



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, JANUARY 10, 2024

REGULAR SESSION AT 7:00PM

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVENUE, MILL VALLEY 94941

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. Selection of Board President and Vice-President and discussion/consideration of Board committee /agency assignments
- B. Approve Parks & Recreation Commission (PARC) Goals and Priorities for 2024
- C. Award bid to the lowest responsible bidder for the Community Center restroom remodel and accessibility upgrade and approve contingency reserve of \$20,000 for unforeseen field conditions or reject all bids
- D. Receive report on emergency action taken to repair the Bell Lane Pump Station bypass pipe system and authorize General Manager to continue to take emergency actions
- E. Discuss topics for the Annual Board Retreat and future Board Work Sessions
- F. Adopt resolution declaring 1996 Hydro flush truck a surplus vehicle
- G. Adopt the resolution approving the First Amendment to the Employment Agreement between the Tamalpais Community Services District and General Manager, Garrett Toy

6. REGULAR BUSINESS: Information Items

- A. General Manager's report
- B. Receive monthly financial reports
- C. Receive Sewer treatment plant update reports: SASM and SMCS

D. Board member and/or Subcommittee report

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 December 13, 2023, special meeting
- B. Approve minutes of December 13, 2023, regular meeting

8. FUTURE AGENDA ITEMS

- A. Review of meeting
- B. Board input for future Board Meetings

ADJOURNMENT

NEXT REGULAR BOARD WORK SESSION

January 24, 2024

ANNUAL BOARD RETREAT

February 10, 2024

9am to 1:00pm

Location: Fernwood Cemetery, 301 Tennessee Valley Rd, Mill Valley

NEXT REGULAR BOARD MEETING

February 14, 2024

7:00pm

Tam Valley Community Center



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
January 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

**SUBJECT: SELECTION OF BOARD PRESIDENT AND VICE-PRESIDENT AND
DISCUSSION/CONSIDERATION OF BOARD COMMITTEE/AGENCY ASSIGNMENTS**

RECOMMENDATION

Board select and/or make assignments to the committees and/or agencies shown below.

DISCUSSION

In January of each year, the Board typically selects a new President and Vice-President and discusses/considers assignments to committees and other agencies. Below are the current assignments.

- President (current: Director Bartschat)
- Vice President (Director Brown)
- SASM Representative and Alternative (primary: Director Jacobs, Alternate: Director Brown)
- SMCSL Liaison and Alternative (Primary: Director Levine, Alternate: Director Brown)
- Community Center Ad Hoc Subcommittee (Directors Brown and Levine)
- Marin County Special Districts Association representative (General Manager)
- Marin Zero Waste Local Task Force (General Manager)

While many public agencies will annually rotate the President and Vice-President assignments, they may not rotate the assignments to the various committees and agencies unless board members indicate they are no longer interested in being the designated Board representative. The Board may choose to maintain the status quo and keep all assignments the same for 2024.

FISCAL IMPACT

n/a



TAMALPAIS COMMUNITY SERVICES DISTRICT
Staff Report
January 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: APPROVE PARKS & RECREATION COMMISSION (PARC) GOALS AND PRIORITIES FOR 2024

RECOMMENDATION

Approve PARC goals and priorities (workplan) for 2024

DISCUSSION

At its December 8th meeting, PARC approved its 2024 goals and priorities for the TCSD Board's review. This was the result of several PARC meetings to discuss the goals and priorities. Per Ordinance No. 99 , "The Commission shall prepare annual work plans for review and approval by the Board, unless such a requirement is waived by the Board." PARC's goals and priorities are, in essence, a workplan given its level of detail with regard to actions to be undertaken to accomplish a goal. While PARC did work on these goals and priorities in 2023, since it is the beginning of the new year, staff is recommending these be the PARC goals and priorities as well as the workplan for calendar year 2024.

Please note some of the goals and priorities are longer term, but PARC would begin working on them in 2024. PARC will make a brief presentation at the meeting regarding its goals and priorities as well as provide an update on other activities.

FISCAL IMPACT

n/a

ATTACHMENTS

PARC goals and priorities

V.3 DRAFT 12 2023

GOALS & PRIORITIES FOR THE PARKS & RECREATION COMMISSION (PARC)

The Tamalpais Community Services District (TCSD) Parks and Recreation Commission (PARC) is an advisory group of five commissioners appointed by the TCSD Board of Directors. As described by the Board, PARC "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." (*Ordinance No. 99 – adopted December 14, 2022*)

PARC is further guided by Ordinance No. 94, which refers to the establishment of standards and regulations to optimize the use of the District's recreational resources in alignment with the safety, comfort and enjoyment of users and neighbors as well as the preservation of those resources.

In all of its work, PARC is advisory to the Board of Directors and aligns its actions and recommendations with the Mission of the Tamalpais Community Services District, "*to protect and enhance a healthy community in Tamalpais Valley.*"

Goals

In order to assist and advise the District on policies relevant to Ordinance No. 94 and Ordinance No. 99:

PARC will develop a thorough understanding of existing TCSD Parks and Recreation assets, including facilities and programs, challenges and opportunities, and the interests and needs of residents in the TCSD community.

- Review existing Parks and Recreation policies.
- Review Parks and Recreation budgets, future anticipated expenditures and sources of revenue
- Meet with key staff relevant to management of Parks and Recreation assets and programs
- Review the annual calendar of current recreational events, and develop an understanding of past events that are not currently occurring
- Evaluate usage of the parks and other TCSD facilities
- Conduct onsite inspections of each park and other recreational assets
- Encourage all Parks and Recreation users to attend PARC meetings, and share perspectives with PARC commissioners
- Elicit the perspectives and priorities of each member of the Board of Directors, informed by their years of experience concerning TCSD
- Review the results of the upcoming community-wide survey commissioned by the Board of Directors to elicit perspectives of community members

PARC will use the information gained through the strategies identified above to advise the Board of Directors as needed regarding any modification of existing policies as well as creation and implementation of any new policies that support the mission to protect and enhance a healthy community and reflect the preferences and expressed needs of TCSD residents.

V.3 DRAFT 12 2023

Priorities

In the course of working towards its goals, PARC will:

- Advise, contribute to and assist in the completion of the upcoming TCSD community survey, to be professionally designed and administered.
- Continue gathering information from multiple sources to identify the optimal balance of public engagement and the existing TCSD facilities.
- Use the information obtained from the community survey and complementary sources of information to advise the Board of Directors regarding current and potential PARC programming, with particular attention to any programmatic needs to be served or gaps to be filled for Tamalpais Valley residents,
- Consider the addition of program opportunities including but not limited to:
 - Senior programs/activities
 - Commissioner "sponsored" events and/or activities such as a speakers' series or book club.
 - Sustainability-related activities or topics
 - Marin Humane classes
 - Community Garden
 - Community Choral group
 - Farmers' Market
 - Adopt a Park program
 - Bocce Ball Court
- Assess, advise and support the TCSD volunteer program.
- Advise the TCSD Board of Directors of any potential opportunities for increased revenue through PARC programming.
- Advise and support the TCSD Board of Directors and management regarding effective public outreach.
- Identify opportunities to enhance community education about and understanding of policies, rules and management of parks and facilities
- Assess Current Recreational Programming and Potential for Enhancements, using the results of the community survey and complementary sources of information, with consideration to opportunities including but not limited to:
- Develop an understanding of the vision of the Board of Directors and the opportunities and needs for a new community gathering place.



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
January 10, 2024

TO: BOARD OF DIRECTORS

FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER

SUBJECT: AWARD BID TO THE LOWEST RESPONSIBLE BIDDER FOR THE COMMUNITY CENTER RESTROOM REMODEL AND ACCESSIBILITY UPGRADE AND APPROVE CONTINGENCY RESERVE OF \$20,000 FOR UNFORESEEN FIELD CONDITIONS OR REJECT ALL BIDS

(Note: Bids were opened on January 4, 2024, at 2:00pm. This staff report is a place holder for bid award or rejection. The project engineer should be able to complete his review and analysis by the meeting.)

RECOMMENDATION

Adopt resolution (resolution will be available at the meeting)

BACKGROUND

At its September meeting, the Board approved the final design of the project that meets the ADA guidelines requiring a minimum turnaround radius of sixty (60) inches, as well as current accessibility requirements for grab bar, mirror, bath accessories, soap, and towel dispensers.

DISCUSSION

The bid notice was advertised in the Marin IJ and posted to plan exchanges as required in late November 2023. The formal bid opening was scheduled for January 4, 2024. Eight (8) contractors submitted bids (see attached bidders list). The bid requested the renovation consisting of partial demolition of the existing men's and women's bathrooms and then renovation thereof into two separate gender-neutral bathrooms. The renovations are entirely within the footprint of the existing Community Center building. The bid is awarded based on the base bid.

District staff and Nute Engineering staff, Pippin Cavagnaro, P.E., are in the process of reviewing the bids and will have a recommendation at the meeting. We will also be recommending a project contingency of \$20,000 (approx. 15%) to cover unforeseen field conditions.

FISCAL IMPACT

The FY23-24 CIP budget allocated \$130,000 of Measure A funds for the Community Center restroom remodel and accessibility upgrade. This amount includes both design and construction phases. Design costs are \$28,450 and the apparent lowest bid received is

approximately \$142,000. In addition, a recommended contingency amount of \$20,000 equals a total project amount of \$190,450. Therefore, additional Measure A funding will need to be budgeted and staff recommends allocating \$61,000 from the Community Center Stage Improvements project. The stage project, budgeted at \$110,000, is still in design, with construction not expected to begin until FY24-25.

ATTACHMENT

A. Bidders List

BID SUMMARY

TAMALPAIS COMMUNITY SERVICES DISTRICT
 COMMUNITY CENTER RESTROOM REMODEL AND
 ACCESSABILITY UPGRADE

Bid Opening: 2:00 pm
 Date: January 4, 2024
 Job No: 9133
 Engineers Est: \$

CONTRACTOR	AMOUNT
M3 Integrated Services	160,048
Buhler Commercial	335,121
DMR Builders	141,250
CWS construction Group INC	285,000
Streamline Builders	271,500
CF Contracting	478,200
FRC Inc	234,830
PRO-Ex Construction, Inc	173,300



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
January 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: RECEIVE REPORT ON EMERGENCY ACTION TAKEN TO REPAIR THE BELL LANE PUMP STATION BYPASS PIPE SYSTEM AND AUTHORIZE THE GENERAL MANAGER TO CONTINUE TO TAKE EMERGENCY ACTIONS

RECOMMENDATION

Receive report on emergency action taken to repair the Bell Lane Pump Station bypass pipe system and authorize the General Manager to continue to take emergency actions.

DISCUSSION

On December 20, 2023, staff noticed that the emergency exterior pressure bypass pipe behind the Bell Lane Pump Station had risen out of its fitting at an alarming rate. Staff first noticed the displacement (approx. 1 inch) in September 2023 and had been monitoring the situation. However, sometime in mid-December the pipe moved another 4-5 inches in the course of a few days. The pipe is being displaced by the entire unit tilting to the right which "pulls" the pipe up. The tilting is caused by soil subsidence/movement over time which is exacerbated by rainfall.

Staff called out Maggiora & Ghilotti (M&G) and Nute Engineering on December 21st to evaluate the situation and to recommend temporary measures to address the movement. M&G temporarily ratcheted the pipe back down (1.5-2 inches) with chains to stabilize the pipe. In the picture below you can see the portion of the pipe that is being secured. If you look closely, the unpainted portion of the pipe (with ruler taped to it) shows the displacement. All the valves are closed to the bypass pipe, but there is some pressure in the pipe probably due to leaks in the valve seals. The flanges are also leaking a bit.

The TCSD engineer believes the temporary repair will hold until the repairs can be made. The planned repair will add structural support to keep the unit from moving in the future, replace two valves, all the flanges, and a portion of pipe, if needed. Most everything else can be kept. I authorized the repair under my emergency authority. The M&G estimate for repair is approximately \$33,000. While we initially planned to have the repair done the first week of January, the weather has not cooperated, so we are waiting for a dry period to perform the work. The work is anticipated to take 2 days.



Per TCSD's adopted purchasing policies, the General Manager may exceed his purchasing authority (\$25,000) for emergencies but must report at the next Board meeting the action taken. We will continue to perform the repair under the General Manager's emergency authority, but I will continue to report back at the Board meetings on the repair until the work is completed.

FISCAL IMPACT

Approximately \$33,000 for the repair work. This will be charged to the Wastewater budget.



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
January 10, 2024

TO: BOARD OF DIRECTORS
FROM: GARRETT TOY, GENERAL MANAGER
SUBJECT: DISCUSS TOPICS FOR THE ANNUAL BOARD RETREAT AND FUTURE BOARD WORK SESSIONS

RECOMMENDATION

Discuss topics for the annual board retreat and future board work sessions.

DISCUSSION

The Board conducts an annual retreat. This year the retreat is scheduled for Saturday, February 10th from 9:00am to 1:00pm at the Fernwood Cemetery office/remembrance room.

Similar to the 2023 retreat, staff plans to facilitate the retreat which will allow all the board members to be full participants at the retreat. Typically, management staff will prepare the agenda and materials for the retreat but will ask Board members to do some "homework" prior to the meeting. Homework consist of Board members submitting their thoughts prior to the retreat regarding such issues as key accomplishments and topics for discussion. Staff compiles and categorizes the items received from the Board in advance of the retreat in an effort to use the limited time more efficiently at the retreat.

The retreat will have time dedicated to the following key topics:

- 2023 Accomplishments
This is a list of key accomplishments in 2023.
- FY22/23 Goals and Priorities
At the retreat, staff will provide a status update of the goals and priorities. The Board may determine that one or more of the FY22/23 Goals and Priorities should be carried over to FY23-24.
- SWOT analysis
Strengths, Weaknesses, Opportunities, and Threats (e.g., frustrations, challenges); This includes comments on "things that went well" and issues/items to address in the future.
- FY23-24 Goals/Priorities/Opportunities
Discussion of new goals for FY23-24. The list would be brought to a future Board meeting for approval.

- General discussion on Strategic Plan/Master Plan components
Staff will provide a status update on the schedule for implementing the recommendations 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
- General discussion on operations and personnel policies
We would like to broach some ideas for enhancing operations and revising some personnel policies.
- General discussion on events
We will have an opportunity for the Board to discuss TCSD events and other activities.
- Administrative policies/procedures
Staff will check-in with the Board regarding specific administrative policies/practices/procedures such as changes to agenda format or staff reports. The question is usually phrased as: "What's working and what's not?"

Staff will distribute the "program" for the retreat at the meeting which will have more detail on format and order of topic discussions

Work Session Topics

In the past, the Board has also discussed future work session topics. Staff is recommending the following topics for work sessions through July 2024.

January 24, 2024	Operational issues regarding Solid Waste and Wastewater
February 28 th	Cancel due to retreat on February 10 th
March 27 th	Cancel due to General Manager vacation
April 24 th	CIP budget
May 22 nd	Annual Budget workshop
June 26 th	Field trip to parks
July 24 th	Field trip to TCSD corporation yard

FISCAL IMPACT

n/a

ATTACHMENT

2024 Board meeting and work session schedule



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

TCSO 2024 BOARD MEETING SCHEDULE

REGULAR BOARD MEETINGS – Second Wednesday of each month – 7:00pm at Tam Valley Community Center
 REGULAR BOARD WORK SESSIONS – Fourth Wednesday of the Month- 8:30am at Tam Valley Community Center
MEMBERS OF THE PUBLIC ARE INVITED TO ALL OPEN MEETINGS

DATE	TYPE <i>(Specific Topic for work sessions)</i>	LOCATION
1/10/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
1/24/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
2/14/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
2/10/24	BOARD PLANNING RETREAT	FERNWOOD CEMETERY (9am-1pm)
2/28/24	BOARD WORK SESSION	CANCELED
3/13/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
3/27/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
4/10/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
4/24/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
5/8/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
5/22/24	BOARD WORK SESSION <i>(Budget Workshop)</i>	TAM VALLEY COMMUNITY CENTER
6/12/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
6/26/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
7/10/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
7/24/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
8/14/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
8/28/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
9/11/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
9/25/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
10/9/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
10/23/24	BOARD WORK SESSION	TAM VALLEY COMMUNITY CENTER
11/13/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
12/11/24	BOARD MEETING	TAM VALLEY COMMUNITY CENTER
11/27/24 & 12/25/24	NO BOARD WORK SESSIONS	Thanksgiving Recess & Winter Break

Tam Valley Community Center, 203 Marin Drive, Mill Valley
 Agendas for public meetings are located either in the bulletin board at TCSO's Main Office or online at www.tamcsd.org



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
January 10, 2024

TO: BOARD OF DIRECTORS

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: ADOPT RESOLUTION DECLARING THE 1996 HYDRO-FLUSH TRUCK A SURPLUS VEHICLE

RECOMMENDATION

Adopt resolution declaring the 1996 hydro-flush truck a surplus vehicle

DISCUSSION

In August 2022, the Board authorized the purchase of a new hydro-vector truck to replace the 1996 hydro-flush truck. The current hydro-flush truck is on the list to be removed from the service fleet based on Bay Area Air Quality Management District (BAAQMD) and Environmental Protection Agency (EPA) rules that are being updated to remove older commercial trucks from service due to emissions standards.

The new truck has arrived. Per TCSD adopted purchasing policy, the Board must declare the older vehicle surplus in order for staff to take actions to dispose of the vehicle. Staff is in the process of researching companies that would auction off and/or buy/sell this vehicle for TCSD. The possibility exists that TCSD could sell this vehicle to an out-of-state entity or agency. If no companies can be found to our satisfaction, the other option is to sell the vehicle for parts. Staff will provide updates to the Board on our progress and will return to the Board for direction, if needed.

The new hydro-vector truck will provide staff with much greater cleaning capability. We now have a combined hydro-vector function which will allow for more precise cleaning with the use of modern controls.

FISCAL IMPACT

The final cost of the vehicle including tax was approximately \$399,000. The Board allocated \$400,000 from the 2020 Certificates of Participation (COP) debt financing for the purchase.

ATTACHMENTS

- A. Images of new and old truck
- B. Resolution





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. 2024-24

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT DECLARING THE 1996 HYDRO-FLUSH VEHICLE TO BE SURPLUS AND AUTHORIZING THE GENERAL MANAGER TO DISPOSE OF THE VEHICLE

WHEREAS, TCSD purchased a new hydro-vactor truck to replace the aging 1996 hydro-flush truck; and

WHEREAS, TCSD's current 1996 hydro-flush truck is on the list to be removed from the service fleet based on Bay Area Air Quality Management District (BAAQMD) and Environmental Protection Agency (EPA) rules that are being updated to remove older commercial trucks from service due to emissions standards; and

WHEREAS, the new truck would provide increased function for the sewer enterprise in proactive cleaning and in Sanitary Sewer Overflow (SSO) response that is necessary for compliance with two US EPA Administrative Orders that TCSD is under; and

WHEREAS, there is no longer any use or need for the 1996 hydro-flush truck.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT, that TCSD declares the 1996 hydro flush truck as surplus to the needs of TCSD and disposing of the vehicle is to the benefit of TCSD.

BE IT FURTHER RESOLVED THAT, the General Manager is authorized to do everything necessary and appropriate to dispose of the vehicle.

The foregoing resolution was adopted at a regular meeting of the Board of Directors of the Tamalpais Community Services District, County of Marin, California, held on the 10th day of January 2024, by the following vote:

AYES:
NAYS:
ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District



TAMALPAIS COMMUNITY SERVICES DISTRICT
Staff Report
January 10, 2024

TO: BOARD OF DIRECTORS

FROM: JANE COLESON, GENERAL COUNSEL

SUBJECT: ADOPT THE RESOLUTION APPROVING THE FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE TAMALPAIS COMMUNITY SERVICES DISTRICT AND GENERAL MANAGER, GARRETT TOY

RECOMMENDATION

Adopt the resolution approving the First Amendment to the Employment Agreement between the Tamalpais Community Services District and General Manager, Garrett Toy.

BACKGROUND

The Tamalpais Community Services District entered into an Employment Agreement with Garrett Toy for the position of General Manger on May 11, 2022. Section 5, Leave, of the Employment Agreement addresses the specifics of vacation leave, holiday granted, and sick leave.

DISCUSSION

Upon conclusion of a successful annual evaluation, the Board of Directors is increasing the General Manager's compensation package to include a one-time allocation of sixty (60) hours of administrative leave, effective January 1, 2024. This allocation of administrative leave may not be cashed-out.

FISCAL IMPACT

No impact.

ATTACHMENTS

- A. Resolution
- B. First Amendment to Employment Agreement



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. 2024-25

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT ADOPTING THE FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE DISTRICT AND GARRETT TOY

WHEREAS, the Tamalpais Community Services District entered into an Employment Agreement with Garrett Toy for the position of General Manger on May 11, 2022;

WHEREAS, Section 5, Leave, of the Employment Agreement addresses the specifics of vacation leave, holiday granted, and sick leave;

WHEREAS, upon conclusion of a successful annual evaluation, the Board of Directors is increasing the General Manager’s compensation package to include a one-time allocation of sixty (60) hours of administrative leave.

THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District approves and adopts the First Amendment to the Employment Agreement between the Tamalpais Community Services District and Garrett Toy, attached as Exhibit A and incorporated herein by reference.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Services District at a duly noticed meeting held in said District on the 10th day of January 2024 by the following vote:

AYES:

NAYS:

ABSENT:

Steffen Bartschat, President

ATTEST:

Secretary, Tamalpais Community Services District

**FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE
TAMALPAIS COMMUNITY SERVICES DISTRICT AND GARRETT TOY**

This First Amendment to the Employment Agreement between the Tamalpais Community Services District and Garrett Toy is made on this 10th day of January, 2024, by and between the Tamalpais Community Services District ("District") and Garrett Toy ("General Manager").

1. Section 5, Leave, is hereby amended to add the following term to the section:

“ 5(d) The General Manager shall be entitled to a one-time allocation of sixty (60) hours of administrative leave, effective January 1, 2024. This allocation of administrative leave shall not be paid as cash.”

2. All other provisions of the Employment Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this First Amendment to the Employment Agreement to be executed on the date first written above.

TAMALPAIS COMMUNITY
SERVICES DISTRICT:

GENERAL MANAGER

Steffen Bartschat
President, Board of Directors

Garrett Toy

ATTEST:

Board Secretary



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
Board Meeting
January 10, 2024

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

RECOMMENDATION

Receive and discuss the December 2023 General Manager's report.

DISCUSSION

Wastewater Statistics and Work

- December flow through Bell Lane Pump Station: 12,140,500 gallons
- December flow through Bob Bunce Pump Station: 184,908 gallons
- Rain: 7.45 total inches
- Sewer Spill: 2
 - Date: 12/26/2023
 - Approx. Location: 430 Durant Way
 - Approx. 203 gallons
 - Cause: roots and debris in mainline

- Date: 12/30/2023
 - Approx. Location: 306 Ashton Lane
 - Approx. 113 gallons
 - Cause: Ashton Lane spill was a result from the cleaning at 430 Durant. Contractor probably did not completely catch all roots/debris when cleaning segment. The material cascaded approximately 800 feet downstream. This backed up and overflowed at manhole above 306 Ashton Lane. Stoppage at some point cleared itself as there was no overflow upon arrival.
- Lateral Inspections Jan.-Dec. 2023: 73 (for resales, ADU's, CIP, other)

Solid Waste Statistics and Work

SOLID WASTE CALLS FOR SERVICE 2023

TYPE OF SERVICE	Month													
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
Missed pick-up	26	27	20	20	18	25	39	27	18	26	31	25		
New Service request	2	2	5	7	12		3	9	6	16	10	6		
Replacement carts	17	8	10	6	8	18	10	13	8	8	8	10		
Dumpsters	14	11	5	7	4	4	6	3	3	9	13	12		
Extra trash pick-up	17	20	17	16	12	11	11	15	7	12	11	11		
Late put out	2	4	2	-	1	2	1	1	2	3	-	4		
Other	-	-	-	<u>1</u>	<u>2</u>	-	4	8	6	-	-	1		
Total	78	72	59	57	57	60	74	76	50	74	73	69		
													YTD Total	799
													Monthly Avg.	67

Parks & Recreation

Below is a summary of TCSD events in December. Spaghetti Bingo is included because we have more refined information which was not available for the Board’s November meeting.

Spaghetti Bingo (10-20-23)

Tickets sold: 102 (89 online, 13 at the door)

Total gross ticket sales: \$890
 Bar donations: \$180
 Total Revenue- \$1070

Food costs: \$653
 Prizes: \$ 30
 Wine: \$125
 Total Expenses: \$808
 No PT Staff Costs

Net Revenue: \$262

Note: Does not include \$300 cost of supplies we can reuse (e.g., new bingo cards, butcher paper, signage). Also, gross sales does not reflect Eventbrite service fees.

Jolly Jingles (12-2-23)

No revenue
 Food Costs: \$190
 No PT Staff Costs

Attendance – we estimate 80-90 based on how many of the available seats were filled.

Breakfast with Santa (12-9-23, 9:00am and 10:30am)

Tickets Sold: 181 – (83 first seating, 85 second seating, 13 at the door)

Total Ticket sales: \$2,715

Total Food and Craft Costs - \$717

No PT Staff Costs

Net Revenue: \$1,998

Administration

- Office Holiday Hours- The office was open from 8:am to 12:00pm (half day) on 12/22 and 12/29. We were closed for Christmas on 12/25 and New Year's day on 1/1/24.
- Next PARC meeting is 1-12-24



TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report
January 10, 2024

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

RECOMMENDATION

Receive and file the December 2023 financial reports.

BACKGROUND

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 (checks & 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
Mid-year budget report	Feb

Please note that Fiscal Year Quarters are as follows:

1 st Quarter (July-Sept)	Report in November
2 nd Quarter (Oct-Dec)	Report in February .
3 rd Quarter (Jan-Mar)	Report in May
4 th Quarter (Apr-June)	Report in August

The staff quarterly reports lag the actual quarters because the Board meets the Second Wednesday of each month. As a result, often the data cannot be compiled and analyzed by the Board meeting after the quarter ends. However, from time to time, a quarterly report may be delayed by an additional month due to other factors (e.g., vacations), but for the most part staff will meet the above schedule.

DISCUSSION

As of December 31, 2023, TCSD had the following cash and investment balances:

Institution	Account	30-Nov-23	31-Dec-23
Wells Fargo	General Checking	\$ 243,370.21	\$ 110,779.94
Wells Fargo	General Savings	\$ 614,332.04	\$ 9,140,947.71
Wells Fargo	General Merchant Services	\$ 10,369.64	\$ 14,301.65
State of CA - LAIF	General Account	\$ 8,558,468.92	\$ 2,858,468.92
Total Balances		\$ 9,426,540.81	\$ 12,124,498.22

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 proprietary funds based on service fees, whereas the Parks and Recreation fund is a governmental fund supported primarily by ad valorem property tax revenues and Measure A parks funds generated by sales tax revenues. Expenses for each of the three funds are tracked separately.

MONTHLY REPORTS

The disbursement reports for December 2023 are attached to this report (Attachment A). The largest disbursement for the period was to Sausalito-Marin City Sanitary District, \$1,194,000.54 as the first installment for the Wastewater Treatment for FY2023-24.

The year-to-date annual budget report (Attachment B) is through the end of December 2023. The report gives the cumulative totals for the fiscal year with budget comparisons. YTD Parks and Recreation revenues are \$741,276.89, which is 60% of the budget. YTD Wastewater revenues are \$3,376,866.40, which is 55% of the budget. And, YTD Solid Waste revenues are YTD \$1,628,544.62, which is 58% of the budget.

The County disburses payments for Wastewater and Solid Waste services, collected through property tax bills, to public agencies in installments. The District received its first disbursement for the fiscal year from the County of Marin in December and it meets approximately 50% of the revenue projections, while later payments are expected in April and June. The first installment total was \$5,153,003.55, of which \$7,554.17 was deducted as admin fees by the County. The revenue is broken down as: \$3,202,361.81 for Wastewater, \$1,539,096.79 for Solid waste and \$411,544.95 for Parks and Recreation.

FISCAL IMPACT

N/A

ATTACHMENTS

- A. Monthly Disbursement Reports
- B. Year-to-Date Annual Budget Reports



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

Date	Name	Memo	Amount
12/20/2023	Regas Group Environmental Consultants	Asbestos Inspection at Community Center	\$ 1,350.00
12/20/2023	Marin Municipal Water Dist. - MMWD	627 Eastwood Wy Irrigation 9/27/23 - 11/27/23	\$ 1,150.68
12/20/2023	Marin Municipal Water Dist. - MMWD	Water Kay Park 9/27/23 - 11/27/23	\$ 750.72
12/14/2023	World Centric	Supplies for all events - Compostable Plates and Cups	\$ 646.50
12/07/2023	FasTrak	Bridge Account Replenishment	\$ 510.00
12/20/2023	Able Tire and Brake	95: Repair Flat Tire - Service Call	\$ 389.77
12/20/2023	Marin Municipal Water	Water 203 Marin 9/27/23 - 11/27/23	\$ 362.27
12/01/2023	Microsoft	Software Licenses	\$ 350.00
12/13/2024	Pig in a Pickle	Staff Holiday Lunch	\$ 340.04
12/06/2023	Verizon Wireless	Device & Data Plan	\$ 305.34
12/03/2023	Comcast	Internet Nov 18-Dec 17, 2023 @ 305 Bell Ln.	\$ 256.26
12/01/2023	Go To Communications, Inc.	(415)388-6393 Voice & Data Lines and Wireless Services	\$ 251.16
12/06/2023	GoDaddy.com	Domain Registration for TAMCSD website for 5 years	\$ 221.08
12/14/2023	World Centric	Supplies for all events - Compostable Cutlery	\$ 154.60
12/11/2023	Safeway	Extra Food for Breakfast with Santa	\$ 144.79
12/20/2023	Marin Municipal Water	Water 305 Bell Lane 9/27/23 - 11/27/23	\$ 142.75
12/03/2023	Comcast	Internet Nov 13-Dec 12, 2023 @ 203 Marin Ave	\$ 141.59
12/04/2023	Smart & Final	Jolly Jingles Food Supplies	\$ 136.58
12/11/2023	Costco	Holiday Events, Kitchen Supplies and Board Meeting Supplies	\$ 135.12
12/08/2023	QuickBooks Time, Inc.	Online Time Card Service- Nov 2023	\$ 132.00
12/20/2023	Marin Municipal Water Dist. - MMWD	Water Eastwood Restroom 9/27/23 - 11/27/23	\$ 122.53
12/06/2023	Verizon Wireless	Data Plan for Refuse Driver's iPads	\$ 120.48
12/13/2023	Whole Foods	Board of Directors Mtg, Holiday Gathering, Dec 2023	\$ 109.98
12/08/2023	Terminix	Pest Control Servicing at Community Center & Main Office	\$ 106.00
12/21/2023	Launder It	Laundry - Breakfast with Santa and Blue tablecloths for Board Meetings	\$ 86.00
12/12/2023	Amazon.com	Misc. Tools	\$ 83.24
12/20/2023	Marin Municipal Water Dist. - MMWD	Water Cabin 9/27/23 - 11/27/23	\$ 79.82
12/19/2023	Amazon.com	Napking Dispenser Refill	\$ 77.82
12/04/2023	Safeway	Cookie Decorating for Breakfast with Santa	\$ 75.96



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

Date	Name	Memo	Amount
12/04/2023	Costco	Holiday Events, Comm. Ctr. Supplies and Board Meeting Supplies	\$ 66.61
12/21/2023	Zazzle	Office Employee ID Cards	\$ 63.93
12/07/2023	Grainger	Maint. Supplies	\$ 55.99
12/11/2023	Laundry It	Laundry - Jolly Jingles	\$ 55.00
12/14/2023	BingBanners	Crabfeed 2024 Sign Update	\$ 51.59
12/04/2023	Walmart	Jolly Jingles Food Supplies	\$ 33.28
12/13/2023	Shutter Stock	Stock Images for P&R	\$ 29.00
12/11/2023	Bob's Donuts	For Volunteers at Breakfast with Santa	\$ 28.25
12/11/2023	UPS Store	Notary Services	\$ 15.00
12/01/2023	Zazzle	Office Employee ID Cards	\$ 10.97
12/13/2023	Whole Foods	Board of Directors Mtg, Holiday Gathering, Dec 2023	\$ 8.64



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
12/14/2023	44466	Sausalito-Marín City SD	2023-24 Wastewater Treatment Pmt 1 of 2	\$ 1,194,000.54
12/14/2023	44478	U.S. Bank Trust National Assoc. - C.O.P	COP- Wastewater Debt Service Payment 7	\$ 1,042,498.98
12/15/2023		QuickBooks Payroll Service	Created by Payroll Service on 12/14/2023	\$ 90,674.89
12/29/2023		QuickBooks Payroll Service	Created by Payroll Service on 12/28/2023	\$ 66,142.10
12/01/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/30/2023	\$ 64,240.96
12/06/2023	100696	Kaiser Foundation Health Pln	October 2023 Medical	\$ 17,443.56
12/15/2023	100727	Marin County Employees Retirement Sys.	PP25 2023 Dec 02 - Dec 15, 2023	\$ 15,865.88
12/01/2023	100682	Marin County Employees Retirement Sys.	PP24 2023 Nov 18 - Dec 01, 2023	\$ 14,121.45
12/01/2023	100691	Marin Sanitary Service	Nov 2023 Solid Waste 126.01 tons @\$110.99/T	\$ 13,985.89
12/06/2023	100699	J. W. Mobile/Napa Truck Service	12, 6, 7 and 15 : Maint. & Repair	\$ 10,870.42
12/20/2023	100734	Mark Horton Architecture	Com Ctr stage ADA access, billing thru 11/1/23	\$ 10,778.00
12/06/2023	100697	Marin Resource Recovery Center	Green Waste, 100.37 Tons @ \$102.48/T, Nov 2023	\$ 10,286.25
12/06/2023		U. S. Bank Corporate Payment System	Credit Card Purchases - Statement Nov 22, 2023	\$ 6,743.80
12/15/2023	100718	Marin County Employees	PEPRA W/H PP25 2023 Dec 02 - Dec	\$ 5,637.34
12/08/2023	100703	County of Marin DOF Payroll	Oct 2023 Retiree Medical Expenses	\$ 5,523.79
12/08/2023	100708	Roy's Sewer Service, Inc.	Scheduled Maint. Nov 2023 - Flushed lines	\$ 5,350.00
12/01/2023	100680	Marin County Employees Retirement Sys.	PEPRA W/H PP24 2023 Nov 18 - Dec 01, 2023	\$ 5,016.85
12/15/2023	100723	Diesel Direct	885.4 gal Diesel, for Above Ground Tank and 404.5 gal Diesel, for Under Ground Tank	\$ 4,784.05
12/08/2023	100714	Forrester, Susan or Bruce	Refund - Base Charge Adjusted for 2020, 2021, 2022 (Duplex to Single-family)	\$ 4,133.18



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
12/08/2023	100709	State Water Resources Control Board	7/1/23-6/30/24, annual permit fee	\$ 3,746.00
12/01/2023	100687	County of Marin Central Collections	2023 Hazardous Materials & Underground Storage Tank Permit	\$ 3,495.00
12/20/2023	100736	Spec. Dist. Risk Mgmt. Auth. (SDRMA)	Insurance Claims Deductible	\$ 3,384.91
12/11/2023	44470	Delta Dental	Nov and Dec 2023 Employee Dental Coverage	\$ 3,261.72
12/15/2023	100721	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Nov 2023, 8 Trips, 12.38 tons	\$ 2,731.19
12/13/2023	100717	Ray Gaskin Service	Misc. Part	\$ 2,345.55
12/01/2023	100690	Jill Kalehua, Daily Money Mgmt Services	Nov 2023, sub for Finance Manager	\$ 2,138.07
12/01/2023	100692	Pacific Window Cleaning & Janitorial, Inc	Cleaning Services November 2023	\$ 1,800.00
12/01/2023	100715	Expertees Inc.	Staff Shirts for 2023 Creekside Fridays	\$ 1,528.09
12/08/2023	100711	U.S. Bank Trust National Assoc. - C.O.P	Administration & Transaction Fees For C.O.P. Funds	\$ 1,431.00
12/01/2023	100693	Pacific Gas & Electric	Office, Shop, Cabin and CC Gas & Electricity and Kay Park and Eastwood Electricity	\$ 1,299.53
12/08/2023	100712	UBEO West LLC- RMC	Copier Lease 11/20- 12/19/23	\$ 918.02
12/20/2023	100732	AT&T	415-389-8722, Bunce Pump Stn 12/11-11/10	\$ 663.16
12/08/2023	100700	AT&T	Community Ctr Alarm Phone Lines 11/19/23-12/18/23	\$ 647.94
12/08/2023	100704	Matrix Computer Solutions	IT services	\$ 565.00
12/08/2023	100705	Miller Starr Regalia	Greene Vs. Kenyon Litigation, October 2023	\$ 560.00
12/13/2023	100716	Cintas	Carpets, Towels, Soap	\$ 517.46
12/01/2023	100681	Employee Personal W/H	Employee Personal W/H	\$ 500.00
12/15/2023	100719	Employee Personal W/H	Employee Personal W/H	\$ 500.00
12/08/2023	100702	BiRite	Food for Breakfast with Santa	\$ 424.99
12/01/2023	100689	G. Moran Construction, Inc.	Marin View Park Bridge Repair Handle	\$ 400.00
12/20/2023	100731	Johnson Controls Security Solutions	Jan-Mar 2024, Monitoring Alarm - 203 Marin Ave	\$ 399.12



Tamalpais Community Services District
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
12/08/2023	100707	Norfield Development Partners LLC.	USA / 811 Locator LOGiX product - Renewal Invoice Nov23-Nov24	\$ 393.75
12/20/2023	100730	Johnson Controls Security Solutions	Jan-Mar 2024, Monitoring Alarm - 305 Bell Ln	\$ 352.67
12/01/2023	100688	AT&T	415-389-8722, Bunce Pump Stn 11/11-12/10	\$ 327.23
12/08/2023	100706	Napa Auto Parts- DNG Enterprises	4: Parts	\$ 317.68
12/20/2023	100729	Ross Recreation Equip. Co., Inc.	Eastwood Playgroud Maint. Parts	\$ 300.25
12/15/2023	100724	North Bay Bottling	Drinking Water Nov'23	\$ 270.00
12/01/2023	100683	Dudnick, Andy	Music for Jolly Jingles	\$ 250.00
12/20/2023	100733	Dabbs, Sherman (v)	Boot Allowance 2023	\$ 247.00
12/08/2023	100701	Atco Pest Control	Pest Control for Eastwood Park	\$ 225.00
12/08/2023	100710	Stericycle, Inc.	Dec 2023 Medical Waste Services	\$ 185.66
12/15/2023	100720	AT&T	Internet Svc.	\$ 181.90
12/20/2023	100728	Ramos, Orlando (v)	Reimbursement for Physical DOT exam	\$ 170.00
12/20/2023	100735	Perfect Timing Personnel Services, Inc.	Front Desk Sub: Dec 15, 2023	\$ 167.85
12/11/2023	44469	VSP Vision Service Plan (CA)	Employee Vision Coverage Dec 2023	\$ 133.67
12/27/2023		Schwartz, Jack (v)	Reimbursement Seniors' Lunches	123.94
12/15/2023	100722	Best Best & Kreiger	Attorney fees - Nov	122.50
12/06/2023	100695	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	115.43
12/06/2023	100694	Udaloff, Nicholas (V)	Reimburse for Kaiser Medical Exam DOT	115.00
12/08/2023	100713	Water Components & Building Supply Inc.	USA/811 Marking Paint	99.46
12/06/2023	100698	Goodman Building Supply Co.	P&R General Supplies, Sealant for Trim at C.C., Repair Heater in Shop	52.14
12/20/2023	44521	Optum Financial (COBRA)	Oct- COBRA Administration for TCSD Staff	4.44



TAMALPAIS COMMUNITY SERVICES DISTRICT
Year-to-Date Budget Report
FY 2023-24

	WASTEWATER DEPT.			
	Dec 2023 (50% of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4101 · Sanitation Service Charges	\$ 3,218,329.69	\$ 6,032,000	53%	
4103 · Permits/Lateral Connection Fees	\$ 11,425.00	\$ 31,200	37%	
4104 · Muir Woods Sanitaion Svc. Chrg.	\$ 74,545.37	\$ 55,906	133%	
4420 · Interest Revenue	\$ 72,566.34	\$ 26,700	272%	
Total Revenue	<u>\$ 3,376,866.40</u>	<u>\$ 6,145,806</u>	<u>55%</u>	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 206,687.95	\$ 391,820	53%	
5012 · Overtime Pay	\$ 3,960.53	\$ 4,543	87%	
5013 · Performance Recognition	\$ 8,613.06	\$ 7,816	110%	
5014 · Temporary Help	\$ 1,975.93	\$ 8,295	24%	
Total 5010 · Salaries	<u>\$ 221,237.47</u>	<u>\$ 412,474</u>	<u>54%</u>	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 21,812.16	\$ 54,017	40%	
5022 · Retirement Contributions	\$ 39,932.02	\$ 73,315	54%	
5023 · Social Security and Medicare	\$ 15,099.35	\$ 31,400	48%	
5024 · Other Employee Benefit	\$ 221.25	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 7,104.58	\$ 22,822	31%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 24,860	0%	
Total 5020 · Employee Benefits	<u>\$ 84,169.36</u>	<u>\$ 206,414</u>	<u>41%</u>	
5110 · Wastewater Treatment Expense				
5111 · SMCSO Sewage Treatment O&M	\$ 1,194,000.54	\$ 2,439,558	49%	1st Installment
5121 · SASM Sewage Treatment & Capital	\$ -	\$ 160,017	0%	
5131 · Almonte and Homestead Svc Fees	\$ -	\$ 9,000	0%	
Total 5110 · Wastewater Treatment Expense	<u>\$ 1,194,000.54</u>	<u>\$ 2,608,575</u>	<u>46%</u>	
5140 · Sewer System Maint. & Repair	\$ 103,169.26	\$ 225,000	46%	
5330 · Tree & Landscaping	\$ -	\$ 10,000	0%	
5400 · TCSD Board Fees	\$ 2,140.00	\$ 5,000	43%	
5401 · Professional Services	\$ 5,920.40	\$ 60,000	10%	
5420 · Staff Training & Travel Expense	\$ 554.94	\$ 7,381	8%	
5425 · Office and Technology	\$ 8,027.38	\$ 19,200	42%	
5430 · Telephone and Alarms	\$ 6,301.30	\$ 15,000	42%	
5431 · Public Communications	\$ 120.75	\$ 7,000	2%	
5432 · Insurance	\$ 45,442.86	\$ 55,000	83%	
5437 · Miscellaneous	\$ -	\$ 1,000	0%	
5438 · Fees and Permits	\$ 15,929.02	\$ 37,000	43%	
5439 · Utilities	\$ 3,746.57	\$ 9,000	42%	
5440 · Fuel Expense	\$ 6,679.66	\$ 12,000	56%	
5450 · Maintenance and Supply	\$ 15,307.75	\$ 100,000	15%	
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%	
5483 · Debt Issuance Costs	\$ 1,042,498.98	\$ 1,340,000	78%	
Total Expense	<u>\$ 2,755,246.24</u>	<u>\$ 5,140,044</u>	<u>54%</u>	



TAMALPAIS COMMUNITY SERVICES DISTRICT
Year-to-date Budget Report
FY 2023-24

SOLID WASTE DEPT.

	Dec 2023 (50% of year)	Budget 2022-23	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 1,573,374.43	\$ 2,797,000	56%	
4202 · Other Solid Waste Services	\$ 4,373.75	\$ 7,600	58%	
4410 · Donations/Fundraising/Grants	\$ -	\$ 5,000	0%	
4420 · Interest Revenue	\$ 50,796.44	\$ 18,690	272%	
Total Revenue	\$ 1,628,544.62	\$ 2,828,290	58%	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 334,510.52	\$ 699,737	48%	
5012 · Overtime Pay	\$ 33,817.18	\$ 52,934	64%	
5013 · Performance Recognition	\$ 12,963.23	\$ 13,642	95%	
5014 · Temporary Help	\$ 2,274.58	\$ 25,000	9%	
Total 5010 · Salaries	\$ 383,565.51	\$ 791,313	48%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 55,567.84	\$ 141,000	39%	
5022 · Retirement Contributions	\$ 87,259.44	\$ 181,132	48%	
5023 · Social Security and Medicare	\$ 27,441.39	\$ 58,930	47%	
5024 · Other Employee Benefits	\$ 701.25	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 12,822.66	\$ 43,616	29%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 27,940	0%	
Total 5020 · Employee Benefits	\$ 183,792.58	\$ 452,618	41%	
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 81,938.83	\$ 190,937	43%	
5212 · Recycling Fees	\$ 1,147.08	\$ 50,000	2%	
5213 · Green Waste Disposal Fees	\$ 54,020.88	\$ 116,284	46%	
5214 · Debris Day Expenses	\$ 2,050.00	\$ 21,679	9%	
5210 · Solid Waste Disposal Expense	\$ 139,156.79	\$ 378,900	37%	
5400 · TCSD Board Fees	\$ 1,140.00	\$ 3,500	33%	
5401 · Professional Services	\$ 35,501.15	\$ 185,000	19%	
5420 · Staff Training & Travel Expense	\$ 479.94	\$ 3,300	15%	
5425 · Office and Technology	\$ 10,178.68	\$ 20,000	51%	
5430 · Telephone and Alarms	\$ 2,709.44	\$ 7,300	37%	
5431 · Public Communications	\$ -	\$ 25,000	0%	
5432 · Insurance	\$ 47,952.77	\$ 79,000	61%	
5437 · Miscellaneous	\$ -	\$ 1,040	0%	
5438 · Fees and Permits	\$ 21,524.33	\$ 43,300	50%	
5439 · Utilities	\$ 788.90	\$ 3,600	22%	
5440 · Fuel Expense	\$ 19,732.91	\$ 91,500	22%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 674.52	\$ 3,448	20%	
5452 · Maint. & Supply Contract Svc	\$ 9,200.96	\$ 14,801	62%	
5454 · Vehicle Repair & Maint.	\$ 48,301.10	\$ 210,000	23%	
5456 · Bridge Tolls	\$ 2,550.00	\$ 4,268	60%	
5457 · Solid Waste Carts & Bins	\$ -	\$ 38,737	0%	
5461 · Meeting Supplies	\$ 279.25	\$ 814	34%	
Total 5450 · Maintenance and Supply	\$ 61,005.83	\$ 272,068	22%	
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%	
5471 · Minor Equipment	\$ -	\$ 4,600	0%	
5472 · Donations/Grants Paid Expenses	\$ -	\$ 5,000	0%	
Vehicle Lease	\$ 44,804.48	\$ 44,900	100%	
Total Expense	\$ 952,333.31	\$ 2,421,940	39%	



TAMALPAIS COMMUNITY SERVICES DISTRICT
 Year-to-date Budget Report
 FY 2023-24

PARKS AND RECREATION DEPT.

	Dec 2023 (50% of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4301 · Taxes	\$ 638,324.01	\$ 1,058,250	60%	
4303 · Tia's After School Program Rev	\$ 25,281.00	\$ 30,600	83%	
4310 · Facilities Rental & Fees	\$ 14,521.00	\$ 28,350	51%	
4320 · Park Rentals	\$ 1,036.00	\$ 2,730	38%	
4330 · Class Fees	\$ 10,870.00	\$ 30,906	35%	
4350 · TCSD Event Revenue	\$ 28,995.62	\$ 73,800	39%	
4410 · Donations/Fundraising/Grants	\$ -	\$ 4,899	0%	
4420 · Interest Revenue	\$ 21,769.90	\$ 8,010	272%	
4430 · Miscellaneous Revenue	\$ 479.36	\$ 2,040	23%	
Total Revenue	\$ 741,276.89	\$ 1,239,585	60%	
Expense				
5011 · Wages and P.T.O	\$ 211,509.25	\$ 423,104	50%	
5012 · Overtime Pay	\$ 4,635.17	\$ 6,544	71%	
5013 · Performance Recognition	\$ 8,256.29	\$ 8,448	98%	
5014 · Temporary Help	\$ 11,957.80	\$ 38,064	31%	
Total 5010 · Salaries	\$ 236,358.51	\$ 476,160	50%	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 29,450.56	\$ 60,000	49%	
5022 · Retirement Contributions	\$ 39,179.68	\$ 79,244	49%	
5023 · Social Security and Medicare	\$ 17,702.98	\$ 40,000	44%	
5024 · Other Employee Benefits	\$ 277.50	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 1,268.22	\$ 4,360	29%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 9,350	0%	
Total 5020 · Employee Benefits	\$ 87,878.94	\$ 192,954	46%	
5300 · Events Expense	\$ 46,502.02	\$ 76,450	61%	
5330 · Tree & Landscaping Services	\$ 12,270.00	\$ 30,000	41%	
5331 · Landscaping Contract Svc	\$ 22,219.00	\$ 73,000	30%	
5332 · McGlashan Trail Maintenance	\$ 1,411.00	\$ 4,500	31%	
5333 · Vegetation Management	\$ 268.00	\$ 40,000	1%	
5340 · Instructor Fees	\$ 10,897.25	\$ 9,647	113%	
5341 · Tia's Afterschool Program Exp	\$ 5,769.09	\$ 11,434	50%	
5400 · TCSD Board Fees	\$ 2,020.00	\$ 5,529	37%	
5401 · Professional Services	\$ 3,679.50	\$ 35,000	11%	
5420 · Staff Training & Travel Expense	\$ 560.55	\$ 6,000	9%	
5425 · Office and Technology	\$ 7,755.09	\$ 18,847	41%	
5430 · Telephone and Alarms	\$ 7,783.78	\$ 14,542	54%	
5431 · Public Communications	\$ 2,539.65	\$ 3,846	66%	
5432 · Insurance	\$ 22,988.93	\$ 37,240	62%	
5437 · Miscellaneous	\$ -	\$ 473	0%	
5438 · Fees and Permits	\$ 10,852.49	\$ 24,841	44%	
5439 · Utilities	\$ 12,672.97	\$ 19,995	63%	
5440 · Fuel Expense	\$ 5,629.63	\$ 4,458	126%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 1,556.37	\$ 9,580	16%	
5452 · Maint. & Supply Contract Svc	\$ 12,442.95	\$ 23,966	52%	
5454 · Vehicle Repair & Maint.	\$ 430.97	\$ 3,854	11%	
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 2,518.60	\$ 8,655	29%	
5459 · Park Maint.	\$ 19,384.32	\$ 10,729	181%	
5461 · Meeting Supplies	\$ 464.62	\$ 866	54%	
Total 5450 · Maintenance and Supply	\$ 36,797.83	\$ 57,650	64%	
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%	
5471 · Minor Equipment	\$ -	\$ 3,432	0%	
Total Expense	\$ 536,854.23	\$ 1,155,998	46%	

REPORT ON SASM 12-21-23 BOARD MEETING

The TCSD General Manager attended the SASM Board meeting since the primary and alternate TCSD Board members could not attend the meeting. Below is the GM's report.

The SASM Board retained the same Board officer assignments for 2024:

President - Lew Kious

Vice-President – Al Leibof

Secretary – Todd Gates

The General Manager of Marin Water, Ben Horenstein, made a presentation to the Board regarding Marin Water's mid- and long-term water strategies . Marin Water is pursuing its mid-term strategy of increasing its pipe and pump capacities in order to capture winter water from the Russian River. During the rainy season, the surplus Russian River water flows into the ocean. By developing the needed infrastructure, Marin Water could divert that flow into its reservoirs every 3-5 years depending on drought conditions.

SMCSD Board of Directors Meeting January 2, 2024
The following topics were on the agenda:

1. New Business:

a. Election of Board Officers for 2024: No Changes

President: Rheiner

Vice President: Ring

Committee assignments will be made next month.

2. GM Report:

a. Plant and Collection System:

.Experienced 1 high flow incident in December during the storms of 12/17 to 12/20.

.Experienced 1 SSO in Marin City during heavy rains.

.No blending or discharges to the Bay.

b. Operations and Maintenance:

.Marin City "hot spot" cleaning completed

.Secondary scum trough actuators installed.

.Experienced equalization basins and 2 level sensor failures. Repaired.

c. Projects:

.South Clarifier and Headlands Gate Rehab: project rate funded. Approved construction contract for \$4,507,000. Will take 1 year to complete.

.Biosolids Handling project: working on construction plans. Rate funded at \$1,750,000. Construction 2024/25.

. Primary Plant Digestion Heating System Replacement: End of life reached. Rate funded at \$400,000.

.Plant Electrical Upgrade: End of life reached. Construction contract issued for \$681,900. Project complete in 1 year.

.TCSD Flow Meter: Rate funded. Project out to bid.

Steve Levine

1/2/24



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

TCSO BOARD OF DIRECTORS MEETING

MINUTES OF SPECIAL MEETING

WEDNESDAY, DECEMBER 13, 2023, AT 6:15 P.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Closed Session Meeting was called to order by President Bartschat at 6:17 pm on Wednesday, December 13, 2023. There was no public comment on the closed session topics.

Two closed session topics:

1. Conference With Real Property Negotiators
Government Code §54956.8
Property: 60 Tennessee Valley Road
Agency negotiators: General Manager, Assistant General Manager
Negotiating parties: County of Marin
Under negotiation: price and terms of payment

2. Public Employee Performance Evaluation
Government Code §54957
Title: General Manager

The Board adjourned to closed session at 6:18 pm

The Board adjourned to the regular board meeting at 6:45 pm

The Board will report out at the regular session meeting.



TAMALPAIS COMMUNITY SERVICES DISTRICT

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

TCS D BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, DECEMBER 13, 2023, AT 7:00 P.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:01 pm on Wednesday, December 13, 2023.

2. ROLL CALL

President Steffen Bartschat

Vice president Jeff Brown, Directors Jim Jacobs (absent), Steve Levine, Mat McMahon

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM), Alan Shear; Finance and Programs Manager, Sarah Mehtar; TCS D Clerk, Natalie Callahan

Others present: Mark Van Gorder, PG&E Representative; Pauline Sanguinetti, CPA at Croce, Sanguinetti, & Vander Veen Inc; Pippin Cavagnaro, PE, Nute Engineering

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE/J. BROWN AYES: 4 (S. BARTSCHAT, J. BROWN, S. LEVINE, M. McMAHON) NAYS: 0 ABSENT: 1 (J. JACOBS)

4. REPORT OUT OF CLOSED SESSION

President Bartschat reported out of closed session- Real Property negotiation and employee performance evaluation. No reportable actions.

5. PUBLIC EXPRESSION

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

There was no public expression.

6. REGULAR BUSINESS: Board Actions

- A. Received presentation from Mark Van Gorder, PG&E Representative, regarding the temporary relocation of transmission tower lines to allow for the removal of the leaning transmission tower.

The temporary solution will remain in place until a permanent fix is finalized and executed in 2024.

Expected duration of temporary relocation is approximately 8-9 months.

Mr. Van Gorder shared with the Board and residents that CPUC has the final decision on the location of the permanent tower.

Public comment: Two Tam Valley residents shared with Mr. Van Gorder that the temporary shoo-fly pole #4 would be their preference for the permanent tower location.

- B. Discussed / consider adoption of resolution authorizing the General Manager to proceed with Glosage Engineering in an amount of \$380,000 to: a) replace an additional 1,300 linear feet (approx.) of sewer main pipeline on Northern and Glenwood Avenues and Springfield Way and b) to realign the sewer main on Cabin Dr.

The board discussed and asked questions of staff.

There was no public comment.

MOTION TO ADOPT RESOLUTION AUTHORIZING THE GENERAL MANAGER TO PROCEED WITH CHANGE ORDERS WITH GLOSAGE ENGINEERING IN AN AMOUNT OF \$380,000 TO: A) REPLACE AN ADDITIONAL 1,300 LINEAR FEET (APPROX.) OF SEWER MAIN PIPELINE ON NORTHERN AND GLENWOOD AVENUES AND SPRINGFIELD WAY AND B) TO REALIGN THE SEWER MAIN ON CABIN DR.

M/S: S. LEVINE/ M. MCMAHON AYES: 4 (S. BARTSCHAT, J. BROWN, S. LEVINE, M. McMAHON) NAYS: 0 ABSENT: 1 (J. JACOBS)

- C. Received FY2022-2023 financial audit from Pauline Sanguinetti, CPA, with Croce , Sanguinetti, & Vander Veen Inc.
Ms. Sanguinetti reported that the audit went well. There were no issues.

There was no public comment.

7. REGULAR BUSINESS: Information Items

A. General Manager Report

GM Toy reported the following:

- Contractors for the fence project have started working to clear brush and trees from along the fence line. GM Toy suggested to the Board that we may recommend a change order to accelerate to Phase 2 in the future.
- Zero Waste Marin has mailed out a letter to every resident in Marin regarding the requirements for residents under SB 1383. Residents will be receiving this letter within the next 2 weeks.
- Office Holiday Hours – The office is open from 8 am to 12 noon on 12/22 and 12/29. The office is closed for Christmas on 12/25 and New Year’s Day on 1/1/24. Regular refuse collection days remain the same during this period.

There was no public comment.

B. Received monthly financial reports.

There was no public comment.

C. Received sewer treatment plant update reports: SASM and SMCSD
SASM Board of Commissioners meeting was cancelled.

Director Levine attended the SMCSD Board of Directors meeting on December 5, 2023.
Director Levine reported on his written report.

There was no public comment.

D. Board member and/or Subcommittee report

Director Levine shared they are having a meeting on Monday, December 18, 2023, to discuss tile for the Community Center bathroom.

There was no public comment.

8. CONSENT CALENDAR

- A. Adopt resolution approving regular Board meeting schedule for 2024
B. Approve minutes of November 8, 2023, BOD meeting

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: J. BROWN / S. LEVINE AYES: 4 (S. BARTSCHAT, J. BROWN, S. LEVINE, M.
McMAHON) NAYS: 0 ABSENT: 1 (J. JACOBS)

8. FUTURE AGENDA ITEMS

Board input for future Board Meeting Agenda

President Bartschat suggested the Board members think about the Board assignments they want to play next year.

9. ADJOURNMENT

MOTION TO ADJOURN

M/S/C: S. LEVINE / J. BROWN AYES: 4 (S. BARTSCHAT, J. BROWN, S. LEVINE,
M. McMAHON) NAYS: 0 ABSENT: 1 (J. JACOBS)

THE MEETING WAS ADJOURNED AT 8:19 PM

Approved by Board on: _____