* \$0.00      \$0.00

**Requirements Status** \_\_\_\_\_

*Declaration of Candidacy Filed*      08/12/2022      *Candidate Statement Filed*

**Non-Partisan District Tomales Village Community Services District Director, Short Term**

\* **6363 Tomales Village Community Services District, Director - Short Term**

*Web Title:* Tomales Village Community Services District, Director - Short

**CSD80 Tomales Village Community Services Di 1 0 0 NOT ON BALLOT**

*Shared with:* (none)

Incumbent(s):

**Non-Partisan District Bolinas Fire Protection District Director**

**6611 Bolinas Fire Protection District, Director**

*Web Title:* Bolinas Fire Protection District, Director

**FPD10 Bolinas Fire Protection District 2 2 2 NOT ON BALLOT**

*Shared with:* (none)

Incumbent(s): Nancy E Torrey      Elected  
Claire Molesworth      Elected

Contest/District		Vote For	Num Cands	Num Qualified	Status
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**Non-Partisan District Bolinas Fire Protection District Director**

**6611 Bolinas Fire Protection District, Director**  
*Web Title:* Bolinas Fire Protection District, Director

**2 2 2 NOT ON BALLOT**

Shared with: (none)

Candidate(s): **NANCY TORREY**  
 Incumbent

Qualified Date: 8/1/2022  
 User Codes:  
 Cand ID: 1

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 08/01/2022 Candidate Statement Filed

**CLAIRE MOLESWORTH**  
 Incumbent

Qualified Date: 7/28/2022  
 User Codes:  
 Cand ID: 2

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 07/28/2022 Candidate Statement Filed

**Non-Partisan District Bolinas Fire Protection District Director - Short Term**

**6614 Bolinas Fire Protection District, Director - Short Term**  
*Web Title:* Bolinas Fire Protection District, Director - Short Term

**FPD10 Bolinas Fire Protection District 1 1 1 NOT ON BALLOT**

Shared with: (none)

Incumbent(s): William Geroge Pierce Appointed to Vacancy

Candidate(s): **BILLY PIERCE**  
 Appointed Incumbent

Qualified Date: 8/2/2022  
 User Codes:  
 Cand ID: 1

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 08/02/2022 Candidate Statement Filed

**Non-Partisan District Kentfield Fire Protection District Director**

**6640 Kentfield Fire Protection District, Director**  
*Web Title:* Kentfield Fire Protection District, Director

**FPD20 Kentfield Fire Protection District 3 3 3 NOT ON BALLOT**

Shared with: (none)

Incumbent(s): Bary Peter Evergettis Elected  
 Steven Ronald Gerbsman Elected  
 Ronald Thomas Naso Elected

**Non-Partisan District Kentfield Fire Protection District Director**

**6640 Kentfield Fire Protection District, Director**  
*Web Title:* Kentfield Fire Protection District, Director

	3	3	3	NOT ON BALLOT
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*Shared with:* (none)  
 Candidate(s): **STEVEN R. GERBSMAN**  
 Incumbent

*Qualified Date:* 7/28/2022  
*User Codes:*  
*Cand ID:* 1

*Filing Fee:* \$0.00      *Fees Paid:* \$0.00      \$0.00

**Requirements Status** \_\_\_\_\_  
*Declaration of Candidacy Filed*      07/28/2022      *Candidate Statement Filed*

**RONALD NASO**  
 Incumbent

*Qualified Date:* 8/8/2022  
*User Codes:*  
*Cand ID:* 2

*Filing Fee:* \$0.00      *Fees Paid:* \$0.00      \$0.00

**Requirements Status** \_\_\_\_\_  
*Declaration of Candidacy Filed*      08/08/2022      *Candidate Statement Filed*

08/08/2022

**BARRY EVERGETTIS**  
 Incumbent

*Qualified Date:* 8/1/2022  
*User Codes:*  
*Cand ID:* 3

*Filing Fee:* \$0.00      *Fees Paid:* \$0.00      \$0.00

**Requirements Status** \_\_\_\_\_  
*Declaration of Candidacy Filed*      08/01/2022      *Candidate Statement Filed*

**Non-Partisan District Novato Fire Protection District Director, District 2 - Short Term**

**6672 Novato Fire Protection District, Director, District 2 - Short Term**  
*Web Title:* Novato Fire Protection District, Director, District 2 - Short Term

<b>FDD40-2 Novato Fire Protection District-District</b>	1	1	1	NOT ON BALLOT
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*Shared with:* (none)  
 Incumbent(s): Michael James Hadfield      Appointed to Vacancy  
 Candidate(s): **MICHAEL HADFIELD**  
 Appointed Director, Novato Fire Protection District

*Qualified Date:* 7/21/2022  
*User Codes:*  
*Cand ID:* 1

*Filing Fee:* \$0.00      *Fees Paid:* \$0.00      \$0.00

**Requirements Status** \_\_\_\_\_  
*Declaration of Candidacy Filed*      07/21/2022      *Candidate Statement Filed*

07/21/2022

Contest/District	Vote For	Num Cands	Num Qualified	Status
<b>Non-Partisan District Novato Fire Protection District Director, District 2 - Short Term</b>				
6672 Novato Fire Protection District, Director, District 2 - Short Term Web Title: Novato Fire Protection District, Director, District 2 - Short Term	1	1	1	NOT ON BALLOT
Shared with: (none)				
<b>Non-Partisan District Novato Fire Protection District Director, District 4</b>				
* 6674 Novato Fire Protection District, Director, District 4 Web Title: Novato Fire Protection District, Director, District 4	FDD40-4 Novato Fire Protection District-District 4 1	1	1	NOT ON BALLOT
Shared with: (none)				
Incumbent(s): Bruce Furman Goines Elected				
Candidate(s): <b>BRUCE F. GOINES</b> Director, Novato Fire Protection District				
				Qualified Date: 7/18/2022
				User Codes:
				Cand ID: 1
		Filing Fee: \$0.00	Fees Paid: \$0.00	\$0.00
Requirements Status _____				
Declaration of Candidacy Filed 07/18/2022		Candidate Statement Filed 07/18/2022		
<b>Non-Partisan District Novato Fire Protection District Director, District 5</b>				
6675 Novato Fire Protection District, Director, District 5 Web Title: Novato Fire Protection District, Director, District 5	FDD40-5 Novato Fire Protection District-District 5 1	1	1	NOT ON BALLOT
Shared with: (none)				
Incumbent(s): William Lee Davis Elected				
Candidate(s): <b>BILL DAVIS</b> Director, Novato Fire Protection District				
				Qualified Date: 7/18/2022
				User Codes:
				Cand ID: 1
		Filing Fee: \$0.00	Fees Paid: \$0.00	\$0.00
Requirements Status _____				
Declaration of Candidacy Filed 07/18/2022		Candidate Statement Filed 07/18/2022		
<b>Non-Partisan District Sleepy Hollow Fire Protection District Director</b>				
6720 Sleepy Hollow Fire, Director Web Title: Sleepy Hollow Fire Protection District, Director	FPD50 Sleepy Hollow Fire Protection District 1	1	1	NOT ON BALLOT
Shared with: (none)				
Incumbent(s): Richard Shortall Elected				
Candidate(s): <b>RICH SHORTALL</b> Incumbent				
				Qualified Date: 7/19/2022
				User Codes:
				Cand ID: 1
		Filing Fee: \$0.00	Fees Paid: \$0.00	\$0.00

**Non-Partisan District Sleepy Hollow Fire Protection District Director**

**6720 Sleepy Hollow Fire, Director**  
*Web Title:* Sleepy Hollow Fire Protection District, Director  
*Shared with:* (none)  
*Requirements Status* \_\_\_\_\_  
*Declaration of Candidacy Filed* 07/19/2022 *Candidate Statement Filed*

1	1	1	NOT ON BALLOT
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**Non-Partisan District Stinson Beach Fire Protection District Director**

\* **6740 Stinson Beach Fire Protection District, Director**  
*Web Title:* Stinson Beach Fire Protection District, Director  
*Shared with:* (none)  
*Incumbent(s):* Mark Allen White Elected  
 Kathleen Ellen Foote Appointed to Vacancy  
*Candidate(s):* **MARK WHITE**  
 Incumbent  
*Requirements Status* \_\_\_\_\_  
*Declaration of Candidacy Filed* 08/11/2022 *Candidate Statement Filed*

**FPD70 Stinson Beach Fire Protection District**

2	2	2	NOT ON BALLOT
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*Filing Fee:* \$0.00 *Fees Paid:* \$0.00 \$0.00  
*Qualified Date:* 8/11/2022  
*User Codes:*  
*Cand ID:* 1

**SEAN GREENE**  
 Business Owner  
*Requirements Status* \_\_\_\_\_  
*Declaration of Candidacy Filed* 08/10/2022 *Candidate Statement Filed*

*Filing Fee:* \$0.00 *Fees Paid:* \$0.00 \$0.00  
*Qualified Date:* 8/10/2022  
*User Codes:*  
*Cand ID:* 2

**Non-Partisan District Tiburon Fire Protection District Director - Short Term**

**6773 Tiburon Fire Protection District, Director - Short Term**  
*Web Title:* Tiburon Fire Protection District, Director - Short Term  
*Shared with:* (none)  
*Incumbent(s):* Mark Jackson Capell Appointed to Vacancy  
*Candidate(s):* **MARK CAPELL**  
 Appointed Director, Tiburon Fire Protection District  
*Requirements Status* \_\_\_\_\_  
*Declaration of Candidacy Filed* 07/21/2022 *Candidate Statement Filed* 07/21/2022

**FPD80 Tiburon Fire Protection District**

1	1	1	NOT ON BALLOT
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*Filing Fee:* \$0.00 *Fees Paid:* \$0.00 \$0.00  
*Qualified Date:* 7/21/2022  
*User Codes:*  
*Cand ID:* 1

Contest/District		Vote For	Num Cands	Num Qualified	Status
<b>Non-Partisan District Tiburon Fire Protection District Director - Short Term</b>					
<b>6773 Tiburon Fire Protection District, Director - Short Term</b>					
Web Title: Tiburon Fire Protection District, Director - Short Term		1	1	1	NOT ON BALLOT
Shared with: (none)					
<b>Non-Partisan District Marin Healthcare District Director, Division 1</b>					
<b>* 7001 Marin Healthcare District, Director, Division 1</b>					
Web Title: Marin Healthcare District, Director, Division 1	HOS01-1 Marin Healthcare District-Division 1	1	1	1	NOT ON BALLOT
Shared with: (none)					
Incumbent(s): No Office Holder	Elected				
Candidate(s): <b>SAMANTHA RAMIREZ</b>	No Ballot Designation				
					Qualified Date: 8/12/2022
					User Codes:
					Cand ID: 1
		Filing Fee: \$0.00	Fees Paid: \$0.00	\$0.00	
Requirements Status _____					
Declaration of Candidacy Filed	08/12/2022	Candidate Statement Filed			
<b>Non-Partisan District Marin Healthcare District Director, Division 3</b>					
<b>* 7003 Marin Healthcare District, Director, Division 3</b>					
Web Title: Marin Healthcare District, Director, Division 3	HOS01-3 Marin Healthcare District-Division 3	1	1	1	NOT ON BALLOT
Shared with: (none)					
Incumbent(s): Brian Wei-En Su	Elected				
Candidate(s): <b>BRIAN W. SU</b>	Director, Marin Healthcare District				
					Qualified Date: 8/8/2022
					User Codes:
					Cand ID: 1
		Filing Fee: \$0.00	Fees Paid: \$0.00	\$0.00	
Requirements Status _____					
Declaration of Candidacy Filed	08/08/2022	Candidate Statement Filed	08/08/2022		
<b>Non-Partisan District Marin Healthcare District Director, Division 4</b>					
<b>7004 Marin Healthcare District, Director, Division 4</b>					
Web Title: Marin Healthcare District, Director, Division 4	HOS01-4 Marin Healthcare District-Division 4	1	1	1	NOT ON BALLOT
Shared with: (none)					
Incumbent(s): Jennifer Rienks	Elected				
Candidate(s): <b>JENNIFER RIENKS</b>	Healthcare District Director				
					Qualified Date: 8/11/2022
					User Codes:
					Cand ID: 1
		Filing Fee: \$0.00	Fees Paid: \$0.00	\$0.00	



**Non-Partisan District Marin Healthcare District Director, Division 4**

**7004 Marin Healthcare District, Director, Division 4**  
*Web Title:* Marin Healthcare District, Director, Division 4  
*Shared with:* (none)

1	1	1	NOT ON BALLOT
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*Requirements Status*  
*Declaration of Candidacy Filed* 08/11/2022 *Candidate Statement Filed* 08/11/2022

**Non-Partisan District Inverness Public Utility District Director**

**7300 Inverness Public Utility District, Director**  
*Web Title:* Inverness Public Utility District, Director  
*Shared with:* (none)

2	2	2	NOT ON BALLOT
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*Incumbent(s):* Kenneth John Emanuels Elected  
David Tyler Press Elected

*Candidate(s):* **KENNETH J. EMANUELS**  
Incumbent

*Requirements Status*  
*Declaration of Candidacy Filed* 08/02/2022 *Candidate Statement Filed*

**DAVID PRESS**  
Incumbent

*Qualified Date:* 8/2/2022  
*User Codes:*  
*Cand ID:* 1

*Filing Fee:* \$0.00 *Fees Paid:* \$0.00 \$0.00

*Requirements Status*  
*Declaration of Candidacy Filed* 08/01/2022 *Candidate Statement Filed*

*Qualified Date:* 8/1/2022  
*User Codes:*  
*Cand ID:* 2

*Filing Fee:* \$0.00 *Fees Paid:* \$0.00 \$0.00

**Non-Partisan District Strawberry Recreation District Director**

**\* 7460 Strawberry Recreation District, Director**  
*Web Title:* Strawberry Recreation District, Director  
*Shared with:* (none)

3	2	2	NOT ON BALLOT
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*Incumbent(s):* Peter Barclay Teese Elected  
Jeffrey Lovell Francis Elected  
Alex Johnson Elected

*Candidate(s):* **ALEX JOHNSON**  
Incumbent

*Requirements Status*  
*Declaration of Candidacy Filed* 08/01/2022 *Candidate Statement Filed*

*Qualified Date:* 8/12/2022  
*User Codes:*  
*Cand ID:* 1

*Filing Fee:* \$0.00 *Fees Paid:* \$0.00 \$0.00

Contest/District	Vote For	Num Cands	Num Qualified	Status
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**Non-Partisan District Strawberry Recreation District Director**

**7460 Strawberry Recreation District, Director**

Web Title: Strawberry Recreation District, Director

3 2 2 NOT ON BALLOT

Shared with: (none)

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 08/12/2022

Candidate Statement Filed

**PETER TEESE**

Incumbent

Qualified Date: 8/11/2022

User Codes:

Cand ID: 2

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 08/11/2022

Candidate Statement Filed

**Non-Partisan District Marin Resource Conservation District Director**

**\* 7801 Marin Resource Conservation District, Director**

Web Title: Marin Resource Conservation District, Director

RCON10 Marin Resource Conservation District 2 2 2 NOT ON BALLOT

Shared with: (none)

Incumbent(s): Sally Gale Elected

Robert Waldo Giacomini Elected

Candidate(s): **SALLY GALE**  
Incumbent

Qualified Date: 8/3/2022

User Codes:

Cand ID: 1

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 08/03/2022

Candidate Statement Filed

08/03/2022

**JERRY MERAL**

Biologist

Qualified Date: 8/5/2022

User Codes:

Cand ID: 2

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 08/05/2022

Candidate Statement Filed

08/05/2022

**Non-Partisan District Alto Sanitary District Director**

**\* 8220 Alto Sanitary District, Director**

Web Title: Alto Sanitary District, Director

SAN10 Alto Sanitary District 2 1 1 NOT ON BALLOT

Shared with: (none)

Incumbent(s): Tania Graham Kennedy Elected

Marc Bryan Nash Elected

Contest/District		Vote For	Num Cands	Num Qualified	Status
<b>Non-Partisan District Alto Sanitary District Director</b>					
<b>8220 Alto Sanitary District, Director</b>					
<i>Web Title:</i> Alto Sanitary District, Director		2	1	1	NOT ON BALLOT
<i>Shared with:</i> (none)					
<i>Candidate(s):</i> <b>MARC NASH</b> Director, Alto Sanitary District					
					Qualified Date: 8/10/2022 User Codes: Cand ID: 1
	<i>Filing Fee:</i> \$0.00		<i>Fees Paid:</i> \$0.00	\$0.00	
<i>Requirements Status</i> _____					
<i>Declaration of Candidacy Filed</i> 08/10/2022	<i>Candidate Statement Filed</i>				
<b>Non-Partisan District Alto Sanitary District Director - Short Term</b>					
* <b>8223 Alto Sanitary District, Director - Short Term</b>					
<i>Web Title:</i> Alto Sanitary District, Director - Short Term	<b>SAN10 Alto Sanitary District</b>	1	0	0	NOT ON BALLOT
<i>Shared with:</i> (none)					
<i>Incumbent(s):</i> Katherine Burke Merriman Appointed to Vacancy					
<b>Non-Partisan District Homestead Valley Sanitary District Director</b>					
<b>8260 Homestead Valley Sanitary District, Director</b>					
<i>Web Title:</i> Homestead Valley Sanitary District, Director	<b>SAN20 Homestead Valley Sanitary District</b>	2	2	2	NOT ON BALLOT
<i>Shared with:</i> (none)					
<i>Incumbent(s):</i> Allan Leslie Leibof Elected Alan Saltzman Elected					
<i>Candidate(s):</i> <b>ALAN SALTZMAN</b> Incumbent					
					Qualified Date: 7/21/2022 User Codes: Cand ID: 1
	<i>Filing Fee:</i> \$0.00		<i>Fees Paid:</i> \$0.00	\$0.00	
<i>Requirements Status</i> _____					
<i>Declaration of Candidacy Filed</i> 07/21/2022	<i>Candidate Statement Filed</i>				
<b>ALLAN LEIBOF</b> No Ballot Designation					
					Qualified Date: 8/4/2022 User Codes: Cand ID: 2
	<i>Filing Fee:</i> \$0.00		<i>Fees Paid:</i> \$0.00	\$0.00	
<i>Requirements Status</i> _____					
<i>Declaration of Candidacy Filed</i> 08/04/2022	<i>Candidate Statement Filed</i>				
<b>Non-Partisan District Las Gallinas Valley Sanitary District Director</b>					
<b>8280 Las Gallinas Valley Sanitary District, Director</b>					
<i>Web Title:</i> Las Gallinas Valley Sanitary District, Director	<b>SAN30 Las Gallinas Valley Sanitary District</b>	3	3	3	NOT ON BALLOT

Contest/District	Vote For	Num Cands	Num Qualified	Status
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**Non-Partisan District Las Gallinas Valley Sanitary District Director**

**8280 Las Gallinas Valley Sanitary District, Director**

Web Title: Las Gallinas Valley Sanitary District, Director

**SAN30 Las Gallinas Valley Sanitary District 3 3 3 NOT ON BALLOT**

Shared with: (none)

Incumbent(s): Crystal Jeanette Yezman Elected  
 Ronald Olin Ford Appointed to Vacancy  
 Megan Mary Clark Elected

Candidate(s): **CRYSTAL YEZMAN**  
 Incumbent

Qualified Date: 8/8/2022  
 User Codes:  
 Cand ID: 1

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 08/08/2022

Candidate Statement Filed 08/08/2022

**RON FORD**

Appointed Incumbent

Qualified Date: 8/1/2022  
 User Codes:  
 Cand ID: 2

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 08/01/2022

Candidate Statement Filed

**MEGAN CLARK**

Incumbent

Qualified Date: 8/10/2022  
 User Codes:  
 Cand ID: 3

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Requirements Status \_\_\_\_\_

Declaration of Candidacy Filed 08/10/2022

Candidate Statement Filed 08/10/2022

**Non-Partisan District Novato Sanitary District Director, Division 3**

**8303 Novato Sanitary District, Director, Division 3**

Web Title: Novato Sanitary District, Director, Division 3

**SAN35-3 Novato Sanitary District-Division 3 1 1 1 NOT ON BALLOT**

Shared with: (none)

Incumbent(s): Timothy Gerald Fuelle Elected

Candidate(s): **TIM FUETTE**  
 Director, Novato Sanitary District

Qualified Date: 7/28/2022  
 User Codes:  
 Cand ID: 1

Filing Fee: \$0.00 Fees Paid: \$0.00 \$0.00

Contest/District			Vote For	Num Cands	Num Qualified	Status
<b>Non-Partisan District Novato Sanitary District Director, Division 3</b>						
<b>8303 Novato Sanitary District, Director, Division 3</b>						
<i>Web Title:</i> Novato Sanitary District, Director, Division 3			1	1	1	NOT ON BALLOT
<i>Shared with:</i> (none)						
<b>Requirements Status</b>						
<i>Declaration of Candidacy Filed</i>	07/28/2022	<i>Candidate Statement Filed</i>	07/28/2022			
<b>Non-Partisan District Novato Sanitary District Director, Division 5</b>						
<b>8305 Novato Sanitary District, Director, Division 5</b>						
<i>Web Title:</i> Novato Sanitary District, Director, Division 5		<b>SAN35-5 Novato Sanitary District-Division 5</b>	1	1	1	NOT ON BALLOT
<i>Shared with:</i> (none)						
<i>Incumbent(s):</i> Carole Dillon-Knutson	Elected					
<i>Candidate(s):</i> <b>CAROLE DILLON KNUTSON</b>	Director, Novato Sanitary District					
						<i>Qualified Date:</i> 7/21/2022
						<i>User Codes:</i>
						<i>Cand ID:</i> 1
		<i>Filing Fee:</i>	\$0.00	<i>Fees Paid:</i> \$0.00	\$0.00	
<b>Requirements Status</b>						
<i>Declaration of Candidacy Filed</i>	07/21/2022	<i>Candidate Statement Filed</i>	07/21/2022			
<b>Non-Partisan District Richardson Bay Sanitary District Director</b>						
<b>8320 Richardson Bay Sanitary District, Director</b>						
<i>Web Title:</i> Richardson Bay Sanitary District, Director		<b>SAN40 Richardson Bay Sanitary District</b>	3	3	3	NOT ON BALLOT
<i>Shared with:</i> (none)						
<i>Incumbent(s):</i> Mark Fitzgerald	Appointed to Vacancy					
Peter Gates McIntosh	Appointed to Vacancy					
Patrick Didier Walravens	Elected					
<i>Candidate(s):</i> <b>PETER MCINTOSH</b>	Appointed Incumbent					
						<i>Qualified Date:</i> 8/8/2022
						<i>User Codes:</i>
						<i>Cand ID:</i> 1
		<i>Filing Fee:</i>	\$0.00	<i>Fees Paid:</i> \$0.00	\$0.00	
<b>Requirements Status</b>						
<i>Declaration of Candidacy Filed</i>	08/08/2022	<i>Candidate Statement Filed</i>				
<b>MARK FITZGERALD</b>	Appointed Incumbent					
						<i>Qualified Date:</i> 8/9/2022
						<i>User Codes:</i>
						<i>Cand ID:</i> 2
		<i>Filing Fee:</i>	\$0.00	<i>Fees Paid:</i> \$0.00	\$0.00	
<b>Requirements Status</b>						
<i>Declaration of Candidacy Filed</i>	08/09/2022	<i>Candidate Statement Filed</i>				

Contest/District			Vote For	Num Cands	Num Qualified	Status
<b>Non-Partisan District Richardson Bay Sanitary District Director</b>						
<b>8320 Richardson Bay Sanitary District, Director</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>NOT ON BALLOT</b>
<i>Web Title:</i> Richardson Bay Sanitary District, Director						
<i>Shared with:</i> (none)						
<b>PATRICK WALRAVENS</b> Incumbent						
<i>Qualified Date:</i> 8/9/2022 <i>User Codes:</i> <i>Cand ID:</i> 3						
<i>Filing Fee:</i> \$0.00 <i>Fees Paid:</i> \$0.00      \$0.00						
<i>Requirements Status</i> _____						
<i>Declaration of Candidacy Filed</i> 08/09/2022 <i>Candidate Statement Filed</i>						
<b>Non-Partisan District Sausalito-Marín City Sanitary District Director</b>						
<b>8350 Sausalito-Marín City Sanitary District, Director</b>		<b>SAN55 Sausalito-Marín City Sanitary District</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>NOT ON BALLOT</b>
<i>Web Title:</i> Sausalito-Marín City Sanitary District, Director						
<i>Shared with:</i> (none)						
<i>Incumbent(s):</i> James Edwards De Lano Jr      Elected Annette Tsapin Arnott      Elected Dan John Rheiner      Elected						
<i>Candidate(s):</i> <b>ANN ARNOTT</b> Incumbent						
<i>Qualified Date:</i> 7/20/2022 <i>User Codes:</i> <i>Cand ID:</i> 1						
<i>Filing Fee:</i> \$0.00 <i>Fees Paid:</i> \$0.00      \$0.00						
<i>Requirements Status</i> _____						
<i>Declaration of Candidacy Filed</i> 07/20/2022 <i>Candidate Statement Filed</i>						
<b>JAMES DELANO JR</b> Incumbent						
<i>Qualified Date:</i> 8/8/2022 <i>User Codes:</i> <i>Cand ID:</i> 2						
<i>Filing Fee:</i> \$0.00 <i>Fees Paid:</i> \$0.00      \$0.00						
<i>Requirements Status</i> _____						
<i>Declaration of Candidacy Filed</i> 08/08/2022 <i>Candidate Statement Filed</i> 08/08/2022						
<b>DAN J. RHEINER</b> Incumbent						
<i>Qualified Date:</i> 7/28/2022 <i>User Codes:</i> <i>Cand ID:</i> 3						
<i>Filing Fee:</i> \$0.00 <i>Fees Paid:</i> \$0.00      \$0.00						
<i>Requirements Status</i> _____						
<i>Declaration of Candidacy Filed</i> 07/28/2022 <i>Candidate Statement Filed</i> 07/28/2022						

Contest/District	Vote For	Num Cands	Num Qualified	Status
<b>Non-Partisan District Sausalito-Marin City Sanitary District Director</b>				
<b>8350 Sausalito-Marin City Sanitary District, Director</b>				
<i>Web Title:</i> Sausalito-Marin City Sanitary District, Director	3	3	3	NOT ON BALLOT
<i>Shared with:</i> (none)				
<b>Non-Partisan District Sanitary District No. 5 - Tiburon Director</b>				
<b>8370 Sanitary District No. 5, Director</b>				
<i>Web Title:</i> Sanitary District No. 5, Director	SAN60	2	2	NOT ON BALLOT
<i>Shared with:</i> (none)				
<i>Incumbent(s):</i> Catharine V Benediktsson Elected				
Tod Curtis Moody Elected				
<i>Candidate(s):</i> <b>TOD C. MOODY</b> Incumbent				
				<i>Qualified Date:</i> 7/26/2022
				<i>User Codes:</i>
				<i>Cand ID:</i> 1
	<i>Filing Fee:</i> \$0.00	<i>Fees Paid:</i> \$0.00	\$0.00	
<i>Requirements Status</i> _____				
<i>Declaration of Candidacy Filed</i> 07/26/2022	<i>Candidate Statement Filed</i> 07/26/2022			
<b>CATHARINE BENEDIKTSSON</b> Incumbent				
				<i>Qualified Date:</i> 8/9/2022
				<i>User Codes:</i>
				<i>Cand ID:</i> 2
	<i>Filing Fee:</i> \$0.00	<i>Fees Paid:</i> \$0.00	\$0.00	
<i>Requirements Status</i> _____				
<i>Declaration of Candidacy Filed</i> 08/09/2022	<i>Candidate Statement Filed</i> 08/09/2022			
<b>Non-Partisan District North Marin Water District Director, Division 1</b>				
<b>* 8681 North Marin Water District, Director, Division 1</b>				
<i>Web Title:</i> North Marin Water District, Director, Division 1	WA21-1	1	1	NOT ON BALLOT
<i>Shared with:</i> (none)				
<i>Incumbent(s):</i> James Joseph Grossi Jr Elected				
<i>Candidate(s):</i> <b>JAMES GROSSI</b> Director, North Marin Water District				
				<i>Qualified Date:</i> 8/12/2022
				<i>User Codes:</i>
				<i>Cand ID:</i> 2
	<i>Filing Fee:</i> \$0.00	<i>Fees Paid:</i> \$0.00	\$0.00	
<i>Requirements Status</i> _____				
<i>Declaration of Candidacy Filed</i> 08/12/2022	<i>Candidate Statement Filed</i>			
<b>Non-Partisan District North Marin Water District Director, Division 5</b>				
<b>8685 North Marin Water District, Director, Division 5</b>				
<i>Web Title:</i> North Marin Water District, Director, Division 5	WA21-5	1	1	NOT ON BALLOT

Contest/District	Vote For	Num Cands	Num Qualified	Status
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**Non-Partisan District North Marin Water District Director, Division 5**

**8685 North Marin Water District, Director, Division 5**  
*Web Title:* North Marin Water District, Director, Division 5      **WA21-5 North Marin Water District-Division 5**      **1**      **1**      **1**      **NOT ON BALLOT**

*Shared with:* (none)

*Incumbent(s):* Richard A Fraites      Elected

*Candidate(s):* **RICK FRAITES**  
 Director, North Marin Water District

*Qualified Date:* 7/19/2022  
*User Codes:*  
*Cand ID:* 1

*Filing Fee:* \$0.00      *Fees Paid:* \$0.00      \$0.00

*Requirements Status* \_\_\_\_\_

*Declaration of Candidacy Filed*      07/19/2022

*Candidate Statement Filed*      07/19/2022

**Non-Partisan District Stinson Beach County Water District Director**

**8741 Stinson Beach County Water District, Director**  
*Web Title:* Stinson Beach County Water District, Director      **WA50 Stinson Beach County Water District**      **2**      **2**      **2**      **NOT ON BALLOT**

*Shared with:* (none)

*Incumbent(s):* James M Zell      Elected

Lawrence A Baskin      Elected

*Candidate(s):* **LAWRENCE A. BASKIN**  
 Incumbent

*Qualified Date:* 7/20/2022  
*User Codes:*  
*Cand ID:* 1

*Filing Fee:* \$0.00      *Fees Paid:* \$0.00      \$0.00

*Requirements Status* \_\_\_\_\_

*Declaration of Candidacy Filed*      07/20/2022

*Candidate Statement Filed*

**JIM ZELL**

Director, Stinson Beach County Water District

*Qualified Date:* 7/28/2022  
*User Codes:*  
*Cand ID:* 2

*Filing Fee:* \$0.00      *Fees Paid:* \$0.00      \$0.00

*Requirements Status* \_\_\_\_\_

*Declaration of Candidacy Filed*      07/28/2022

*Candidate Statement Filed*

**Total Contests: 32**

**Total Candidates Filed: 51**