



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

info@tamcsd.org ♦ www.tamcsd.org

TCSD BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, NOVEMBER 9, 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. REGULAR BUSINESS: Board Actions

- A. Adopt resolution authorizing General Manager to contract for new stainless steel cabinets and countertops in the Tam Valley Community Center kitchen in an amount not to exceed \$80,000 and receive update on other proposed Community Center improvements.
- B. Introduce Ordinance establishing the powers and duties of the Tamalpais Community Services District Parks and Recreation Commission to replace the Parks and Recreation Advisory Commission; exempt under CEQA Section 15601(b)(3)
- C. Receive summary of implementation status of recommendations regarding the Management Partners Parks and Recreation Operations and Facilities Assessment/Five-Year Financial Forecast Study (dated Feb. 2021) per Board direction
- D. Discuss/consider establishing Rosenberg's Rules of Order for TCSD Board and Commission meetings

6. REGULAR BUSINESS: Information Items

- A. General Manager report
- B. Review schedule for future work sessions, special meetings, and events
- C. Receive monthly financial reports
- D. Receive Sewer treatment plant update reports: SASM and SMCSO
- E. Board member Committee/Subcommittee reports

7. CONSENT CALENDAR

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

- A. Approve minutes of October 12, 2022 Board Meeting
- B. Approve minutes of October 26, 2022 Board Work Session
- C. Approve resolution regarding continued COVID-19 emergency and TCSB continuing public meetings via Zoom, if needed, pursuant to AB 361
- D. Receive Treasurer's Quarterly Report

8. FUTURE AGENDA ITEMS

- A. Review of meeting
- B. Board input for future Board Meeting Agendas

9. ADJOURN TO CLOSED SESSION

PUBLIC EMPLOYEE EVALUATION

(Gov. Code section 54957)

Title: General Manager

10. ADJOURN TO OPEN SESSION

Report Out of Closed Session

11. ADJOURNMENT

NEXT TCSB BOARD WORK SESSION
November 16, 2022
8:00am Tam Valley Community Center

NEXT REGULAR BOARD MEETING
December 14, 2022
7:00pm Tam Community Center

ADOPT RESOLUTION AUTHORIZING GENERAL MANAGER TO CONTRACT FOR NEW STAINLESS STEEL CABINETS AND COUNTERTOPS IN THE TAM VALLEY COMMUNITY CENTER KITCHEN IN AN AMOUNT NOT TO EXCEED \$80,000 AND RECEIVE UPDATE ON OTHER PROPOSED COMMUNITY CENTER IMPROVEMENTS

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: ADOPT RESOLUTION AUTHORIZING GENERAL MANAGER TO CONTRACT FOR THE PURCHASE AND INSTALLATION OF NEW STAINLESS STEEL CABINETS AND COUNTERTOPS IN THE TAM VALLEY COMMUNITY CENTER KITCHEN IN AN AMOUNT NOT TO EXCEED \$80,000 AND RECEIVE UPDATE ON OTHER PROPOSED COMMUNITY CENTER IMPROVEMENTS

Recommendation

Adopt resolution authorizing the General Manager to contract for the purchase and installation of new stainless steel cabinets and countertops in the Tamalpais Valley Community Center kitchen in an amount not to exceed \$80,000 and receive update on other proposed community center improvements.

Policy Issues

The TCSD Board approves all contracts over \$25,000

Background

The current Community Center kitchen cabinets and countertops are original from when the building was constructed approximately thirty years ago. Similar to any public facility, the kitchen has been heavily used over the years for both District and private events. Due to its age and level of usage, replacement of the cabinets and countertops is recommended at this time.

At its February meeting, the TCSD Board established a Community Center Repairs Ad Hoc Subcommittee with the purpose of prioritizing repairs to the Community Center. The subcommittee has met several times during the previous months to review and discuss proposed repair projects. Replacing the kitchen cabinets and countertops has been a goal of the Board for many years. Previous replacement efforts focused on replacing the current cabinets and countertops with stainless steel. The Ad Hoc Subcommittee consisting of Vice-President Brown and Boardmember Levine recommend approval of the purchase.

Analysis

Stainless steel, while more expensive than other materials, is very resilient and will withstand heavy usage to retain its durability and appearance for many years. Stainless steel is typically used in commercial kitchens and a limited number of contractors work with stainless. Since the community center kitchen is not a commercial kitchen and is considered a smaller project, along with relatively few available contractors, staff received only one proposal from a local vendor. A non-stainless steel option was explored and discussed with the subcommittee. However, stainless steel was recommended as the best option to pursue.

The attached quote from Forest Restaurant Supply is \$73,066.23. The proposed work is for customized stainless steel kitchen cabinets and countertops, as well as a new sink and faucet. Staff is requesting a not to exceed amount of \$80,000 in Measure A funding to complete the project. The attached quote does not include demolition of the current countertops and cabinets, as well as a new dishwasher. The requested amount includes approximately \$7,000 to cover the demolition costs, new dishwasher costs, and a project contingency for unforeseen change orders.

If the Board approves the project tonight, the timeline for completion is anticipated as late spring 2023. Factoring in TCSD events during the next six to nine months, staff believes the approximate completion timeframe is before Creekside Fridays begin in June.

Fiscal Impact

The current Measure A budget for the new kitchen cabinets and countertops is \$40,000. However, the total TCSD Measure A allocation for FY22-23 is \$224,673.96, of which an additional \$40,000 can be reallocated from another project to the kitchen project. If the Board approves the additional \$40,000 of Measure A funds towards the kitchen tonight, the attached resolution authorizes staff to reallocate funds from another project to the kitchen project and amend the Measure A work plan reflecting the rearrangement. Staff recommends reallocating \$40,000 from the Community Center Stage Accessibility Improvements project (budget- \$65,000) to the kitchen project. The Board can consider reallocating funds to the stage project during the budget approval process which includes Measure A allocations. Finally, with the recent passage of the Measure A extension for an additional nine years, staff expects receiving an annual allocation of \$136,000 beginning in FY23-24.

Attachments

1. Quote from Forest Restaurant Supply Inc.
2. Resolution





Quote

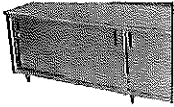
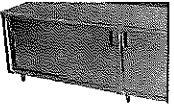
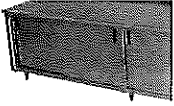
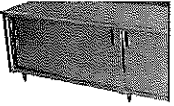
10/17/2022

Project:
 Tamalpais Community Services
 District
 Alan Shear
 203 Marin Ave
 Mill Valley, CA 94941

From:
 Forest Restaurant Supply Inc
 Russell Zipkin
 2010 Cesar Chavez
 San Francisco, CA 94124
 415-282-8623

Job Reference Number: 11839

| Item | Qty | Description | Sell | Sell Total |
|------|------|--|-------------|-------------|
| 1 | 1 ea | DROP-IN SINK Advance Tabco Model No. SS-1-1919-10 Smart Series™ Drop-In Sink, 1-compartment, self-rim design, 16"W x 14" front-to-back x 10" deep bowl, 8" OC faucet holes (1- 1/4" diameter hot & cold water, 1" diameter center hole), 18/304 stainless steel, includes: 3-1/2" basket drain & mounting clips | \$886.76 | \$886.76 |
| | |  | | |
| 1.1 | 1 ea | DECK MOUNT FAUCET T&S Brass Model No. 5F-8DLX08 Equip Faucet, 8" centers, deck mount, 8" swing nozzle, quarter- turn ceramic cartridge, 2" flange, low-lead, ADA Compliant | \$121.50 | \$121.50 |
| | |  | | |
| 2 | 1 ea | CUSTOM S/S COUNTER TOP Custom 14 gauge stainless steel 304 with integral sink - 'C' shape layout countertop 1 each pass through S/S shelf Field measuring, material, fabrication and Installation of stainless steel countertop and shelf. Does not include: Shop drawings, Demolition, permits, and upper or lower cabinets or substrates | \$28,692.00 | \$28,692.00 |

| Item | Qty | Description | Sell | Sell Total |
|------|------|---|----------|------------|
| 4 | 8 ft | ENCLOSED BASE Advance Tabco Model No. TA-37 Packed 1 ft Enclosed Base, stainless steel (per linear foot): 24" x 94-1/2" | \$240.25 | \$1,922.00 |
| | |  Enclosed base only, and channels, top to be fabricated on bolted on channels in field by others | | |
| | 4 ea | TA-36A-SLIDING Sliding Door, 30" maximum width (per door), stainless steel- HALF HEIGHT | \$305.38 | \$1,221.52 |
| | 8 ft | TA-92 Apron in front of sink or drop in (per linear foot) (note: use TA-27 if control panel mounting is required)- to house drawers | \$111.86 | \$894.88 |
| | 3 ea | SHD-1520 Drawer, 15"W x 20"D x 5" deep drawer pan insert, heavy duty, self-closing, stainless steel, NSF Unit to be like HDRC but without top | \$681.10 | \$2,043.30 |
| 5 | 4 ft | ENCLOSED BASE Advance Tabco Model No. TA-37 Packed 1 ft Enclosed Base, stainless steel (per linear foot): 24" x 38-1/2" | \$240.25 | \$961.00 |
| | |  Enclosed base only, and channels, top to be fabricated on bolted on channels in field by others | | |
| | 2 ea | TA-36A-SLIDING Sliding Door, 30" maximum width (per door), stainless steel- HALF HEIGHT | \$305.38 | \$610.76 |
| | 2 ft | TA-92 Apron in front of sink or drop in (per linear foot) (note: use TA-27 if control panel mounting is required)- to house drawers | \$111.86 | \$223.72 |
| | 1 ea | SHD-1520 Drawer, 15"W x 20"D x 5" deep drawer pan insert, heavy duty, self-closing, stainless steel, NSF Unit to be like HDRC but without top | \$681.10 | \$681.10 |
| 6 | 6 ft | ENCLOSED BASE Advance Tabco Model No. TA-37 Packed 1 ft Enclosed Base, stainless steel (per linear foot): 24" x 68-3/8" | \$240.25 | \$1,441.50 |
| | |  Enclosed base only, and channels, top to be fabricated on bolted on channels in field by others | | |
| | 3 ea | TA-36B Half Height Hinge Doors, 60" maximum width (per set of 2 doors), stainless steel | \$310.10 | \$930.30 |
| | 6 ft | TA-92 Apron in front of sink or drop in (per linear foot) (note: use TA-27 if control panel mounting is required) | \$111.86 | \$671.16 |
| 7 | 1 ft | ENCLOSED BASE Advance Tabco Model No. TA-37 Packed 1 ft Enclosed Base, stainless steel (per linear foot): 24" x 11" | \$240.25 | \$240.25 |
| | |  Enclosed base only, and channels, top to be fabricated on bolted on channels in field by others | | |
| | 1 ea | TA-36A-HINGED Hinged Door, 30" maximum width (per door), stainless steel | \$305.38 | \$305.38 |

| Item | Qty | Description | Sell | Sell Total |
|------|------|---|------------|------------|
| 8 | 1 ea | WALL CABINET Advance Tabco Model No. WCH-15-60 Cabinet, wall mount, enclosed design with (2) hinged doors, 60"W x 15"D, with single intermediate shelf, 18/430 stainless steel construction, NSF | \$4,298.50 | \$4,298.50 |
| | 1 ea | TA-61 Modification to reduce length: 15" x 59" | | |
| 9 | 2 ea | WALL CABINET Advance Tabco Model No. WCH-15-48 Cabinet, wall mount, enclosed design with (2) hinged doors, 48"W x 15"D, with single intermediate shelf, 18/430 stainless steel construction, NSF | \$3,754.29 | \$7,508.58 |
| | 2 ea | TA-61 Modification to reduce length: 15" x 42" | | |
| 10 | 1 ea | SPECIAL MODIFICATION Advance Tabco Model No. FAB-X Removable panel to conceal gap between wall cabinets | \$177.00 | \$177.00 |

| | |
|--------------|--------------------|
| Merchandise | \$53,831.21 |
| Installation | \$14,592.08 |
| Tax 8.625% | \$4,642.94 |
| Total | \$73,066.23 |



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. 2022-32

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO CONTRACT FOR THE PURCHASE AND INSTALLATION OF NEW STAINLESS STEEL CABINETS AND COUNTERTOPS IN THE TAM VALLEY COMMUNITY CENTER KITCHEN IN AN AMOUNT NOT TO EXCEED \$80,000

WHEREAS, the Tam Valley Community Center is a facility that has served the community for over 30 years; and

WHEREAS, due to heavy usage over the years, from both TCSD events and private events, the Community Center kitchen cabinets and countertops need replacement; and

WHEREAS, at their February 2022 meeting, the TCSD Board created a Community Center Repairs Ad Hoc Subcommittee to prioritize repair projects to the facility; and

WHEREAS, replacing the kitchen cabinets and countertops has been an aim of the Board for many years and previous replacement efforts focused on replacing the current cabinets and countertops with stainless steel; and

WHEREAS, stainless steel is typically used in commercial kitchens and a limited number of contractors work with stainless; and

WHEREAS, since the community center kitchen is not a commercial kitchen and is considered a smaller project, along with relatively few available contractors with stainless steel expertise, staff received only one proposal from a local vendor, Forest Restaurant Supply in the amount of \$73,066.23; and

WHEREAS, approximately \$7,000 is allocated for demolition costs, a new dishwasher, and a contingency for unforeseen field; and

WHEREAS, there is currently \$40,000 of Measure A funds budgeted for the Tam Valley Community Center kitchen cabinets and countertops replacement project; and

WHEREAS, TCSD has a total Measure A allocation of \$224,673.96 for FY22-23; and

WHEREAS, if the Board approves the additional \$40,000 of Measure A funds towards the kitchen project tonight, staff will reallocate funds from the Community Center Stage Accessibility Improvements project and amend the Measure A work plan reflecting the change in allotment.

THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District authorizes the General Manager to do everything necessary and appropriate to:1) contract for the purchase and installation of stainless steel cabinets and countertops for the Tam Valley Community Center Kitchen Project in an amount not to exceed \$80,000 and 2) reallocate \$40,000 from the Community Center Stage Accessibility Improvements Project to the Tam Valley Community Center Kitchen Project and amend the TCSD Measure A workplan for the additional allocation of funds.

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 9th day of November 2022 by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District

NOVEMBER 9, 2022

ITEM 5B

INTRODUCE ORDINANCE ESTABLISHING THE POWER AND DUTIES OF THE
TAMALPAIS COMMUNITY SERVICES DISTRICT PARKS AND RECREATION
COMMISSION TO REPLACE THE PARKS AND RECREATION ADVISORY COMMISSION;
EXEMPT UNDER CEQA SECTION 15601(b)(3)

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: INTRODUCE ORDINANCE ESTABLISHING THE POWERS AND DUTIES OF THE PARKS AND RECREATION COMMISSION TO REPLACE THE PARKS AND RECREATION ADVISORY COMMISSION; EXEMPT UNDER CEQA SECTION 15601(b)(3)

Recommendation

Introduce and waive first reading of Ordinance establishing the powers and duties of the Tamalpais Community Service District Parks and Recreation Commission.

Policy Issues

The Board establishes the powers and duties of the Parks and Recreation Commission.

Background

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

Staff reported that since PRAC was established by ordinance, any revisions to the duties and responsibilities will require an amendment to the ordinance. Ordinances require two Board meetings to approve. The first meeting is the introduction of the ordinance, and the second meeting is the adoption. The revisions would then take effect 30 days after the adoption of the ordinance. The ordinance is also published in the Marin IJ after the adoption.

Discussion

The attached ordinance reflects the direction received from the October 12th Board meeting. This ordinance rescinds and replaces Ordinance No. 77 in its entirety with this new ordinance. Below is a summary of the key policy revisions.

1. Change the Name to the Parks And Recreation Commission (PARC)
2. Reduce Membership size from seven (7) to five (5) members. The Board also has the option of appointing a sixth member, who would be non-voting youth member, (under 18) to the five-

member Commission.

3. Term of Office to remain the same as before: three (3) year terms and that the terms be staggered so that no more than three terms shall expire in any one-year. We suggest that three of the initial five (5) appointments be for three (3) and two for four (4) years. The selection of which appointees would serve three and four year terms would be determined by a random draw of names.
4. Removal from Office remains the same.
5. Qualifications would remain the same as before: “Minimum qualifications for the members of the Commission are as follows: members of the Commission shall be at least 18 years of age; shall be registered to vote; and shall reside within the District.” However, we recommend that these qualifications should not apply to the non-voting youth member of the Commission to provide the greatest flexibility to the Board.
6. Vacancies provisions remain the same as before: vacancies occur upon resignation, removal by the Board of Directors, failure to maintain qualification requirements, or as otherwise provided by state or local law. However, we also added that Commission members who miss three (3) consecutive regular meetings with unexcused absences may be deemed to have resigned their seat on the Commission.
7. Duties and Responsibilities of PARC are replaced with a general mission statement:

“The Parks and Recreation Commission shall review, make recommendations to and/or advise the District on policies relating to the creation, operations, use policies, maintenance, improvements, management, and/or user fees for all parks, playgrounds, Community Center, Cabin, trails, and open space parcels as well as community recreation programs and event activities. The Commission shall prepare annual work plans for review and approval by the Board, unless such a requirement is waived by the Board, The Board of Directors may, by resolution, limit or establish additional duties and responsibilities for the Commission.”

As noted in this section, PARC is required to provide an annual work plan to the Board for approval. The Board may also limit or establish additional duties and responsibilities for PARC via resolution.
8. Officers remain the same as before: Chair and Vice-Chair. However, we simplified the section to having the Commission appoint a Chair and Vice-Chair with customary responsibilities.
9. Meetings and Rules of Procedures have been slightly modified. The Commission continues to be able to set the dates for regular meetings. However, the Commission’s regular meeting dates for the calendar year are now subject to approval by the Board of Directors. Also, the Commission may establish by-laws and/or rules of procedures by resolution subject to the

Board's approval.

10. Compensation remains the same as before. PARC members do not receive compensation, but can be reimbursed for pre-approved expenses.
11. All other sections not listed above have been eliminated from the ordinance.

Environmental Determination

This ordinance is not a project under Section 15061(b)(3) California Environmental Quality Act ("CEQA") because of the general rule that CEQA applies only to projects with the potential for causing a significant adverse effect upon the environment.

Impact on TCSB Resources

N/A

Attachment:

- A. Ordinance 99



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

ORDINANCE NO. 99

AN ORDINANCE ESTABLISHING THE POWERS AND DUTIES OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT PARKS AND RECREATION COMMISSION

RECITALS

WHEREAS, on March 8, 2006 the Tamalpais Community Services District Board of Directors ("Board") adopted Ordinance No. 77 establishing a Parks and Recreation Advisory Commission ("Commission") to serve as an advisory commission to the Board of Directors in matters relating to parks and recreation; and

WHEREAS, at its October 12, 2022 meeting, the Board discussed revisions to the powers and duties of the Park and Recreation Advisory Commission including renaming the Commission to the Parks and Recreation Commission; and

WHEREAS, the Board wishes to rescind and replace Ordinance No. 77 to reflect the Board's desired revisions; and

WHEREAS, Ordinance No. 77 replaced all previous policies approved by the Board in 1987 and 1995 relating to the Commission.

NOW THEREFORE THE BOARD HEREBY ORDAINS THAT ORDINANCE NO. 77 is hereby rescinded and replaced in its entirety by this Ordinance.

IT IS FURTHER ORDAINED BY THE BOARD, AS FOLLOWS:

Recitals. The recitals above are each incorporated by reference and adopted as findings of the Board of Directors.

1. MEMBERSHIP

The Parks and Recreation Commission (PARC or Commission) shall consist of five (5) voting members and one optional non-voting youth member (under 18) appointed by the Board of Directors (Board). All Commission members shall serve at the will of the Board of Directors and may be removed at any time, pursuant to the provisions of this Ordinance. The Board of Directors shall use its best efforts to ensure that the membership of the Commission reflects the diversity of the Tamalpais community.

2. TERM OF OFFICE

Appointments to the Commission shall be made by the Board of Directors. Commission members

shall apply to be a member of the Commission in an open and public process. Application forms shall be made available at the District's office and on the District's website. All members shall be appointed by the Board of Directors at a Board meeting for terms of three years, except for the initial appointment of the five members. Terms of the members shall be staggered so that no more than three terms shall expire in any one-year. For the initial appointments, two (2) of the five (5) members will serve four (4)-year terms in order to stagger the terms. The maximum continuous period of service for any member of the Commission shall be three consecutive three-year terms. A one-year absence after serving the maximum continuous period of service is required before being reconsidered for appointment or until the occurrence of a vacancy, as set forth in this Ordinance. All appointees to the Commission shall hold their offices until their successors are appointed.

3. REMOVAL FROM OFFICE

Members may be removed at any time at the discretion of the Board of Directors, with or without cause, at a special or regular Board of Directors meeting.

4. QUALIFICATIONS

Minimum qualifications for the members of the Commission are as follows: members of the Commission shall be at least 18 years of age; shall be registered to vote; and shall reside within the District. Only the youth member is not required to meet the membership qualification requirements of this Ordinance.

5. VACANCIES

Vacancies shall occur upon resignation, removal by the Board of Directors, failure to maintain qualification requirements, or as otherwise provided by state or local law. Commission members who miss three (3) consecutive regular meetings with unexcused absences may be deemed to have resigned their seat on the Commission. Vacancies which occur within the Commission shall be filled for the unexpired portions of the vacated terms by appointment of the Board of Directors.

6. DUTIES AND RESPONSIBILITIES OF THE PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission shall review, make recommendations to and/or advise the District on policies relating to the creation, operations, use policies, maintenance, improvements, management, and/or user fees for all parks, playgrounds, Community Center, Cabin, trails, and open space parcels as well as community recreation programs and event activities. The Commission shall prepare annual work plans for review and approval by the Board, unless such a requirement is waived by the Board. The Board of Directors may, by resolution, limit or establish additional duties and responsibilities for the Commission.

7. PARC OFFICERS

The Commission shall elect a Chairperson and Vice Chairperson to serve a one-year term or until their successor(s) is/are elected. The Chairperson shall preside over the PARC meetings and performs the duties necessary or customary for the office. In the absence of the Chairperson or his/her ability to act, the Vice-Chairperson will preside in the place of the Chairperson.

8. MEETINGS AND RULES OF PROCEDURE

The Commission shall set dates for regular meetings for the calendar year by resolution subject to approval by the Board of Directors. The Commission may establish bylaws and/or rules of procedure by resolution subject to approval by the Board of Directors.

9. COMPENSATION

Members of the Park and Recreation Commission shall serve without compensation for their services, but may receive reimbursement for actual and necessary travel or other expenses incurred on official duty when such expenditures have received prior authorization by the General Manager or Board of Directors.

10. ENVIRONMENTAL DECLARATION.

The Board finds that this ordinance is not a project under Section 15061(b)(3) California Environmental Quality Act ("CEQA") because of the general rule that CEQA applies only to projects with the potential for causing a significant adverse effect upon the environment.

11. SEVERABILITY.

If any section, subsection, sentences, clause phrase or word of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to any such decision or preemptive legislation.

12. EFFECTIVE DATE AND PUBLICATION.

Upon adoption, this Ordinance or a summary shall be published once in a newspaper of general circulation published in the District within 15 days from and after its adoption, and the Ordinance shall be in full force and effect thirty days from and after its final passage and adoption.

The foregoing ordinance was duly noticed and introduced at a regular meeting of the Tamalpais Community Service District Board of Directors held in said District on the ____ day of _____ 2022, and thereafter adopted at a regular meeting of the Board, held in said District on the ____ day of _____ 2022 by the following vote:

AYES, and in favor thereof, Directors: _____

NOES, Directors: _____

ABSENT, Directors: _____

Steffen Bartschat
President, Board of Directors
Tamalpais Community Services District

ATTEST:

Board Secretary

5231016.1

NOVEMBER 9, 2022

ITEM 5C

**RECEIVE SUMMARY OF IMPLEMENTATION STATUS OF RECOMMENDATIONS
REGARDING THE MANAGEMENT PARTNERS PARKS AND RECREATION
OPERATIONS AND FACILITIES ASSESSMENT/FIVE-YEAR FINANCIAL
FORECAST STUDY (DATED FEB. 2021) PER BOARD DIRECTION**

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

**SUBJECT: RECEIVE SUMMARY OF IMPLEMENTATION STATUS OF RECOMMENDATIONS
REGARDING THE MANAGEMENT PARTNERS PARKS AND RECREATION OPERATIONS
AND FACILITIES ASSESSMENT/FIVE-YEAR FINANCIAL FORECAST STUDY (DATED FEB.
2021) PER BOARD DIRECTION.**

Recommendation

Receive summary and provide direction to staff as appropriate.

Policy Issues

Parks and Recreation activities are one of the three primary functions of TCSD.

Background

On February 24, 2021, the TCSD Board received a presentation from the consulting firm Management Partners and TCSD staff regarding a Parks and Recreation Operations and Facilities Assessment/Five-Year Financial Forecast Study. The consultants made 23 recommendations regarding parks and recreation operations, facilities, updates to park plans, capital improvements, and five-year financial forecast.

The Hanson Associates Parks Asset Inventory and Maintenance Work Plan was prepared in 2006. The Hanson Asset Plan contained park maintenance standards, maintenance work plan tasks and frequency, cost estimates for maintenance, and an inventory of park assets. One of the Management Partners Study's recommendations was to update the Hanson Plan.

Discussion

At its October 26th meeting, the Board conducted a study session on 1) Parks and Recreation Operations and Facilities Assessment/Five-Year Financial Forecast Study (dated Feb. 2021) prepared by Management Partners and 2) Hanson Associates Parks Asset Inventory and Maintenance Work Plan 2006.

The Board received staff's assessment of the Management Partners Study's 23 recommendations. Specifically, the Board considered the status update of each recommendation as well as any proposed staff modifications to the recommendations. Attachment A reflects the direction received

from the Board at the study session. Now, underneath each Recommendation is a status update with a “()” containing a status indicator for that recommendation. Below is the legend.

(Scheduled)- The Board has established a timeframe to develop and/or implement the recommended plan/action.

(In Process)- Staff is in the process of implementing the recommendation.

(Defer)- This recommendation is deferred or placed on hold pending the collection of data needed for the Board to better evaluate/consider the recommendation.

(Completed)- This recommendation has been completed or implemented.

(Modified)- The recommendation was modified by the Board.

(NR)- The Board determined this recommendation will not be implemented for the reasons stated.

(xx/xx)- A recommendation may have two status indicators. For example, a recommendation may be partially modified and in process or partially completed.

With respect to the Hanson Plan, the Board accepted the recommended process for staff to update the Plan by: 1) collecting and maintaining data regarding maintenance tasks and frequency, 2) incorporating the master landscape contract scope of work into the maintenance tasks and frequency, and 3) monitoring and evaluating the work under the master landscape contract. Staff indicated that at the end of the master landscape contract period (ends Sept. 30, 2023), we will report to the Board our findings and recommendations with regard to the maintenance contract, potential measurements, and updates to the Asset Plan. During this time, staff will also update the park asset inventory list which will not include trees. The trees are covered in the TCSD Tree Inventory Study which is updated every 2-3 years. This recommendation was incorporated into Attachment A because the update to the Hanson Plan was one of the Management Partners Study recommendations.

During the study session, the Board did not discuss the Five-Year Financial Forecast. The Five-Year Financial Forecast for Parks and Recreation will be updated for discussion at the Budget workshop for the FY23-24 budget.

Impact on TCSD Resources

N/A

Attachments:

- A. Summary of Revised List of Recommendations and Status Update.

LIST OF RECOMMENDATIONS AND STATUS UPDATE
(as of 11/9/22 Board meeting)

Below is the list of recommendations (in italics) contained in the Parks and Recreation Operations and Facilities Assessment/Five-Year Financial Forecast Study (Study) prepared by Management Partners for TCSD in February 2021. Underneath each Recommendation is a status update including a timeline for implementation (if appropriate). The updates reflect the Board's direction received at the 10/26 work session to discuss the Study. Recommendations in bold represent those 8 recommendations Management Partners deemed to be most important for the District to implement.

In "()" are status indicators for recommendations. Below is the legend.

(Scheduled)- The Board has established a timeframe to develop and/or implement the recommended plan/action.

(In Process)- Staff is in the process of implementing the recommendation.

(Defer)- This recommendation is deferred or placed on hold pending the collection of data needed for the Board to better evaluate/consider the recommendation.

(Completed)- This recommendation has been completed or implemented.

(Modified)- The recommendation was modified by the Board.

(NR)- The Board determined this recommendation will not be implemented for the reasons stated.

(xx/xx)- A recommendation may have two status indicators. For example, a recommendation may be partially modified and in process or partially completed.

Recommendation 1. Revise the 1981 Parks and Recreation Plan into a five-year Recreation and Parks Strategic Plan to include a vision, goals, implementation strategies, timelines, and budget allocations necessary to accomplish the stated mission of the Board.

Status (Scheduled): The initial discussion of a Five-Year Recreation and Parks Strategic Plan (Plan) will occur at the Board retreat with subsequent work sessions needed to discuss the various components of the Plan. The Strategic Plan will be a "living document" with annual reviews by the Board to discuss progress and updates to the Plan to reflect changes in TCSD priorities. See Recommendation #2 below for more details.

Recommendation 2. Update the General Parks and Recreation Master Plan as a long-term guiding document for parks and recreation and the community of Tamalpais Valley and a companion to the strategic plan.

Status (Scheduled/Modified): The Master Plan is a longer-term document with a 5–10-year planning period versus a Strategic Plan which covers a 3–5-year period. However, TCSD is a very small agency and to dedicate the staff and Board resources needed to develop both a 5-Yr.

Strategic Plan and a General Parks and Recreation Master Plan may not be the most cost effective and/or efficient approach. We will create a hybrid Plan that combines the relevant components of both the Strategic Plan and Master Plan for TCSD. The objective is to create a document that staff and the Board can refer to on a regular basis as opposed to a study that sits on a shelf. As stated above, the update process would begin at the Board retreat.

Recommendation 3. Integrate and update the parks and recreation rules, regulations, and fees from the current four ordinances into a single parks and recreation ordinance that is all inclusive.

Status (In Process/Modified): The intent of this recommendation is to create one document for the public to access regarding park and recreation use policies, rules, and fees. We will be creating a document to summarize the park and recreation rules for the website. At this time, the integration of the four ordinances is not a priority for the District.

Recommendation 4. Revise the website in accordance with a new all-inclusive ordinance.

Status (In Process): Staff will conduct a comprehensive review of the website with the goal of making the website more user friendly.

Recommendation 5. Develop a parks and facility signage program that places appropriate and comprehensive use signage throughout District facilities.

Status (In Process): The Board adopted Resolution 2022-29 to establish new and confirm existing park use policies including the tennis/pickleball courts. Staff is working to create new signage and consolidate existing signage for parks and facilities, as appropriate.

Recommendation 6. Develop a memorandum of understanding with the Marin County Sherriff's Office (SCO) or another enforcement agency in order to clearly addresses the level of enforcement the District can expect for its parks and facilities based on the posted rules and regulations.

Status (Completed/In Process): In August 2021, TCSD entered into a MOU with SCO for parking enforcement around Eastwood Park. We will explore enforcement of park policies with Marin County Parks.

Recommendation 7. Update and adopt the 2006 Hanson Associates Parks Asset Inventory and Maintenance Work Plan Project (Hanson Plan) to include a link of all department assets found in the book asset detail document.

Status (Defer/In Process): To update the Plan, we will do the following: 1) collect and maintain data regarding maintenance tasks and frequency, 2) incorporate the master landscape contract scope of work into the maintenance tasks and frequency, and 3) monitor and evaluate the work under the master landscape contract. At the end of the landscape maintenance contract period

(ends Sept. 30, 2023), staff will report to the Board our findings and recommendations with regard to the maintenance contract and standards/measures by which to evaluate the maintenance completed. During this time, staff will also update the park asset inventory list (asset plan) which will not include park trees. The trees are covered in the TCSD Tree Inventory Study which is updated every 2-3 years.

Recommendation 8. Adopt outcome-based parks and recreation program and facility measures consistent with those identified in the Hanson Associates Report.

Status (Defer): The intent of this recommendation is for the Board to be able to evaluate if maintenance standards reflect a desired outcome and to create criteria to measure the success of events. This recommendation is deferred or placed on hold until the Board has an opportunity to evaluate the data collected from the various events and other activities. At that time, the Board can determine if outcomes/measures would be useful to the Board in making decisions or evaluating programs.

With regard to outcome measures for maintenance standards, please refer to Recommendation #7 above.

Recommendation 9. Develop and adopt a five-year Capital Improvement Program budget for the Parks and Recreation Department that is based on an asset replacement program.

Status (Scheduled): The Five-Year Capital Improvement Program (CIP) for Parks and Recreation will be a future work session topic as well as incorporated into the Budget workshop discussions for the FY23-24 budget. An asset replacement program often has assets with life spans that exceed the planning period of a 5 Year CIP. While the CIP will reflect capital projects during the five-year period, the replacement of equipment/vehicles will be incorporated into an asset/equipment reserve fund which will show planned expenses. The creation of a capital/asset reserve fund will also be discussed at a future work session.

Recommendation 10. Investigate the feasibility of acquiring a computerized maintenance management system for scheduling, inspecting, and managing maintenance functions.

Status (Modified/In Process): The Board agreed with staff that acquiring a computerized maintenance management system is not a cost-effective approach for the TCSD maintenance program. This recommendation was developed to address the adverse impact on weekly facility/park maintenance activities when staff had to address emergencies or changing District priorities. The recommendation was also based on the model of staff performing most of the park maintenance functions.

During COVID-19, TCSD terminated all maintenance contracts as a cost saving measure. Pre-COVID, TCSD had a master landscape maintenance contract for weekly maintenance in the parks. The Board recently approved a new contract for weekly maintenance which should ensure that maintenance activities do not “fall thru the cracks” due to changing staff priorities.

While we agree that written general maintenance policies and schedules/checklists should be developed for continuity (i.e., future staff) and tracking of tasks, it will be accomplished without purchasing a new software system. These electronic maintenance tracking systems are more appropriate for municipalities with public works type of responsibilities.

The update to the Hanson Plan (Recommendation #7) will address maintenance policies, schedules, and /or checklists. We are also converting the playground maintenance forms into electronic forms that can be filled out in the field and stored electronically for easy future access.

Recommendation 11. Create a long-range training plan for each park and recreation employee.

Status (Completed/Modified): We agree cross-training is important for small agencies such as TCSD. However, we do not believe we need to create a long-range training plan for each employee. Our approach will be to meet with each park and recreation employee and tailor, as appropriate, a training and cross-training program that meets the need of both the employee and TCSD.

Recommendation 12. Identify alternative ways to provide maintenance services as part of the District's master planning effort.

Status (Completed): TCSD recently approved a master landscape maintenance contract for the general maintenance of TCSD facilities. In addition, the Board approved the maintenance strategy for the grassy areas of Eastwood and Kay parks. Both of these actions address the intent of this recommendation. The Study does note a best practice is to contract for services in-lieu of hiring full-time staff to perform the work.

Recommendation 13. Establish and adopt cost recovery goals for all programs, activities, and facilities and consider when a non-resident fee is appropriate.

Status (Defer): In June 2022, the Board adopted a master fee schedule which included non-resident fees for facility rentals. TCSD offers few recreation programs/classes and, at this time, does not charge a different rate for non-residents. Our initial impression is that a non-resident rate would only generate a nominal amount of revenue and would create more administrative work for both the instructor and District.

We are also providing the Board with estimated participant data as well as the actual costs and revenues for every TCSD sponsored event so the Board can better evaluate events. At this time, it would be premature to adopt cost recovery goals for all programs, activities, and facilities without an overall analysis of the aggregate net costs for all Parks and Recreation services including events and activities. In addition, the General Manager, Assistant General Manager, and Event and Communication Coordinator are all new and, thus, unfamiliar with the past history of events and will need the data collected before making any recommendations.

At the budget workshop for the FY23-24 budget, staff anticipates we will have enough data to evaluate the costs of events as well as overall Parks and Recreation operations. The Board, at that time, can determine if the subsidy level is appropriate for all operations or if TCSD needs to enhance its cost recovery efforts for specific events or activities.

Recommendation 14. Evaluate the purpose and priority for recreation programs and activities and consider opportunities for partnerships in providing services.

Status (NR/In Process): TCSD's Parks and Recreation programs primarily focuses on offering community events. The Board has provided direction to staff regarding the type of events it would like to see during FY22-23 and the beginning of FY23-24. We do not believe the Board needs to evaluate the purpose or priority for events or activities. However, this would become more important if TCSD could not afford to continue to offer the full range of events and activities.

Staff will be evaluating the Tam Valley market to determine resident interest in local recreational programs. We will also be meeting with Mill Valley and/or other Special Districts to determine the ability to cross market programs and avoid direct competition with one another.

We also continue to look for partnership opportunities including with private entities to co-sponsor events. Staff also continues to work to expand and refresh our list of volunteers.

Recommendation 15. Track attendance, participation, spectators, and costs for each program and report these as an informational item to the Board annually.

Status (In Process): As stated above in the status for Recommendation #13, staff is providing the Board with attendance and participation data as well as the actual costs and revenues for every TCSD sponsored event so the Board can better evaluate events. For example, the data from Creekside Fridays and Oktoberfest events were included in the General Manager's Report at Board meetings. Policies for collecting data from events/activities will be included in the Communication Plan (see Recommendation #16). At the Board's request, staff will begin providing quarterly reports at meetings regarding rental revenues and uses by facility.

Recommendation 16. Implement a formal marketing plan to expand the District's emphasis on community interaction and involvement.

Status (In Process): Staff will develop a communication plan with policies for Board review and approval. The document will reflect all of our new efforts to expand electronic communications and data collection for activities. In the interim, we have already created an electronic newsletter, continue to post updates on Nextdoor and the website, and posting on Instagram during events. Staff will be sending a postcard to all District residents with QR codes encouraging them to sign up for the newsletter and other District e-communications (Facebook, Instagram). We also plan to mail out a printed brochure twice a year to residents which will

include a six-month schedule of events.

The newsletter currently has 770 contacts (we added approx. 300 emails from the solid waste database). The open rate continues to average 70% and the click-thru rate usually is above 5%. Both of these percentages are significantly higher than your typical municipal average.

We will also be collecting community input on a variety of issues using on-line questionnaires. The reconvened Parks and Recreation Commission will also be a good source for community input.

Recommendation 17. Develop a policy and procedure for evaluating the costs and benefits of providing new programs, services, and facilities.

Status (Modified/Completed): The intent of this recommendation is for TCSD to do pre-planning as part of its analysis before developing new facilities or acquiring property (e.g., open space). As a matter of practice, any analysis for a facility improvements/land acquisition would include operations and annual maintenance costs. This is done on a case-by-case basis because it does not occur on a regular basis. With regard to new programs or services, generally a new program would have nominal start-up costs and would be tried on a pilot basis to evaluate the interest in the program or service. We consider this recommendation to already be implemented and that there is no need for a written policy at this time.

Recommendation 18. Adopt a use ordinance requiring all dogs to be on leashes when in parks, open spaces and trails unless otherwise designated.

Status (Scheduled): At the September 12th Board meeting, staff indicated we would continue to explore the concept of dog designated areas and will schedule this matter for future discussion at a Board work session.

Recommendation 19. Expand the Tree Inventory and Management Plan to include all trees in District parks and open space parcels.

Status (NR): Staff is working to update the current Tree Inventory for parks and facilities. Open space parcels are evaluated for vegetation management and trees are evaluated on case-by-case basis. The costs for expanding the tree inventory to open space parcels, given the number of trees, would be cost prohibitive both from a maintenance and assessment perspective. Such an expanded inventory would also have minimal benefits to the District as many of these parcels are not accessed by the public on a regular basis and, hence, pose minimal safety risks.

Recommendation 20. Conduct a comprehensive inventory to assess the overall condition, life expectancy, and accessibility compliance of all District bridges and the boardwalk.

Status (In Process): Staff will retain an engineer to assess all the TCSD bridges and Boardwalk to establish the baseline conditions of the bridges, estimated life expectancy, and estimated

maintenance and replacement costs. It should be noted that TCSD has made significant repairs to the bridges and Boardwalk over the past 8 years and does frequently monitor their conditions.

***Recommendation 21.** Incorporate the bridge assessment into the District's asset inventory and include each assets' replacement costs into the proposed asset replacement program.*

Status (In Process): The bridges and Boardwalk assessments would be incorporated into the asset replacement program.

***Recommendation 22.** Assess the viability of placing a special assessment ballot measure on an upcoming election to generate additional revenue to adequately finance District operations.*

Status (Defer): We recommend this be deferred or placed on hold pending current economic conditions and the need to develop a 5-Year Strategic Plan and updated Asset Plan to support the need for additional revenues.

***Recommendation 23.** Develop a formal prudent reserve policy for the District's parks and recreation function to include maintaining a minimum of at least 16.7% of operating expenses.*

Status (Completed): The Board adopted Resolution 2022-01 establishing a policy to maintain a two-month operations reserve. Staff plans to discuss the creation of a Parks and Recreation capital improvement/asset reserve at a future Board meeting.

NOVEMBER 9, 2022

ITEM 5D

DISCUSS/CONSIDER ESTABLISHING ROSENBERG'S RULES OF ORDER AS THE PARLIMENTARY PROCEDURES FOR TCSD BOARD AND COMMISSION MEETINGS.

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: DISCUSS/CONSIDER ESTABLISHING ROSENBERG'S RULES OF ORDER AS THE PARLIMENTARY PROCEDURES FOR TCSD BOARD AND COMMISSION MEETINGS.

Recommendation

Discuss/consider the matter and provide direction to staff as appropriate.

Policy Issues

The Board determines the rules of order for meetings.

Discussion

As a matter of practice, most local agencies, including TCSD, follow Rosenberg's Rules of Order to conduct its meetings. Rosenberg's Rules of Order is a simplified set of parliamentary rules widely used in California. The League of California Cities recommends the use of Rosenberg's Rules. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations, and private corporations and companies have adopted Rosenberg's Rules in lieu of Robert's Rules because they have found them practical, logical, simple, easy to learn and user friendly. The rules were developed by Dave Rosenberg, a longtime Superior Court Judge in Yolo County, based on his decades of experience chairing meetings in state and local government. The rules have been simplified for smaller governing bodies and slimmed down for the 21st Century, while retaining the basic tenets of order.

While the rules are fairly straightforward, the Board may want to clarify how votes are counted. Under Rosenberg, an abstention does not count as a vote toward a motion. Board members who abstain are counted for purposes of determining a quorum, but their votes do not count toward the motion. It is as if the abstention vote never existed. However, the Board could choose to count an abstention as a vote on a motion under a members present rule. In essence, an abstention would have the same effect as a "no" vote. Page 6 of the attached Rosenberg's Rules of Order provides examples of how this would work in practice.

The Board may have adopted some type of rules of order in the past, but it is unclear when and what was exactly adopted. Having rules of order in place is a best practice and becomes more important when there are controversial issues, split votes with abstentions, and/or motions to reconsider a matter. Should the Board want to adopt the Rosenberg Rules of Order, staff would return with a resolution for approval at the Board's December meeting.

Impact on TCSD Resources

N/A

Attachments:

- A. Rosenberg's Rules of Order Revised 2011 (most current version)



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

© 2011 League of California Cities. All rights reserved.

ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



TABLE OF CONTENTS

| | |
|--|----|
| About the Author | ii |
| Introduction..... | 2 |
| Establishing a Quorum..... | 2 |
| The Role of the Chair..... | 2 |
| The Basic Format for an Agenda Item Discussion | 2 |
| Motions in General | 3 |
| The Three Basic Motions..... | 3 |
| Multiple Motions Before the Body..... | 4 |
| To Debate or Not to Debate..... | 4 |
| Majority and Super-Majority Votes | 5 |
| Counting Votes..... | 5 |
| The Motion to Reconsider..... | 6 |
| Courtesy and Decorum | 7 |
| Special Notes About Public Input | 7 |

INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.


The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”


The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”



The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate


The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.



Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.


Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would NOT count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you DO count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?
Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body DOES have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.




1400 K Street, Sacramento, CA 95814
(916) 658-8200 | Fax (916) 658-8240
www.cacities.org

To order additional copies of this publication, call (916) 658-8200.

\$10

© 2011 League of California Cities. All rights reserved.

 Printed on recycled paper.

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: GENERAL MANAGER REPORT

Recommendation

Receive the report for October 2022 and provide comments as appropriate.

Policy Issues

N/A

Discussion

Wastewater Statistics and Work for October

- Flow through Bell Lane Pump Station: 7,502,608 gallons
- Flow through Bob Bunce Pump Station: 118,002 gallons
- Rain: no recordable events
- Sewer System Overflows (SSO): 0

Solid Waste Statistics and Work for October

Debris/Shredding Day

This was held Saturday, October 1st from 8am to 1:00pm. We collected 3.25 tons (6,500 lbs.) of scrap metal and 5 tons (10,000 lbs.) of debris. The debris weight is the equivalent of collecting approximately 143 additional trash carts (35-gallon cart, max. weight 70 lbs./cart) or 6% of our residential customers.

Parks and Recreation Work for October

- Staff coordinated the Spooky Cruise (Halloween Decorations competition) including banners, setting-up the website for the event, and on-line voting. Awards were given to the five winning households. We are supporting the Murder Mystery and planning for the upcoming Breakfast with Santa and Jolly Jingles events in December.
- We are working on creating the park signage as approved by the Board.

Administration (October)

Electronic Communications

Staff continues to expand our electronic communication efforts to the community by using Constant Contact to send out the weekly TCSD newsletter and news flashes. Our open rate for the newsletter continues to average approximately 70%, which is well above the industry average of 40% for local government (source: Granicus). Our average click rate of 5% is also relatively higher than the industry average (2-3%). We currently have 775 subscribers to the newsletter.

Staff contracted with a vendor to produce and mail out postcards to all the residents of Tam Valley. The postcard was mailed to 3,500 residences at a total cost of \$2,000 (includes both

postcard and postage). The postcard included a schedule of upcoming events and QR codes for signing up for the TCS D newsletters, Facebook, and Instagram accounts. The response has been positive as residents have been signing up to be volunteers because of the volunteer message contained in the postcard.

- President Bartschat and I met with Marin County Parks and Open Space District staff and a property owner to tour his property along Tennessee Valley Rd. that runs from approximately Tam Valley Elementary School to the Rhubarb Trail.
- Special District Risk Management Authority (SDRMA), TCS D's insurance pool, reports that in FY21-22 TCS D made no workers compensation or liability claims to SDRMA and no claims were filed against TCS D.
- Office Remodel
The current schedule is:

| | |
|-----------|--|
| Completed | Replace exterior office door and move/relocate GM interior office door |
| Completed | Install new split air heat and air conditioning system with heat pump/condenser |
| Completed | POD delivered and stored at Community Center parking lot |
| Completed | Movers moved boxes and furniture to POD |
| Completed | Old cubicle units removed and taken away by vendor |
| Completed | Carpet/tile removed and new vinyl plank floors installed |
| Completed | Paint and repair drywall in office |
| 11/14- | New office cubicles are installed |
| 11/23- | Complete moving back into the offices |
| 11/28- | Reopen TCS D offices to the community (note: We'll plan a future open house event) |

Estimated Total- \$63,000 (original budget \$60,000)

The paint and drywall repair are new costs. We needed to address the condition of the office walls, trim, and baseboards after removal of the old cubicle furniture, non-functioning heating unit, and relocation of filing cabinets.

Impact on TCS D Resources

The office remodel will be absorbed into the TCS D budget.

Attachments

None

NOVEMBER 9, 2022

ITEM 6B

**REVIEW SCHEDULE FOR FUTURE WORK SESSIONS,
SPECIAL MEETINGS, AND EVENTS**

TO: BOARD OF DIRECTORS
FROM: GARRETT TOY, GENERAL MANAGER
SUBJECT: REVIEW SCHEDULE FOR FUTURE WORK SESSIONS, SPECIAL MEETINGS, AND EVENTS

Recommendation

Review schedule for future work sessions, special meetings, and events and provide direction to staff, as appropriate.

Policy Issues

Meeting schedules

Discussion

Attached is the current tentative schedule for future Board work sessions and special meetings. The November work session is a special meeting scheduled for November 16th because the regular meeting on 11/23 was canceled due to the Thanksgiving Holiday. The Board will discuss the first draft of the 5-year Financial Plan and Solid Waste Rate Review study, prepared by R3 Consulting Group, at the 11/16 meeting.

At its October 12th meeting, the Board scheduled its annual retreat for February 11, 2023 from 9:00am to 1:00pm at Fernwood.

Also attached are the Board's goals and priorities for FY22/23 discussed at its July 13th meeting. The goals and priorities are provided should the Board want to schedule a specific topic for discussion at a future work session. Please note these goals and priorities have not been formally adopted by the Board because the Board was going to possibility discuss more at the September retreat. However, the September retreat was canceled. We recommend the Board review these proposed goals and priorities at its February retreat and update/revise, as appropriate, at that time.

We have also attached a list of the updated TCSD event schedule from August 2022 to August 2023 for Board review and comment.

Impact on TCSD Resources

N/A

Attachments

- A. Work session & special meeting schedule
- B. List of priorities
- C. Schedule of Events

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

| DATES | TOPIC |
|--|--|
| July 27, 2022 | Field Trip- Kay Park and other TCSD facilities |
| August 24 | Field Trip- Eastwood Park and other TCSD Facilities |
| September 17 Special Meeting | Conduct retreat (canceled due to scheduling conflicts; needs to be rescheduled) |
| September 28 - CANCELED | Canceled due to retreat |
| October 26 | Discuss Management Partners Study and Hanson Asset Inventory Plan |
| November 16 Special Meeting (8:00am-10:00am) | Discuss first draft of 5- Year Financial Plan and Solid Waste Rate Review Study by R3 |
| November 23 - 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 11 Retreat (Sat.) | Fernwood 9:00am-1:00pm |
| March 22 | tbd |
| April 26 | tbd |
| May 24 | Budget Workshop |
| June 28 | tbd |

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

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

TENTATIVE SCHEDULE OF EVENTS

August 2022 thru August 2023

(Revised October 2022)

| DATE | | EVENT |
|-----------------------------------|-----------------------------|--|
| 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 | 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, mattresses, compost (Community Center) |
| May 13 | 8am – 11am | Cars & Coffee |
| May 12/13 & 19/20 | Two weekends | Rhubarb Revue |
| June 16,30 July 14, 28, Aug 11 | (tentative dates) | Creekside Fridays (Location TBD) |

RECEIVE MONTHLY FINANCIAL REPORTS

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

Recommendation

Receive and file the October 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.

Schedule of Reports

| | |
|--|----------------|
| Disbursements (check & credit card register) | - Monthly |
| Budget year-to-date report | - Monthly |
| CIP project expenditure report | - Quarterly |
| Measure A expenditure report | - Quarterly |
| Treasurer’s report | - Quarterly |
| Audited financial statements | - January |
| Proposed and adopted budgets | - May and June |
| Multi-year financial plans | - As needed |

Analysis

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

Monthly Reports

Attachment A and B are the monthly financial reports for TCSD for the month end of October, which represents 33% of the fiscal year.

The largest disbursement for the month was payment to J.W. Mobile in the amount of \$ 21,229.92 for the repairs to the packer, brakes, and other parts for Truck #15.

The annual budget report gives the cumulative totals for the fiscal year-to-date (YTD) with budget comparisons. The largest source of General Fund (Parks and Recreation) revenues are property taxes received from the County in December and April, along with supplemental property tax. The projected General Fund revenues budgeted for FY22-23 are \$975,800.

Parks and Recreation revenues received in October were \$50,509 and YTD \$83,409, which is 7% of budget. Wastewater revenues received in October were \$10,985 and YTD \$79,527, which is 1% of budget. Solid waste revenues received in October were \$6,473.13 and YTD \$29,528, which is 1% of budget.

Year-to-date revenues are significantly below budget at this point in the calendar due to the lag of receiving property tax revenues, which is the source of most of the revenue for parks and recreation (general fund) as well as wastewater and solid waste (rate payers pay for services through property tax bill).

Quarterly Reports

Attachments C and D are the quarterly financial reports for TCSD for the first quarter of the fiscal year (FY 2022-23), which represents activity from July through September 2022. The Treasurer's quarterly report is presented as a separate item on this meeting's agenda.

The Capital Improvement Project (CIP) for the Wastewater Services is funded by the Certificates of Participation (COP) issued in October 2020. The current fiscal year (FY22-23) budgeted spending is \$8,390,335, of which \$1,552,325 has been spent, i.e., 18.50% spent in the first quarter of the fiscal year. Phase C is an actively ongoing CIP project. The Bell Lane Pump Station (PS) and the Bell Lane Force Main Rehabilitation projects are in the design and planning phase.

The Measure A funds were spent only on one activity, which was contractor tree services around Eastwood Park. Other projects are in the planning stage.

Additional Reports

As requested at recent work session meeting, attachment E presents the Parks and Recreation department rental revenue data for the period July through October 2022. The report details the number of rentals at the Community Center, Cabin, Eastwood Park and Kay Park.

Impact on TCSD Resources

N/A

Attachments

- A. Monthly Disbursement Reports
- B. Year-to-Date Annual Budget Reports
- C. Capital Improvement Project (CIP) Quarterly Report
- D. Measure A Quarterly Report
- E. Parks & Recreation Rental Revenue Report



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

| Date | Num | Name | Memo | Amount |
|------------|-------|---|--|--------------|
| 10/21/2022 | | QuickBooks Payroll Service | Payroll Service on 10/21/2022 | \$ 59,891.10 |
| 10/07/2022 | | QuickBooks Payroll Service | Payroll Service on 10/07/2022 | \$ 58,637.13 |
| 10/10/2022 | 39689 | J W Mobile | 15: Repairs of Packer, Brakes and Parts | \$ 21,229.92 |
| 10/02/2022 | 39672 | U. S. Bank Corporate Payment System | Credit Card Purchases - Statement September 22, 2022 | \$ 18,785.58 |
| 10/21/2022 | 39719 | North HVAC Services Inc. | Three HVAC Units installed in office | \$ 17,100.00 |
| 10/21/2022 | 39714 | Marin County Employees Retirement Sys. | PP 21 2022 Oct 08- Oct 21, 2022 | \$ 14,168.54 |
| 10/06/2022 | 39691 | Rehrig Pacific Company | 180 of 35 gallon Black Carts | \$ 13,838.64 |
| 10/07/2022 | 39681 | Marin County Employees Retirement Sys. | PP 20 2022 Sep 24- Oct 7, 2022 | \$ 13,291.51 |
| 10/11/2022 | 39697 | Marin Sanitary Service | Sept 2022 Solid Waste 122.39 tons @\$106.52/T | \$ 13,036.95 |
| 10/11/2022 | 39696 | J W Mobile | 21: Install New Brake Locks, Repair Eject Cylinder | \$ 12,999.66 |
| 10/28/2022 | 39736 | Marin County Hazardous & Solid Waste Mgmt | JPA First Installment 2022-23 | \$ 11,980.50 |
| 10/11/2022 | 39694 | Marin Resource Recovery Center | Green Waste ---99.91 Tons @ \$96.6/T Sept, 2022 | \$ 9,651.04 |
| 10/13/2022 | 39706 | R3 Consulting Group | Solid Waste Consulting - Financial Plan & 5 Year Rate Study | \$ 9,070.00 |
| 10/27/2022 | 39734 | CSDA - Calif. Spc. Districts Assoc. | 2023 Membership Renewal | \$ 8,810.00 |
| 10/13/2022 | 39703 | Diesel Direct | 422.6 gal Diesel Underground Storage Tank; 795.10 gal Diesel Above Ground Tank | \$ 7,207.59 |
| 10/10/2022 | 39684 | Jorges Tree Services | Labor for Parks & Open Space Manıt. | \$ 5,100.00 |
| 10/07/2022 | 39680 | Marin County Employees Retirement Sys. | PEPRA W/H PP 20 2022 Sep 24- Oct 7, 2022 | \$ 4,802.03 |
| 10/07/2022 | 39699 | Mowry, Robert | Pickleball Instructor- 65% Share of \$7,135 Fees Deposited Aug-Oct'22 | \$ 4,637.75 |



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

| Date | Num | Name | Memo | Amount |
|------------|-------|---|---|-------------|
| 10/21/2022 | 39713 | Marin County Employees Retirement Sys. | PEPRA W/H PP 21 2022 Oct 08- Oct 21, 2022 | \$ 4,468.98 |
| 10/06/2022 | 39678 | G. Moran Construction, Inc. | Install new framing and door for GM office; Install new entrance door for office | \$ 3,317.00 |
| 10/10/2022 | 39682 | Bay Cities Refuse Service, Inc. | Good Earth, Dumping Trash Compactor Sept 2022, 9 Trips, 10.41 tons | \$ 2,695.80 |
| 10/26/2022 | 39726 | Roy's Sewer Service, Inc. | Maint. Cleaning Scheduled | \$ 2,680.00 |
| 10/28/2022 | 39735 | Municipal Resource Group LLC | Job Classification Review and Salary Survey | \$ 2,600.00 |
| 10/02/2022 | 39675 | AT&T | Office Data Lines, Wireless Services and Community Ctr Alarm Phone Lines | \$ 2,367.68 |
| 10/13/2022 | 39704 | Disability Access Consultants, LLC | Community Center Site Survey & Report for Accessibility | \$ 2,200.00 |
| 10/26/2022 | 39731 | Joe the Roofer | Repair Shop Roof | \$ 2,138.56 |
| 10/26/2022 | 39733 | ChromaGraphics | 3,500 Postcard Mailer for Online Public Outreach | \$ 2,014.53 |
| 10/11/2022 | 39698 | Roy's Sewer Service, Inc. | Maint. Cleaning Scheduled | \$ 2,010.00 |
| 10/14/2022 | 39708 | Forster & Kroeger Landscape Maintenance | Reinforce Stair Treads to Tam Elementary School | \$ 1,800.00 |
| 10/26/2022 | 39721 | J W Mobile | 93: Replace Cooler Surge Tank; 95: Replace Hoses at Rear; 95: Hydraulic Leak Repair | \$ 1,786.35 |
| 10/17/2022 | 43912 | AT&T | Office Data Lines, Wireless Services 7/20-10/19 | \$ 1,414.80 |
| 10/02/2022 | 39676 | Pacific Gas & Electric | Office, Shop, CC, Cabin Gas & Electricity and Kay Park Electricity | \$ 1,178.81 |
| 10/13/2022 | 39707 | Cintas | Uniforms. Carpets. Towels & Misc. | \$ 1,147.53 |
| 10/10/2022 | 39683 | Honey Bucket | Porta Potty at C.C for Oktoberfest 9/24 | \$ 1,079.62 |
| 10/10/2022 | 39693 | Amesos Plumbing Inc. | Raise Rod Hole to Finish Grade | \$ 1,039.75 |
| 10/26/2022 | 39730 | Pacific Gas & Electric | Office, Shop, CC, Cabin Gas & Electricity and Kay Park Electricity | \$ 1,002.14 |
| 10/12/2022 | 39700 | Schwab, Irene | Refund for cancelled rental | \$ 850.00 |



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

| Date | Num | Name | Memo | Amount |
|------------|-------|-----------------------------|--|-----------|
| 10/24/2022 | 39728 | Laugs, Mick (Instructor) | Instructor Improv Class- 65% share of fees from Session 1 | \$ 780.00 |
| 10/10/2022 | 39687 | Wells Fargo Fin. Lse. - RMC | Copier Lease 9/20/22- 10/19/22 | \$ 599.51 |
| 10/13/2022 | 39701 | Concord Industries | Degreaser | \$ 512.97 |
| 10/07/2022 | 39710 | Employee Personal W/H | Employee Personal W/H | \$ 500.00 |
| 10/21/2022 | 39712 | Employee Personal W/H | Employee Personal W/H | \$ 500.00 |
| 10/26/2022 | 39723 | Matrix Computer Solutions | Assist with Office Working Setup; Monthly Proactive Maint. | \$ 395.00 |
| 10/26/2022 | 39720 | Burkell Plumbing Inc. | Test Backflow Device at Kay Park, Office, Bell Lane Pump Stn. | \$ 375.00 |
| 10/26/2022 | 39725 | Pace Supply Corp. | Tankless Water Heater at Community Center; Condensate Pump for Ice Maker Drain | \$ 374.38 |
| 10/11/2022 | 39695 | Forster & Kroeger Landscape | McGlashan Trail Weekly Sept 22 | \$ 350.00 |
| 10/26/2022 | 39727 | Napa Auto Parts | Air Filter for Trucks | \$ 268.72 |
| 10/10/2022 | 39685 | NorthBay Bottling | Drinking Water Sept 2022 | \$ 262.50 |
| 10/02/2022 | 39674 | Stericycle, Inc. | 2022 Hazardous Disposal Services | \$ 176.82 |
| 10/03/2022 | 43908 | VSP Vision Care | Employee Vision Coverage October 2022 | \$ 122.61 |
| 10/26/2022 | 39729 | AT&T | 415-389-8722 Oct 11 - Nov 10 2022 | \$ 112.77 |
| 10/10/2022 | 39686 | Terminix | Bunce Pump Stn Pest Control Svc. | \$ 99.16 |
| 10/13/2022 | 39702 | Dave Bang Associates, Inc. | Misc. Parts for Park Play Structures | \$ 91.22 |
| 10/26/2022 | 39732 | Everhart, Josh (v) | Reimbursement for Combo Lock Purchase at Rafael Lumber | \$ 81.74 |
| 10/07/2022 | 39692 | Bio-Pest | Ant Control - 8/8/22 | \$ 80.00 |
| 10/10/2022 | 39688 | Goodman Building Supply Co. | Fuel for Landscaping Tools | \$ 62.14 |
| 10/13/2022 | 39711 | Amazon.com | Vehicle Stickers | \$ 31.27 |
| 10/26/2022 | 39724 | Napa Auto Parts | 96: Two Running Lights | \$ 21.17 |
| 10/19/2022 | 43910 | Optum Financial (COBRA) | Sept - COBRA Administration for TCSD Staff | \$ 4.44 |



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

| Date | Name | Memo | Amount |
|------------|-----------------------------|--|-------------|
| 10/07/2022 | MTS Training Academy | Cross-Trainee's Truck Driving School | \$ 5,700.00 |
| 10/10/2022 | The Floor Store | Deposit for Office Floor Installation | \$ 2,000.00 |
| 10/20/2022 | Gregory Kurtz | Moving Services for Office Remodel Project | \$ 1,240.00 |
| 10/20/2022 | Marin Municipal Water Dist. | 627 Eastwood Wy Irrigation 7/27/22 - 9/27/22 | \$ 1,050.32 |
| 10/11/2022 | AT&T | Community Ctr Alarm Phone Lines Jul 19 - Oct 19 | \$ 952.88 |
| 10/13/2022 | Verizon Wireless | Device & Data Plan for Staff | \$ 561.88 |
| 10/14/2022 | Microsoft | Software Licenses | \$ 310.09 |
| 10/03/2022 | Staples Business Credit | Bankers Boxes, File Boxes; Brother Printer Toner Cartridge | \$ 306.73 |
| 10/01/2022 | Streamline, Inc. | Streamline member fee- Oct 2022 | \$ 300.00 |
| 10/18/2022 | Golden Gate Truck Center | Vehicle Repair | \$ 294.26 |
| 10/20/2022 | Marin Municipal Water Dist. | Water 203 Marin 7/27/22 - 9/27/22 | \$ 282.65 |
| 10/03/2022 | Comcast | Internet Sept 13 - Oct 12 @ 203 Marin Ave. | \$ 245.85 |
| 10/10/2022 | Go To Communications | (415)388-6393 Voice & Data Lines and Wireless Se | \$ 229.69 |
| 10/12/2022 | Jegs Auto Parts | 1: Radio for Truck | \$ 214.79 |
| 10/04/2022 | Platt Electric | Generator Trailer - 250V Adapter for Plugin | \$ 210.23 |
| 10/10/2022 | BingBanners | Banners for Halloween | \$ 188.68 |
| 10/19/2022 | Johnny Franklin's | Exhaust Repair to V8 Engine at Pump Station | \$ 162.31 |
| 10/03/2022 | Comcast | Internet Sept 13 - Oct 12 @ 203 Marin Ave. | \$ 141.54 |
| 10/20/2022 | Marin Municipal Water Dist. | Water 305 Bell Lane 7/27/22 - 9/27/22 | \$ 132.83 |
| 10/20/2022 | Marin Municipal Water Dist. | Water Kay Park 7/27/22 - 9/27/22 | \$ 125.80 |
| 10/08/2022 | QuickBooks Time, Inc. | Online Time Card Service- Sept 2022 | \$ 124.00 |
| 10/13/2022 | Verizon Wireless | Data Plan for Refuse Driver's iPads | \$ 120.48 |
| 10/20/2022 | Marin Municipal Water Dist. | Water Eastwood Restroom 7/27/22 - 9/27/22 | \$ 109.73 |
| 10/20/2022 | Marin Municipal Water Dist. | Water Cabin 7/27/22 - 9/27/22 | \$ 91.36 |
| 10/03/2022 | Transbay Security services | Replaced Front & Rear Gate Locks | \$ 84.91 |
| 10/03/2022 | Mill Valley Flowers | Flowers for Sympathy | \$ 81.19 |
| 10/21/2022 | Transbay Security services | New lock for office door | \$ 79.64 |
| 10/18/2022 | Amazon.com | Bike Bag | \$ 60.31 |
| 10/14/2022 | Amazon.com | Moving Blankets | \$ 54.04 |
| 10/23/2022 | Amazon.com | Welcome Sign for Front Door; Fly Swatter | \$ 34.58 |
| 10/19/2022 | Marin IJ | Subscription | \$ 31.66 |
| 10/12/2022 | Safeway | Creamer & Snacks for Office | \$ 29.96 |
| 10/12/2022 | Goodman Building Supply | Gloves for Projects | \$ 29.22 |
| 10/12/2022 | Shutter Stock | Stock Images for P&R | \$ 29.00 |
| 10/06/2022 | Amazon.com | Pipe for Pressure Gauge | \$ 25.41 |
| 10/13/2022 | Adobe Systems, Inc | Illustrator Subscription | \$ 20.99 |
| 10/19/2022 | Amazon.com | TBD - ALAN | \$ 16.23 |
| 10/18/2022 | Adobe | Acrobat Pro DC Monthly Subscription | \$ 14.99 |
| 10/12/2022 | Transbay Security services | Keys for Office | \$ 14.20 |
| 10/04/2022 | ConstantContact.com | E-newsletter Sept | \$ 9.99 |
| 10/11/2022 | UPS Store | Packaging for Return | \$ 3.24 |



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

| WASTEWATER DEPT. | | | | |
|--|------------------------|---------------------|----------------------|--------------------|
| | Oct '22 (33% 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 | \$ 18,606 | \$ 34,100 | 55% | |
| 4104 · Muir Woods Sanitation Svc. Chrg. | \$ 53,756 | \$ 35,100 | 153% | Flow variation |
| 4420 · Interest Revenue | \$ 11,229 | \$ 10,000 | 112% | |
| Total Revenue | \$ 79,527 | \$ 5,927,800 | 1% | |
| Expense | | | | |
| 5010 · Salaries | | | | |
| 5011 · Wages and P.T.O | \$ 132,828 | \$ 384,600 | 35% | |
| 5012 · Overtime Pay | \$ 376 | \$ 5,200 | 7% | |
| 5013 · Performance Recognition | \$ - | \$ 7,700 | 0% | |
| 5014 · Temporary Help | \$ 369 | \$ 7,900 | | |
| Total 5010 · Salaries | \$ 133,574 | \$ 405,400 | 33% | |
| 5020 · Employee Benefits | | | | |
| 5021 · Health Insurance | \$ 3,763 | \$ 67,100 | 6% | |
| 5022 · Retirement Contributions | \$ 28,481 | \$ 95,200 | 30% | |
| 5023 · Social Security and Medicare | \$ 10,312 | \$ 31,100 | 33% | |
| 5024 · Other Employee Benefits | \$ - | \$ 1,000 | | |
| 5025 · Retiree Medical Insurance | \$ 1,864 | \$ 23,200 | 8% | |
| 5026 · Reserve-Retiree Medical Insu. | \$ - | \$ 22,600 | 0% | |
| Total 5020 · Employee Benefits | \$ 44,420 | \$ 240,200 | 18% | |
| 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 | \$ 62,971 | \$ 303,900 | 21% | |
| 5400 · TCSD Board Fees | \$ 1,591 | \$ 7,000 | 23% | |
| 5401 · Professional Services | \$ 6,024 | \$ 131,100 | 5% | |
| 5420 · Staff Training & Travel Expense | \$ 3,108 | \$ 6,500 | 48% | |
| 5425 · Office and Technology | \$ 5,591 | \$ 18,900 | 30% | |
| 5430 · Telephone and Alarms | \$ 3,449 | \$ 11,300 | 31% | |
| 5431 · Public Communications | \$ 680 | \$ 7,000 | 10% | |
| 5432 · Insurance | \$ 42,042 | \$ 50,500 | 83% | |
| 5437 · Miscellaneous | \$ - | \$ 1,000 | 0% | |
| 5438 · Fees and Permits | \$ 7,432 | \$ 27,900 | 27% | |
| 5439 · Utilities | \$ 2,383 | \$ 7,500 | 32% | |
| 5440 · Fuel Expense | \$ 2,886 | \$ 12,000 | 24% | |
| 5450 · Maintenance and Supply | \$ 34,424 | \$ 80,000 | 43% | |
| 5483 · Debt Issuance Costs | \$ - | \$ 1,338,600 | 0% | |
| Total Expense | \$ 350,576 | \$ 5,438,000 | 6% | |
| Contribution to Capital Reserve | \$ - | \$ 118,000 | 0% | Occurs at FYE |
| Available for Operating Reserves | \$ - | \$ 371,800 | 0% | Occurs at FYE |



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

| | SOLID WASTE DEPT. | | | Comments |
|--|--------------------------|---------------------|----------------------|------------------------------|
| | Oct '22 (33% of FY) | Budget 2022-23 | % of Budget Spent | |
| Ordinary Revenue/Expense | | | | |
| Revenue | | | | |
| 4201 · Solid Waste Service Charges | \$ 11,766 | \$ 2,611,000 | 0% | Awaiting County Teeter Pmts. |
| 4202 · Other Solid Waste Services | \$ 2,520 | \$ 9,000 | 28% | |
| 4410 · Donations/Fundraising/Grants | \$ 9,628 | \$ 5,000 | 193% | SB1383 Compliance Grant |
| 4420 · Interest Revenue | \$ 5,614 | \$ 7,000 | 80% | |
| Total Revenue | <u>\$ 29,528</u> | <u>\$ 2,632,000</u> | <u>1%</u> | |
| Expense | | | | |
| 5010 · Salaries | | | 0% | |
| 5011 · Wages and P.T.O | \$ 224,472 | \$ 630,100 | 36% | |
| 5012 · Overtime Pay | \$ 12,359 | \$ 58,500 | 21% | |
| 5013 · Performance Recognition | \$ - | \$ 12,400 | 0% | |
| 5014 · Temporary Help | \$ 739 | \$ 26,200 | 3% | |
| Total 5010 · Salaries | <u>\$ 237,569</u> | <u>\$ 727,200</u> | <u>33%</u> | |
| 5020 · Employee Benefits | | | 0% | |
| 5021 · Health Insurance | \$ 24,935 | \$ 140,700 | 18% | |
| 5022 · Retirement Contributions | \$ 66,602 | \$ 224,900 | 30% | |
| 5023 · Social Security and Medicare | \$ 18,186 | \$ 51,600 | 35% | |
| 5024 · Other Employee Benefits | \$ - | \$ 2,100 | 0% | |
| 5025 · Retiree Medical Insurance | \$ 3,564 | \$ 44,600 | 8% | |
| 5026 · Reserve-Retiree Medical Insu. | \$ - | \$ 25,400 | 0% | |
| Total 5020 · Employee Benefits | <u>\$ 113,286</u> | <u>\$ 489,300</u> | <u>23%</u> | |
| 5210 · Solid Waste Disposal Expense | | | 0% | |
| 5211 · Waste Disposal Fees | \$ 58,321 | \$ 214,100 | 27% | |
| 5212 · Recycling Fees | \$ 463 | \$ 50,000 | 1% | |
| 5213 · Green Waste Disposal Fees | \$ 28,497 | \$ 127,800 | 22% | |
| 5214 · Debris Day Expenses | \$ 52 | \$ 3,000 | 2% | |
| 5210 · Solid Waste Disposal Expense | <u>\$ 87,333</u> | <u>\$ 394,900</u> | <u>22%</u> | |
| 5400 · TCSD Board Fees | \$ 891 | \$ 3,400 | 26% | |
| 5401 · Professional Services | \$ 12,217 | \$ 116,000 | 11% | |
| 5420 · Staff Training & Travel Expense | \$ 3,108 | \$ 3,200 | 97% | |
| 5425 · Office and Technology | \$ 5,052 | \$ 19,000 | 27% | |
| 5430 · Telephone and Alarms | \$ 2,260 | \$ 7,000 | 32% | |
| 5431 · Public Communications | \$ 680 | \$ 20,000 | 3% | |
| 5432 · Insurance | \$ 42,888 | \$ 75,900 | 57% | |
| 5437 · Miscellaneous | \$ - | \$ 1,000 | 0% | |
| 5438 · Fees and Permits | \$ 16,854 | \$ 41,600 | 41% | |
| 5439 · Utilities | \$ 622 | \$ 3,500 | 18% | |
| 5440 · Fuel Expense | \$ 20,244 | \$ 85,500 | 24% | |
| 5450 · Maintenance and Supply | | | 0% | |
| 5451 · General Supplies | \$ 772 | \$ 4,100 | 19% | |
| 5452 · Maint. & Supply Contract Svc | \$ 2,748 | \$ 11,600 | 24% | |
| 5454 · Vehicle Repair & Maint. | \$ 86,978 | \$ 138,000 | 63% | |
| 5456 · Bridge Tolls | \$ 1,020 | \$ 4,000 | 26% | |
| 5457 · Solid Waste Carts & Bins | \$ 18,446 | \$ 50,000 | 37% | |
| 5461 · Meeting Supplies | \$ 51 | \$ 700 | 7% | |
| 5470 · Yard & Bldg. Improvements | \$ 12,517 | \$ 8,500 | 147% | |
| Total 5450 · Maintenance and Supply | <u>\$ 122,531</u> | <u>\$ 216,900</u> | <u>56%</u> | |
| 5471 · Minor Equipment | \$ - | \$ 4,400 | 0% | |
| 5472 · Donations/Grants Paid Expenses | \$ - | \$ 5,000 | 0% | |
| Vehicle Lease | \$ - | \$ 44,900 | 0% | |
| Total Expense | <u>\$ 665,534</u> | <u>\$ 2,258,700</u> | <u>29%</u> | |
| 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.

| | Oct '22 (33% of FY) | Budget 2022-23 | % of Budget Spent | Comments |
|--|------------------------|---------------------|----------------------|---------------|
| Ordinary Revenue/Expense | | | | |
| Revenue | | | | |
| 4301 · Taxes | \$ 12,711 | \$ 975,800 | 1% | |
| 4303 · Tia's After School Program Rev | \$ 21,902 | \$ 15,000 | 146% | |
| 4310 · Facilities Rental & Fees | \$ 6,207 | \$ 26,000 | 24% | |
| 4320 · Park Rentals | \$ 1,355 | \$ 3,900 | 35% | |
| 4330 · Class Fees | \$ 9,663 | \$ 11,900 | 81% | |
| 4350 · TCSD Event Revenue | \$ 25,396 | \$ 66,500 | 38% | |
| 4410 · Donations/Fundraising/Grants | \$ 4,303 | \$ 15,000 | 29% | |
| 4420 · Interest Revenue | \$ 1,871 | \$ 5,000 | 37% | |
| 4430 · Miscellaneous Revenue | \$ - | \$ 1,000 | 0% | |
| Total Revenue | \$ 83,409 | \$ 1,120,100 | 7% | |
| Expense | | | | |
| 5011 · Wages and P.T.O | \$ 127,976 | \$ 406,700 | 31% | |
| 5012 · Overtime Pay | \$ 1,838 | \$ 7,500 | 25% | |
| 5013 · Performance Recognition | \$ - | \$ 7,800 | 0% | |
| 5014 · Temporary Help | \$ 7,832 | \$ 36,600 | 21% | |
| Total 5010 · Salaries | \$ 137,646 | \$ 458,600 | 30% | |
| 5020 · Employee Benefits | | | | |
| 5021 · Health Insurance | \$ 12,437 | \$ 58,500 | 21% | |
| 5022 · Retirement Contributions | \$ 26,679 | \$ 164,200 | 16% | |
| 5023 · Social Security and Medicare | \$ 11,055 | \$ 32,500 | 34% | |
| 5024 · Other Employee Benefits | \$ - | \$ 2,100 | 0% | |
| 5025 · Retiree Medical Insurance | \$ 354 | \$ 5,900 | 6% | |
| 5026 · Reserve-Retiree Medical Insu. | \$ - | \$ 8,500 | 0% | |
| Total 5020 · Employee Benefits | \$ 50,525 | \$ 271,700 | 19% | |
| 5300 · Events Expense | \$ 26,824 | \$ 63,500 | 42% | |
| 5330 · Tree & Landscaping Services | \$ 13,250 | \$ 18,100 | 73% | |
| 5331 · Landscaping Contract Svc | \$ - | \$ 35,000 | 0% | |
| 5332 · McGlashan Trail Maintenance | \$ 1,050 | \$ 5,400 | 19% | |
| 5340 · Instructor Fees | \$ 4,638 | \$ 7,600 | 61% | |
| 5341 · Tia's Afterschool Program Exp | \$ 3,125 | \$ 10,000 | 31% | |
| 5400 · TCSD Board Fees | \$ 1,918 | \$ 4,200 | 46% | |
| 5401 · Professional Services | \$ 4,258 | \$ 19,900 | 21% | |
| 5420 · Staff Training & Travel Expense | \$ 129 | \$ 5,700 | 2% | |
| 5425 · Office and Technology | \$ 5,518 | \$ 25,100 | 22% | |
| 5430 · Telephone and Alarms | \$ 5,639 | \$ 11,700 | 48% | |
| 5431 · Public Communications | \$ 1,516 | \$ 5,100 | 30% | |
| 5432 · Insurance | \$ 21,021 | \$ 32,800 | 64% | |
| 5437 · Miscellaneous | \$ - | \$ 1,100 | 0% | |
| 5438 · Fees and Permits | \$ 6,745 | \$ 13,900 | 49% | |
| 5439 · Utilities | \$ 5,456 | \$ 22,000 | 25% | |
| 5440 · Fuel Expense | \$ 2,046 | \$ 4,600 | 44% | |
| 5450 · Maintenance and Supply | | | | |
| 5451 · General Supplies | \$ 1,257 | \$ 9,300 | 14% | |
| 5452 · Maint. & Supply Contract Svc | \$ 3,650 | \$ 16,100 | 23% | |
| 5454 · Vehicle Repair & Maint. | \$ 749 | \$ 5,800 | 13% | |
| 5458 · Cabin/Comm.Ctr. Maint. & Supply | \$ 2,705 | \$ 4,000 | 68% | |
| 5459 · Park Maint. | \$ 276 | \$ 19,000 | 1% | |
| 5461 · Meeting Supplies | \$ 25 | \$ 700 | 4% | |
| 5470 · Yard & Bldg. Improvements | \$ 4,066 | \$ 8,500 | 48% | |
| Total 5450 · Maintenance and Supply | \$ 12,727 | \$ 63,400 | 20% | |
| 5471 · Minor Equipment | \$ - | \$ 3,300 | 0% | |
| 5472 · Donations/Grants Paid Expenses | \$ - | \$ 8,000 | 0% | |
| Total Expense | \$ 304,032 | \$ 1,090,700 | 28% | |
| Contribution to Capital Reserve | \$ - | \$ 26,500 | 0% | Occurs at FYE |
| Available for Operating Reserves | \$ - | \$ 2,900 | 0% | Occurs at FYE |



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

Certificates Of Participation (COP) Funded Capital Projects

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

| TCSD Accelerated CIP Compare Plan to FY Spend | Budgeted | FY 20/21 Actual Spend | FY 21/22 Actual Spend | FY 22/23 Spent | FY 22/23 Budgeted | Forecast Total | % Complete Today | \$ Delta Forecast vs. Budget Total | % Delta |
|---|--------------|-----------------------|-----------------------|---------------------|---------------------|----------------------|------------------|------------------------------------|---------|
| Phase A | \$ 375,000 | \$ 57,330 | \$ 316,706 | - | \$ - | \$ 374,035 | 100% | \$ (965) | 0% |
| Phase B | \$ 1,300,000 | \$ 491,590 | \$ 978,666 | - | \$ - | \$ 1,470,256 | 100% | \$ 170,256 | 13% |
| Phase C | \$ 2,900,000 | | \$ 839,264 | \$ 1,495,805 | \$ 542,931 | \$ 2,878,000 | 81% | \$ (22,000) | -1% |
| Phase D | \$ 506,176 | | | \$ - | \$ 506,176 | \$ 506,176 | 0% | \$ - | 0% |
| Bell Ln PS | \$ 3,865,000 | | \$ 91,475 | \$ 34,057 | \$ 3,938,169 | \$ 4,063,700 | 3% | \$ 198,700 | 5% |
| Force Main | \$ 3,086,140 | | \$ 1,862 | \$ - | \$ 3,084,279 | \$ 3,086,140 | 0% | \$ - | 0% |
| Bell Ln. Force Main Rehab. | | | \$ 8,756 | \$ 22,463 | \$ (31,219) | | | \$ - | |
| Hydro-Vector Truck | \$ 350,000 | | | | \$ 350,000 | \$ 350,000 | 0% | \$ - | 0% |
| Total Spent+Forecast | | \$ 548,920 | \$ 2,236,728 | \$ 1,552,325 | \$ 8,390,335 | \$ 12,728,307 | 22% | | |

Project Scopes

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



Tamalpais Community Services District
MEASURE A FUNDS
Fiscal year 2022-2023

| | |
|--------------------|-----------------|
| Sept 2022 | Budget |
| (25% of FY) | FY 22/23 |

Sources of Funds

| | | |
|------------------------------------|----------------------|----------------------|
| Estimated Balance from Prior Years | \$ 175,555.09 | \$ 175,555.09 |
| FY22/23 Disbursements | \$ - | \$ 49,118.87 |
| Total Funds | \$ 175,555.09 | \$ 224,673.96 |

Planned Work

| | | |
|---|--------------------|----------------------|
| Community Center Stage Accessibility Improvements** | \$ - | \$ 65,000.00 |
| Replace Community Center Kitchen Cabinets** | \$ - | \$ 40,000.00 |
| T.V.I.C Historical Archive Bldg. - Landscaping ** | \$ - | \$ 10,000.00 |
| Tree & Landscaping Services | \$ 2,825.00 | \$ 60,000.00 |
| Cabin & Community Center Maintenance | \$ - | \$ 24,673.96 |
| Park Maintenance | \$ - | \$ 25,000.00 |
| Total Expenses | \$ 2,825.00 | \$ 224,673.96 |

| | | |
|---|----------------------|-------------|
| Measure A Balance at Fiscal Year End | \$ 172,730.09 | \$ - |
|---|----------------------|-------------|

**Projects carried over from previous year



**Tamalpais Community Services District
Parks and Recreation Department
Rental Revenue Report - July 2022 through October 2022**

| | Date | Memo | Amount | Number of Rentals |
|--|------------|-----------------------------|-----------------|-------------------|
| 4310 · Facilities Rental & Fees | | | | |
| 4311 · Community Center Rent | | | | |
| | 09/06/2022 | Rental 6h on 10/22 | 921.00 | |
| | 09/20/2022 | Rental 10h on 10/15 | 1,089.00 | |
| Total 4311 · Community Center Rent | | | 2,010.00 | 2 |
| 4314 · Cabin Rent | | | | |
| | 07/12/2022 | Rental 4hr on 8/20 | 296.00 | |
| | 07/19/2022 | Rental Outside Only 1.5h | 37.50 | |
| | 07/22/2022 | Aug-Dec Rent | 440.00 | |
| | 08/08/2022 | July-Sept Rent | 280.00 | |
| | 08/08/2022 | Rental 3hr on 8/14 | 274.00 | |
| | 08/17/2022 | Rental 2hr each Mon-Sat | 720.00 | |
| | 09/06/2022 | May - Aug Rent | 1,190.70 | |
| | 09/06/2022 | Rental 3h on 10/8 | 274.00 | |
| | 10/06/2022 | Rental Aug and Sept | 700.00 | |
| | 10/06/2022 | Rental 14h on 11/5 and 11/6 | 622.00 | 9 |
| Total 4314 · Cabin Rent | | | 4,834.20 | |
| Total 4310 · Facilities Rental & Fees | | | 6,844.20 | 11 |
| 4320 · Park Rentals | | | | |
| 4321 · Eastwood Park Table Rent | | | | |
| | 07/12/2022 | Rental 2hr on 7/30 | 54.00 | |
| | 07/12/2022 | Rental 4hr on 7/17 | 108.00 | |
| | 07/19/2022 | Rental 2.5hr on 9/24 | 67.50 | |
| | 07/22/2022 | Rental 2.5hr on 8/6 | 67.50 | |
| | 07/22/2022 | Rental 2hr on 8/28 | 80.00 | |
| | 08/03/2022 | Rent 5hr on 8/7 | 135.00 | |
| | 08/23/2022 | Rental 3hr on 10/2 | 81.00 | |
| | 08/30/2022 | Rental 3hr on 10/1 | 120.00 | |
| | 10/01/2022 | Rental 2hr on 10/22 | 52.00 | |
| | 10/06/2022 | Rental 3hr on 10/16 | 81.00 | |
| | 10/12/2022 | Rental 3hr on 11/5 | 52.00 | |
| | 10/31/2022 | Rental 3hr on 12/3 | 81.00 | |
| Total 4321 · Eastwood Park Table Rent | | | 979.00 | 12 |
| 4322 · Kay Park Table Rent | | | | |
| | 07/06/2022 | Rental 3h on 7/10 | 81.00 | |
| | 08/18/2022 | Rental 3hr on 8/28 | 81.00 | |
| | 08/23/2022 | Rental 3hr on 8/27 | 81.00 | |
| | 10/11/2022 | Rental 2h on 10/15 | 52.00 | |
| | 10/21/2022 | Rental 3h on 10/22 | 81.00 | |
| Total 4322 · Kay Park Table Rent | | | 376.00 | 5 |
| Total 4320 · Park Rentals | | | 1,355.00 | 17 |
| TOTAL | | | 8,199.20 | 28 |

Date: October 20, 2022

To: Steffen and Garret,

I attended the virtual SASM Meeting this evening October 20, 2022 via Zoom.

ATTENDANCE

Commissioners: Five of SASM Commissioners were present: Lew Kious, president of the SASM board (Almonte), Stephen Burke, vice president of the SASM board (Mill Valley), Jim Jacobs (TCSD), Al Leibof (Homestead Valley), and Peter McIntosh (RBSD) attended the meeting. SASM Staff: Mark Grushayev, Wastewater Treatment Plant Director was present. Todd Gates of Alto Sanitary District was absent.

Todd Cusimao, the new City of Mill Valley City Manager was present as well.

Andy Poster, P.E., City of Mill Valley Public Works Director and Eric Erickson, City of Mill Valley Finance Manager were absent.

Members of the public included Bonner Buehler (District Manager, representing Homestead Sanitary District).

MANAGER'S REPORT

The SASM Commissioners accepted the Wastewater Treatment Manager's Report. The minutes from the September 15, 2022 meeting was reviewed and accepted.

REMOTE MEETINGS

It is likely that due to COVID, remote meetings will continue.

OPERATIONS

The General Manager noted that the plant has completed the project with the corrected tricking filters, which solve the problem related to ammonia compliance in the effluent stream. The second trickling filter was activated about one month ago and it takes about 2-3 months to optimize the bacteria and biofilm process. The biological process is affected by temperature, weather, humidity, etc.

LABORATORY STAFFING

SASM is needing to recruit for a laboratory position and the SASM General Manager noted that there is a tight labor market for these types of positions.

ODOR CONTROL

On SASM Operations, the plant has been able to better control odors than in the past. This is due to the recently installed odor control system. Evidence of odor control is that the plant is getting less odor complaints from the Mill Valley Middle School and neighbors.

NEXT SASM MEETING

The next SASM meeting will be on November 17, 2022 at 5:00 pm or 7:00 pm. Mr. Kious noted that the November 2022 meeting may be called off due to the Thanksgiving holiday. He will discuss the options for the November meeting with the SASM General Manager and get back to the SASM Commissioners.

Sincerely,

Jim Jacobs
TCSO Representative

Cyndie Martel

From: Steve Levine <stevenmlevine@comcast.net>
Sent: Tuesday, November 1, 2022 3:59 PM
To: Garrett Toy; Alan Shear; Steffen Bartschat
Cc: stevenmlevine@comcast.net; Cyndie Martel
Subject: SMCSD Board of Directors meeting, Nov. 1, 2022

I attended the SMCSD Board of Directors meeting on Nov. 1. 2022 at noon.

1. General Managers Compensation:

Board completed closed session annual review of the GM. In open session, Board gave GM an excellent review and approved an increase of 2% to the GM's reimbursement to the Employer Paid Member Contribution (EPMC), so SMCSD will reimburse him 6.5% of the required 8% contribution. This is an additional \$450 per pay period. There was no increase in salary.

2. Board authorized continuance of meetings vis teleconference for the foreseeable future.

3. GM Report:

a. Plant and collection system performance: No SSO's, no blending or discharge into Bay for 50th consecutive month.

b. Projects:

a. Coloma Pump Station: virtually complete. Final completion dependent upon PG&E transferring temporary power to permanent power. Landscaping complete this month.

b. Generator Reliability Project: Complete. \$2.2mm.

c. Clarifier Rehab Project: Design docs reviewed. Out to bid this winter. Budget: \$2.2mm.

d. TCSD Flow Meter Project: In design. Project to begin once PG&E and CalTrans issue permits which ay take 6 months.

e. Significant progress made this month on collection system maintenance and clean out prior to the winter rains.

Steve Levine
11/1/22

Public comment:

- Ms. Burton commented there was no pegboard at the courts to hang your racket to indicate who was next to play.
- Dir Levine commented the pegboard was located on the opposite side of the courts.

Parking

Staff would add some advisory parking signs regarding not blocking driveways and keeping a 12-foot clearance. Staff would monitor and come up with alternative suggestions if needed. In response to Dir McMahon's point that even with no pickle ball players, parking was an issue, GM Toy stated staff could place large boulders in areas where parking was not permitted. Staff stated they planned to post lesson as well as regular play schedules.

Kay and Eastwood Parks

GM Toy reviewed current rules and suggested increasing the minimum attendees to require a reservation to 15 and not allowing amplified music before 9am and after dusk or 8pm whichever is earlier. The Board discussed the definition of amplified music and decided none would be permitted without prior consent from TCSD, and whether a 20-person limit at Kay Park was more appropriate considering the size of the park and its location.

The Board agreed that rules for the cabin and community center would be addressed at a future meeting, as well as dogs at Eastwood Park.

There was no public comment.

MOTION TO APPROVE RESOLUTION 2022-29 ADOPTING RULES AND POLICIES FOR KAY AND EASTWOOD PARKS CHANGING THE MINIMUM ATTENDEES REQUIRING A RESERVATION TO 15, CHANGING OCCUPANCY AT KAY PARK TO 20 AND NO AMPLIFIED MUSIC PERMITTED WITHOUT PRIOR AUTHORIZATION FROM TCSD

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

AYES: 5

NAYS: 0

ABSENT: 0

- C. Discuss/consider reconvening the Parks and Recreation Advisory Commission and possible revisions to its duties, responsibilities, and structure.

GM Toy stated the Board had discussed the possibility of reconvening the Parks and Recreation Advisory Commission and if so, were there amendments they wanted to make to the ordinance.

The Board discussed the difference between a commission and committee and what topics would be appropriate for each. They agreed that some topics were better served staying with the Board.

Serving on a commission was a great way for residents to learn about working with a local government, following the Brown Act and possibly running for the Board in the future. The Board would provide guidance on commission work plan.

The Board agreed to the following modifications to Ordinance 77:

- Membership reduced to 5.

7. REGULAR BUSINESS: Information Items

- A. General Manager report/updates including status of the remodel of the TCSO main offices.
GM Toy presented his report to the Board which included information on Oktoberfest. GM Toy stated the District subsidized the event in the amount of \$12,000. The Board reported residents did not care for the food, complained about the food line and the weather was very cold.

There was no public comment.

- B. Review schedule for future work sessions, special meetings, and events.
GM Toy presented the work session schedule to the Board and asked for feedback. He suggested the Board consider retreat dates for early 2023. The meeting with R3 would be scheduled for November 16 from 8-10am. The Board retreat would be scheduled for February 11, 2023 from 9am-1pm depending on Fernwood's availability. The February work session would be canceled. The Board also had the opportunity to provide feedback on the 2022/2023 priorities and the current event schedule.

There was no public comment.

- C. Receive monthly financial reports.
GM Toy asked the Board for questions. The Board asked that a schedule of annual reports due be included each month as an attachment.
- D. Receive Sewer treatment plant update reports: SASM and SMCSO.
SASM: Dir Brown stated his report was not included in the packet and reported it was a short meeting. Dir Jacobs stated he would attend the October 13 meeting.

SMCSO: Dir Levine reported that the BACWA report on nutrient reduction was available on the SMCSO's website and was expected to go into effect upon operating permit renewals on 2024. Additional Covid sick leave was approved. Projects were on schedule and the next meeting was November 1.

There was no public comment.

- E. Board member Committee/Subcommittee reports.
There were no 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 September 14, 2022 Board Meeting.
- B. Approve resolution regarding continued COVID-19 emergency and TCSO continuing public meetings via Zoom, if needed, pursuant to AB 361.

MOTION TO APPROVE THE CONSENT CALENDAR

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

AYES: 5

NAYS: 0

ABSENT: 0

9. FUTURE AGENDA ITEMS

A. Review of 10/12 meeting

The Board felt the meeting ran long. The presentation from Flood Control added time but was important. The park rules item also ran long, but GM Toy stated he appreciated the guidance offered by the Board.

There was no public comment.

B. Board input for future Board Meeting Agendas

Pres Bartschat suggested scheduling a closed session for the 6-month check-in for the GM. GM Toy stated he could forward the Board his thoughts so far.

There was no public comment.

10. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 10:02pm

President

Secretary

NEXT TCSD BOARD WORK SESSION

October 26, 2022

8:30am Tam Community Center

NEXT REGULAR BOARD MEETING

November 9, 2022

7:00pm Tam Community Center



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

TCSD BOARD OF DIRECTORS WORK SESSION MINUTES WEDNESDAY, OCTOBER 26, 2022, 8:30 A.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 8:30am on Wednesday, October 26, 2022.

2. ROLL CALL

President Steffen Bartschat

Vice President Jeff Brown, Directors Jim Jacobs, Steve Levine

Absent: Matt McMahon

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

Others Present:

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

AYES: 4

NAYS: 0

ABSENT: 1 (MCMAHON)

4. PUBLIC EXPRESSION

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

- There was no public expression

5. REGULAR BUSINESS: Board Actions

- A. Conduct study session on: 1) Parks and Recreation Operations and Facilities Assessment/Five-Year Financial Forecast Study (dated Feb. 2021) prepared by Management Partners and 2) Hanson Associates Parks Asset Inventory and Maintenance Work Plan 2006.
 GM Toy summarized expectations for the work session beginning with

- There was no public comment.

10. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 10:00am

President

Secretary

**NEXT REGULAR BOARD MEETING
NOVEMBER 9, 2022
7:00pm Tam Community Center**

**NEXT SPECIAL BOARD WORK SESSION
NOVEMBER 16, 2022
8:00am Tam Community Center**



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

RESOLUTION NO. 2022-33

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 9th day of November 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President

ATTEST:

Secretary, Tamalpais Community Services District

NOVEMBER 9, 2022

ITEM 7D

RECEIVE QUARTERLY TREASURER'S REPORT

TO: BOARD OF DIRECTORS
FROM: GARRETT TOY, TREASURER
SARAH MEHTAR, FINANCE AND PROGRAMS MANAGER
SUBJECT: RECEIVE QUARTERLY TREASURER'S REPORT

Recommendation

Receive the Treasurer's report for the quarter ending September 30, 2022.

Policy Issues

The California Government Code requires the Treasurer from all local agencies to file regular written reports to its legislative body on the status of their fund balances. Typically, agencies satisfy this requirement with a quarterly report on their investment portfolio. Ideally, the report should be submitted within 30 days following the end of the quarter covered by the report.

The TCSD report includes all investments managed by the District. Short-term cash is invested primarily in an interest-bearing checking account with our primary banking institution, Wells Fargo. Additional cash is invested in the State Treasurer Local Agency Investment Fund (LAIF) to meet the liquidity needs of the District.

Analysis

As of September 30, 2022, TCSD had the following cash and investment balances:

| Institution | Account | August 31, 2022 | September 30, 2022 |
|--------------------|---------------------------|-----------------|--------------------|
| Wells Fargo | General Checking | \$ 304,176.48 | \$ 208,704.40 |
| Wells Fargo | General Savings | \$ 770,827.35 | \$ 521,087.26 |
| Wells Fargo | General Merchant Services | \$ 22,787.58 | \$ 36,793.18 |
| State of CA - LAIF | General Account | \$7,417,439.20 | \$7,417,439.20 |
| TOTALS | | \$8,515,230.60 | \$8,184,024.04 |

State of California Local Agency Investment Fund (LAIF) earned 1.35% as the quarterly apportionment rate for the quarter ending September 30, 2022. The LAIF interest rate for September 2022 was 1.513% which is 0.237 percentage points higher from the prior month and 1.307 percentage points higher from September 2021.

For the quarter ending 9/30/22 (July-Sept), TCSD earned \$7,348.55 in LAIF interest. This is lower compared to quarter ending 6/20/22 (Apr-Jun), when TCSD earned \$11,366.11 in LAIF interest because of higher principal balance at the time.

Impact on TCSD Resources

N/A

Attachment

- A. LAIF Monthly Statement as of September 30, 2022
- B. LAIF Performance Report



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

October 06, 2022

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

TAMALPAIS COMMUNITY SERVICES DISTRICT

GENERAL MANAGER
305 BELL LANE
MILL VALLEY, CA 94941

Tran Type Definitions

Account Number: XXXXXXXXXX

September 2022 Statement

Account Summary

| | | | |
|-------------------|------|--------------------|--------------|
| Total Deposit: | 0.00 | Beginning Balance: | 7,417,439.20 |
| Total Withdrawal: | 0.00 | Ending Balance: | 7,417,439.20 |



PMIA/LAIF Performance Report as of 10/14/22



PMIA Average Monthly Effective Yields⁽¹⁾

| | |
|-----------|-------|
| September | 1.513 |
| August | 1.276 |
| July | 1.090 |

Quarterly Performance Quarter Ended 09/30/22

| | |
|--|---------------------|
| LAIF Apportionment Rate ⁽²⁾ : | 1.35 |
| LAIF Earnings Ratio ⁽²⁾ : | 0.00003699565555327 |
| LAIF Fair Value Factor ⁽¹⁾ : | 0.980760962 |
| PMIA Daily ⁽¹⁾ : | 1.63% |
| PMIA Quarter to Date ⁽¹⁾ : | 1.29% |
| PMIA Average Life ⁽¹⁾ : | 304 |

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 09/30/22 \$222.9 billion

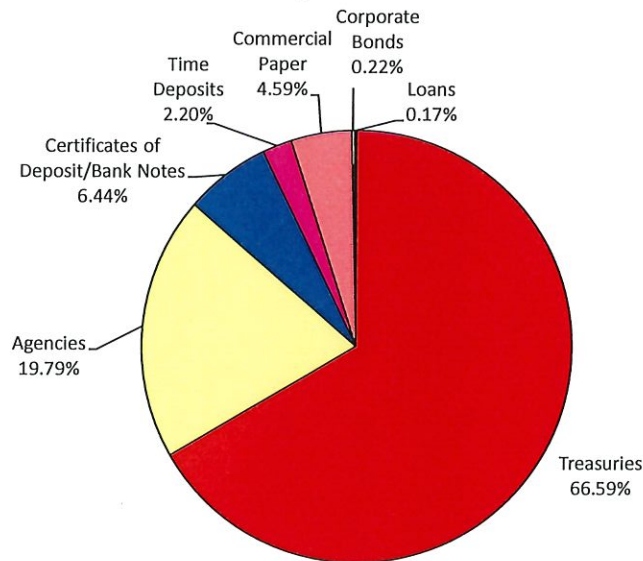


Chart does not include \$3,917,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller