



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSO BOARD OF DIRECTORS MEETING AGENDA

WEDNESDAY, FEBRUARY 14, 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 Matt McMahon, Jeff Brown, Jim Jacobs, Steve Levine

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. Approve Parks & Recreation Commission (PARC) Goals and Priorities for 2024
- B. Receive mid-year budget report
- C. Receive monthly financial reports
- D. Receive Quarterly Treasurer's Report
- E. Award bid to the lowest responsible bidder for the Corporation Yard Shop Improvements (restroom & shower improvements) and approve contingency reserve of \$35,000 for unforeseen field conditions or reject all bids
- F. Adopt goals and priorities for 2024 and discuss any follow-up items from the February 10<sup>th</sup> Board retreat.
- G. Discuss Solid Waste daily operations and service levels.
- H. Ratify agreement with Maggoira & Ghilotti in an not-to-exceed amount of \$32,528 to repair the Bell Lane Pump Station by-pass pipe system and approve a project contingency of \$5,000.
- I. Resolution to approve the Commemorative and Memorial Bench/Furnishing Policy.

**6. REGULAR BUSINESS: Information Items**

- A. General Manager's report
- B. Receive Sewer treatment plant update reports: SASM (canceled) and SMCSB
- C. 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 January 10, 2024, regular meeting
- B. Approve minutes of January 24, 2023, regular work session meeting

**8. FUTURE AGENDA ITEMS**

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

**ADJOURNMENT**

***NEXT REGULAR BOARD WORK SESSION***

***February 27, 2024***

***CANCELLED***

***NEXT REGULAR BOARD MEETING***

***March 14, 2024***

***7:00pm***

***Tam Valley Community Center***



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
February 14, 2024

**TO:** BOARD OF DIRECTORS  
**FROM:** GARRETT TOY, GENERAL MANAGER  
**SUBJECT:** APPROVE PARKS & RECREATION COMMISSION (PARC) GOALS AND PRIORITIES FOR 2024

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*(Note: Continued from January 10, 2024 Board meeting)*

### **RECOMMENDATION**

Approve PARC goals and priorities (workplan) for 2024

### **DISCUSSION**

At its December 8<sup>th</sup> 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.4 DRAFT 01 2024

### 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.*”

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#### 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.4 DRAFT 01 2024

### 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,
- 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:
  - 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
- 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  
February 14, 2024

**TO:** BOARD OF DIRECTORS

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

**SUBJECT:** RECEIVE MID-YEAR BUDGET REPORT

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### RECOMMENDATION

Receive the mid-year budget report and provide comments as appropriate.

### BACKGROUND

The FY23-24 operating and capital improvement project budgets were approved in June of 2023. It is a best practice for governmental agencies to conduct a mid-year budget review to make necessary adjustments to revenues and expenditures in response to unforeseen circumstances during the budget process.

### DISCUSSION

The mid-year review is a check-in for the Board to determine if TCSD's 3 main functions are forecasted to end the fiscal year (July 1- June 30) within budget or if any budget adjustments are needed to account for unforeseen expenditures and unanticipated revenues.

Towards this end, we have created the following report for the three (3) main department/funds: Wastewater, Solid Waste, and Parks & Recreation: Mid-Year Budget Report with columns for budget, year-to-date (YTD) expenses thru December, projected total year end expenses, and the variance in percentage between the budget and year-end projections.

Staff will provide a more detailed description of the tables during our presentation at the meeting.

#### Revenues And Expenses

For FY23-24, Wastewater total revenues are projected to meet the budget. Operational expenses are projected to be lower (approx. 10%) than budgeted.

Solid Waste total revenues are approximately 4% higher than estimated in the budget. Solid Waste total expenses are projected to be lower (approx. 10%) than budgeted.

Parks and Recreation (P&R) revenues are significantly higher than anticipated (approx. 4%). P&R expenses are also slightly lower (approx. 4%) than budgeted.

*All three departments/funds revenue are close to the budgeted amounts. We also anticipate that all three funds will spend slightly less than the approved budget amounts.*

Staff will provide a more detailed explanation for the differences in revenues and expenses during our presentation at the meeting.

#### Projected Year-End Fund Balances

*For FY23-24, Wastewater, Solid Waste, and Parks and Recreation are all projected to finish the year with budget surpluses (Revenues less expenses before contributions to capital reserves). It should be noted that the adopted budgets for all funds anticipated year-end surpluses, but at lesser amounts than the original year-end projections.*

Specifically, the changes in the year-end surpluses are as follows:

- Wastewater is projected to have a year-end surplus of \$1,108,470 which is approximately \$102,000 higher than the budget forecast. The fund is also estimated to have a total year end combined fund balance (operating and capital reserves) of approximately \$7.4M.
- Solid Waste is projected to have a year-end surplus of \$782,949 which is approximately \$376,000 higher than the budget forecast. The fund is estimated to have a total year-end combined fund balance (operating and capital reserves) of approximately \$3.6M.
- Parks and Recreation (P&R) is projected to have a year-end surplus of \$184,801 which is approximately \$101,000 higher than the budget forecast. P&R is also estimated to have a total year end combined fund balance (operating and capital reserves) of approximately \$1.5M.

#### Capital Improvement Projects (CIP)

Attached is a table showing expenses in FY23-24 for active capital improvement projects across all three funds and also through Measure A funds. Staff will provide a more detailed explanation of the table at the meeting.

#### **FISCAL IMPACT**

Increases in year-end fund balances provide additional resources for operations and/or capital projects.

#### **ATTACHMENTS**

- A. Wastewater Mid-Year budget report
- B. Solid Waste Mid-Year budget report
- C. P&R Mid-Year budget report
- D. Active CIP Mid-Year report



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**Mid-Year Budget Report**  
**FY 2023-24**

ATTACHMENT A

**WASTEWATER DEPT.**

	Budget 2023-24	Dec 2023 (50% of year)	Fiscal Year End Projection	Variance
Ordinary Revenue/Expense				
Revenue				
4101 · Sanitation Service Charges	\$ 6,032,000	\$ 3,218,329.69	\$ 5,850,108.68	-3%
4103 · Permits/Lateral Connection Fees	\$ 31,200	\$ 11,425.00	\$ 24,850.00	-20%
4104 · Muir Woods Sanitaion Svc. Chrg.	\$ 55,906	\$ 74,545.37	\$ 74,545.37	33%
4420 · Interest Revenue	\$ 26,700	\$ 72,566.34	\$ 167,132.68	526%
<b>Total Revenue</b>	<b>\$ 6,145,806</b>	<b>\$ 3,376,866.40</b>	<b>\$ 6,116,636.73</b>	<b>0%</b>
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 391,820	\$ 206,687.95	\$ 413,375.90	6%
5012 · Overtime Pay	\$ 4,543	\$ 3,960.53	\$ 7,921.06	74%
5013 · Performance Recognition	\$ 7,816	\$ 8,613.06	\$ 8,613.06	10%
5014 · Temporary Help	\$ 8,295	\$ 1,975.93	\$ 3,951.86	-52%
<b>Total 5010 · Salaries</b>	<b>\$ 412,474</b>	<b>\$ 221,237.47</b>	<b>\$ 433,861.88</b>	<b>5%</b>
5020 · Employee Benefits				
5021 · Health Insurance	\$ 54,017	\$ 16,688.96	\$ 53,377.92	-1%
5022 · Retirement Contributions	\$ 73,315	\$ 41,031.06	\$ 82,062.12	12%
5023 · Social Security and Medicare	\$ 31,400	\$ 15,099.35	\$ 30,198.70	-4%
5024 · Allowances	\$ -	\$ 701.19	\$ 4,029.28	-
5025 · Retiree Medical Insurance	\$ 22,822	\$ 10,954.29	\$ 21,908.58	-4%
5026 · Reserve-Retiree Medical Insu.	\$ 24,860	\$ -	\$ 25,000.00	1%
<b>Total 5020 · Employee Benefits</b>	<b>\$ 206,414</b>	<b>\$ 84,474.85</b>	<b>\$ 216,576.60</b>	<b>5%</b>
5110 · Wastewater Treatment Expense				
5111 · SMCSO Sewage Treatment O&M	\$ 2,439,558	\$ 1,194,000.54	\$ 2,388,001.08	-2%
5121 · SASM Sewage Treatment & Capital	\$ 160,017	\$ -	\$ 159,949.00	0%
5131 · Almonte and Homestead Svc Fees	\$ 9,000	\$ -	\$ 9,000.00	0%
<b>Total 5110 · Wastewater Treatment Expense</b>	<b>\$ 2,608,575</b>	<b>\$ 1,194,000.54</b>	<b>\$ 2,556,950.08</b>	<b>-2%</b>
5140 · Sewer System Maint. & Repair	\$ 225,000	\$ 106,298.38	\$ 222,596.76	-1%
5330 · Tree & Landscaping	\$ 10,000	\$ -	\$ 5,000.00	-50%
5400 · TCSD Board Fees	\$ 5,000	\$ 2,140.00	\$ 4,280.00	-14%
5401 · Professional Services	\$ 60,000	\$ 7,007.40	\$ 29,014.80	-52%
5420 · Staff Training & Travel Expense	\$ 7,381	\$ 75.00	\$ 1,000.00	-86%
5425 · Office and Technology	\$ 19,200	\$ 8,123.56	\$ 16,247.12	-15%
5430 · Telephone and Alarms	\$ 15,000	\$ 6,760.24	\$ 13,520.48	-10%
5431 · Public Communications	\$ 7,000	\$ 120.75	\$ 1,000.00	-86%
5432 · Insurance	\$ 55,000	\$ 56,532.79	\$ 57,532.79	5%
5437 · Miscellaneous	\$ 1,000	\$ -	\$ 1,000.00	0%
5438 · Fees and Permits	\$ 37,000	\$ 15,929.02	\$ 37,858.04	2%
5439 · Utilities	\$ 9,000	\$ 5,135.92	\$ 10,271.84	14%
5440 · Fuel Expense	\$ 12,000	\$ 11,143.25	\$ 22,286.50	86%
5450 · Maintenance and Supply	\$ 100,000	\$ 16,084.49	\$ 32,168.98	-68%
5470 · Yard & Bldg. Improvements	\$ 10,000	\$ -	\$ 7,000.00	-30%
5483 · Debt Issuance Costs	\$ 1,340,000	\$ 1,042,498.98	\$ 1,340,000.00	0%
<b>Total Expense</b>	<b>\$ 5,140,044</b>	<b>\$ 2,777,562.64</b>	<b>\$ 5,008,165.87</b>	<b>-10%</b>





TAMALPAIS COMMUNITY SERVICES DISTRICT  
 Mid-Year Budget Report  
 FY 2023-24

ATTACHMENT B

SOLID WASTE DEPT.

	Budget 2022-23	Dec 2023 (50% of year)	Fiscal Year End Projection	Variance
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 2,797,000	\$ 1,577,447.54	\$ 2,837,229.80	1%
4202 · Other Solid Waste Services	\$ 7,600	\$ 4,373.75	\$ 8,747.50	15%
4410 · Donations/Fundraising/Grants	\$ 5,000	\$ -	\$ 5,000.00	0%
4420 · Interest Revenue	\$ 18,690	\$ 50,796.44	\$ 101,592.88	444%
Total Revenue	\$ 2,828,290	\$ 1,632,617.73	\$ 2,952,570.18	4%
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 699,737	\$ 334,510.52	\$ 669,021.04	-4%
5012 · Overtime Pay	\$ 52,934	\$ 33,817.18	\$ 67,634.36	28%
5013 · Performance Recognition	\$ 13,642	\$ 12,963.23	\$ 12,963.23	-5%
5014 · Temporary Help	\$ 25,000	\$ 2,274.58	\$ 4,549.16	-82%
Total 5010 · Salaries	\$ 791,313	\$ 383,565.51	\$ 754,167.79	-5%
5020 · Employee Benefits				
5021 · Health Insurance	\$ 141,000	\$ 55,567.84	\$ 136,135.68	-3%
5022 · Retirement Contributions	\$ 181,132	\$ 93,476.12	\$ 186,952.24	3%
5023 · Social Security and Medicare	\$ 58,930	\$ 27,441.39	\$ 54,882.78	-7%
5024 · Other Employee Benefits	\$ -	\$ 1,181.19	\$ 6,645.28	-
5025 · Retiree Medical Insurance	\$ 43,616	\$ 18,661.87	\$ 39,323.74	-10%
5026 · Reserve-Retiree Medical Insu.	\$ 27,940	\$ -	\$ 30,000.00	7%
Total 5020 · Employee Benefits	\$ 452,618	\$ 196,328.41	\$ 453,939.72	0%
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 190,937	\$ 99,438.89	\$ 198,877.78	4%
5212 · Recycling Fees	\$ 50,000	\$ 1,147.08	\$ 2,294.16	-95%
5213 · Green Waste Disposal Fees	\$ 121,284	\$ 60,956.75	\$ 129,913.50	7%
5214 · Debris Day / HHW	\$ 21,679	\$ 2,050.00	\$ 24,100.00	11%
5210 · Solid Waste Disposal Expense	\$ 383,900	\$ 163,592.72	\$ 355,185.44	-7%
5400 · TCSD Board Fees	\$ 3,500	\$ 1,140.00	\$ 2,280.00	-35%
5401 · Professional Services	\$ 50,000	\$ 932.50	\$ 20,865.00	-58%
SB 1383 Compliance Work	\$ 135,000	\$ 34,568.65	\$ 39,568.65	-71%
5420 · Staff Training & Travel Expense	\$ 3,300	\$ -	\$ 1,000.00	-70%
5425 · Office and Technology	\$ 20,000	\$ 10,259.85	\$ 20,519.70	3%
5430 · Telephone and Alarms	\$ 7,300	\$ 2,846.42	\$ 5,692.84	-22%
5431 · Public Communications	\$ 25,000	\$ -	\$ 20,000.00	-20%
5432 · Insurance	\$ 79,000	\$ 78,410.89	\$ 79,410.89	1%
5437 · Miscellaneous	\$ 1,040	\$ -	\$ 1,000.00	-4%
5438 · Fees and Permits	\$ 43,300	\$ 21,524.33	\$ 43,048.66	-1%
5439 · Utilities	\$ 3,600	\$ 999.68	\$ 2,999.36	-17%
5440 · Fuel Expense	\$ 91,500	\$ 23,251.72	\$ 66,503.44	-27%
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 3,448	\$ 836.49	\$ 2,672.98	-22%
5452 · Maint. & Supply Contract Svc	\$ 14,801	\$ 9,714.12	\$ 19,428.24	31%
5454 · Vehicle Repair & Maint.	\$ 210,000	\$ 52,625.73	\$ 185,251.46	-12%
5456 · Bridge Tolls	\$ 4,268	\$ 2,550.00	\$ 5,100.00	19%
5457 · Solid Waste Carts & Bins	\$ 38,737	\$ -	\$ 38,736.68	0%
5461 · Meeting Supplies	\$ 814	\$ 222.58	\$ 445.16	-45%
Total 5450 · Maintenance and Supply	\$ 272,068	\$ 65,948.92	\$ 251,634.52	-8%
5470 · Yard & Bldg. Improvements	\$ 10,000	\$ -	\$ 7,000.00	-30%
5471 · Minor Equipment	\$ 4,600	\$ -	\$ -	-100%
Vehicle Lease	\$ 44,900	\$ 44,804.48	\$ 44,804.48	0%
Total Expense	\$ 2,421,940	\$ 1,028,174.08	\$ 2,169,620.49	-10%



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**Mid-Year Budget Report**  
**FY 2023-24**

ATTACHMENT C

**PARKS AND RECREATION DEPT.**

	Budget 2023-24	Dec 2023 (50% of year)	Fiscal Year End Projection	Variance
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4301 · Taxes	\$ 1,058,250	\$ 638,324.01	\$ 1,108,324.01	5%
4303 · Tia's After School Program Rev	\$ 30,600	\$ 25,281.00	\$ 25,281.00	-17%
4310 · Facilities Rental & Fees	\$ 28,350	\$ 14,521.00	\$ 29,042.00	2%
4320 · Park Rentals	\$ 2,730	\$ 1,036.00	\$ 2,072.00	-24%
4330 · Class Fees	\$ 30,906	\$ 10,870.00	\$ 21,740.00	-30%
4350 · TCSD Event Revenue	\$ 73,800	\$ 28,995.62	\$ 57,991.24	-21%
4410 · Donations/Fundraising/Grants	\$ 4,899	\$ -	\$ 5,000.00	2%
4420 · Interest Revenue	\$ 8,010	\$ 21,769.90	\$ 43,539.80	444%
4430 · Miscellaneous Revenue	\$ 2,040	\$ 479.36	\$ 958.72	-53%
<b>Total Revenue</b>	<b>\$ 1,239,585</b>	<b>\$ 741,276.89</b>	<b>\$ 1,293,948.77</b>	<b>4%</b>
<b>Expense</b>				
5011 · Wages and P.T.O	\$ 423,104	\$ 211,509.25	\$ 423,018.50	0%
5012 · Overtime Pay	\$ 6,544	\$ 4,635.17	\$ 9,270.34	42%
5013 · Performance Recognition	\$ 8,448	\$ 8,256.29	\$ 16,512.58	95%
5014 · Temporary Help	\$ 38,064	\$ 11,957.80	\$ 23,915.60	-37%
<b>Total 5010 · Salaries</b>	<b>\$ 476,160</b>	<b>\$ 236,358.51</b>	<b>\$ 472,717.02</b>	<b>-1%</b>
5020 · Employee Benefits				
5021 · Health Insurance	\$ 60,000	\$ 29,450.56	\$ 59,901.12	0%
5022 · Retirement Contributions	\$ 79,244	\$ 39,179.68	\$ 78,359.36	-1%
5023 · Social Security and Medicare	\$ 40,000	\$ 17,702.98	\$ 35,405.96	-11%
5024 · Other Employee Benefits	\$ -	\$ 277.50	\$ 3,786.03	-
5025 · Retiree Medical Insurance	\$ 4,360	\$ 1,268.22	\$ 3,536.44	-19%
5026 · Reserve-Retiree Medical Insu.	\$ 9,350	\$ -	\$ 10,000.00	7%
<b>Total 5020 · Employee Benefits</b>	<b>\$ 192,954</b>	<b>\$ 87,878.94</b>	<b>\$ 190,988.91</b>	<b>-1%</b>
5300 · Events Expense	\$ 76,450	\$ 46,502.02	\$ 76,450.00	0%
5330 · Tree & Landscaping Services	\$ 30,000	\$ 12,270.00	\$ 24,540.00	-18%
5331 · Landscaping Contract Svc	\$ 73,000	\$ 22,219.00	\$ 73,000.00	0%
5332 · McGlashan Trail Maintenance	\$ 4,500	\$ 1,411.00	\$ 4,500.00	0%
5333 · Vegetation Management	\$ 40,000	\$ 268.00	\$ 20,000.00	-50%
5340 · Instructor Fees	\$ 9,647	\$ 10,897.25	\$ 21,794.50	126%
5341 · Tia's Afterschool Program Exp	\$ 11,434	\$ 5,769.09	\$ 11,538.18	1%
5400 · TCSD Board Fees	\$ 5,529	\$ 2,020.00	\$ 4,040.00	-27%
5401 · Professional Services	\$ 35,000	\$ 3,679.50	\$ 19,359.00	-45%
5420 · Staff Training & Travel Expense	\$ 6,000	\$ 560.55	\$ 2,121.10	-65%
5425 · Office and Technology	\$ 18,847	\$ 7,755.09	\$ 15,510.18	-18%
5430 · Telephone and Alarms	\$ 14,542	\$ 9,047.98	\$ 18,095.96	24%
5431 · Public Communications	\$ 3,846	\$ 2,539.65	\$ 5,079.30	32%
5432 · Insurance	\$ 37,240	\$ 22,988.93	\$ 23,988.93	-36%
5437 · Miscellaneous	\$ 473	\$ -	\$ 400.00	-15%
5438 · Fees and Permits	\$ 24,841	\$ 10,852.49	\$ 21,704.98	-13%
5439 · Utilities	\$ 19,995	\$ 12,672.97	\$ 25,345.94	27%
5440 · Fuel Expense	\$ 4,458	\$ 5,629.63	\$ 11,259.26	153%
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 9,580	\$ 1,556.37	\$ 6,000.00	-37%
5452 · Maint. & Supply Contract Svc	\$ 23,966	\$ 12,442.95	\$ 24,885.90	4%
5454 · Vehicle Repair & Maint.	\$ 3,854	\$ 430.97	\$ 861.94	-78%
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 8,655	\$ 2,518.60	\$ 5,037.20	-42%
5459 · Park Maint.	\$ 10,729	\$ 19,384.32	\$ 25,000.00	133%
5461 · Meeting Supplies	\$ 866	\$ 464.62	\$ 929.24	7%
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 57,650</b>	<b>\$ 36,797.83</b>	<b>\$ 62,714.28</b>	<b>9%</b>
5470 · Yard & Bldg. Improvements	\$ 10,000	\$ -	\$ 4,000.00	-60%
5471 · Minor Equipment	\$ 3,432	\$ -	\$ -	-100%
<b>Total Expense</b>	<b>\$ 1,155,998</b>	<b>\$ 538,118.43</b>	<b>\$ 1,109,147.54</b>	<b>-4%</b>



TAMALPAIS COMMUNITY SERVICES DISTRICT  
 Mid-Year Budget Report  
 FY 2023-24  
 Active Capital Projects

	Measure A Parks	Parks & Recreation	Refuse	Sanitation	YTD Total	Project Total	Status
6000 · Active Capital Projects							
Community Center Bathroom Remodel	\$ 20,019.76	\$ -	\$ -	\$ -	\$ 20,019.76	\$ 185,000.00	Bid Award plus 20,000 Contingency
5375 · Office Patio	\$ -	\$ 2,583.34	\$ 2,583.33	\$ 2,583.33	\$ 7,750.00	\$ 7,750.00	Completed
5374 · Corporation Bldg. Bathroom Proj	\$ -	\$ 2,822.10	\$ 8,466.30	\$ 2,822.10	\$ 14,110.50	\$ 240,000.00	Revised Project Estimate
5373 · Corp. Yard Fence Replacement	\$ -	\$ 35,859.08	\$ -	\$ -	\$ 35,859.08	\$ 291,000.00	In Progress
5372 · CIP Phase D	\$ -	\$ -	\$ -	\$ 601,822.93	\$ 601,822.93	\$ 1,098,405.50	In Progress
5371 · 531&515 Tennessee Valley Main	\$ -	\$ -	\$ -	\$ 1,149.50	\$ 1,149.50	\$ 3,822.50	-
5369 · Bell Lane Force Main Rehab.	\$ -	\$ -	\$ -	\$ 56,363.00	\$ 56,363.00	\$ 3,200,000.00	In Design
5367 · Bell Lane Pump Station	\$ -	\$ -	\$ -	\$ 16,967.00	\$ 16,967.00	\$ 4,200,000.00	In Design
5198 · Palma Way Sewer Repair	\$ -	\$ -	\$ -	\$ 940.50	\$ 940.50	-	
Total 6000 · Active Capital Projects	\$ 20,019.76	\$ 41,264.52	\$ 11,049.63	\$ 682,648.36	\$ 754,982.27		



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
February 14, 2024

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

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### RECOMMENDATION

Receive and file the January 2024 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 <sup>st</sup> Quarter (July-Sept)	Report in November
2 <sup>nd</sup> Quarter (Oct-Dec)	Report in February
3 <sup>rd</sup> Quarter (Jan-Mar)	Report in May
4 <sup>th</sup> 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**

Resolution 2023-18 amending the policy of investment of District funds was passed in November 2023. Accordingly in December 2023, two-thirds of the investments were transferred from LAIF to the newly established Wells Fargo Stagecoach Sweep Account.

As of January 31, 2024, TCSD had the following cash and investment balances:

<b>Institution</b>	<b>Account</b>	<b>31-Dec-23</b>	<b>31-Jan-24</b>
Wells Fargo	General Checking	\$ 110,779.94	\$ 572,114.02
Wells Fargo	General Savings	\$ 9,140,947.71	\$ 2,000,000.00
Wells Fargo	Stagecoach Sweep	\$ -	\$ 5,449,460.70
Wells Fargo	General Merchant Services	\$ 14,301.65	\$ 18,247.92
State of CA - LAIF	General Account	\$ 2,858,468.92	\$ 2,931,980.75
<b>Total Balances</b>		<b>\$ 12,124,498.22</b>	<b>\$ 10,971,803.39</b>

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 January 2024 are attached to this report (Attachment A). The largest disbursement for the period was to Glosage Engineering Inc., \$ 540,462.23 for the capital improvement project Phase D - Progress Billing 1.

The year-to-date annual budget report (Attachment B) is through the end of January 2024. The report gives the cumulative totals for the fiscal year with budget comparisons. YTD Parks and Recreation revenues are \$775,328.74, which is 63% of the budget. YTD Wastewater revenues are \$3,415,906.32, which is 56% of the budget. And YTD Solid Waste revenues are \$1,658,671.87, which is 59% 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 equals 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.

**Quarterly Reports**

Attachments C and D represent activity from July through December 2023.

Attachment C reports that the District received Measure A disbursement of \$69,124.80 through December 2023. The community center bathroom remodel is an ongoing project for which \$16,585.92 has been spent through December 2023.

The Wastewater Services current Capital Improvement Projects (CIP) are being funded by the Certificates of Participation (COP) issued in October 2020. The current fiscal year CIP spending through December is \$1,076,860.00. Phase D is in progress, while other projects are in the design and planning phase. Also, the new hydro-vactor truck was purchased using these funds.

**FISCAL IMPACT**

N/A

**ATTACHMENTS**

- A. Monthly Disbursement Reports
- B. Year-to-Date Annual Budget Reports
- C. Measure A Year-to-Date Budget Report
- D. Certificates of Participation (COP) Fund Balance



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

Date	Name	Memo	Amount
01/10/2024	AT&T	Office Data Lines, Wireless Services 11/20/23-01/19/24	\$ 3,537.30
01/30/2024	El Pollo Loco	Food for Muder Mystery (2nd Day)	\$ 1,706.40
01/30/2024	El Pollo Loco	Food for Muder Mystery (1st Day)	\$ 1,695.47
01/13/2024	FasTrak	Bridge Account Replenishment	\$ 510.00
01/29/2024	Custom Ink	Gifts for Cast of Murder Mystery	\$ 492.14
01/22/2024	Smart & Final	Crab Feed- Food and Supplies	\$ 482.93
01/18/2024	Costco	Crab Feed - Food	\$ 458.43
01/03/2024	County of Marin Community Develop. Agency	Health Permit for Murder Mystery	\$ 412.00
01/06/2024	Verizon Wireless	Device & Data Plan	\$ 380.34
01/01/2024	Microsoft	Software Licenses	\$ 350.00
01/09/2024	Grainger	Coated Gloves Qty 48.	\$ 292.53
01/15/2024	CTC - VIS	CARB Clean Truck Checklist Requirement	\$ 278.07
01/03/2024	Comcast	Internet Dec 18- Jan 17, 2023 @ 305 Bell Ln.	\$ 256.26
01/01/2024	Go To Communications, Inc.	Voice & Data Lines and Wireless Services	\$ 251.39
01/11/2024	Tingley	New Raingear for Drivers - Sample Sizes	\$ 245.24
01/12/2024	DOT Compliance Group	Form MCS-150 Application	\$ 199.00
01/04/2024	BingBanners	Banners for Murder Mystery	\$ 144.95
01/29/2024	Launder It	Laundry from Crab Feed	\$ 143.50
01/03/2024	Comcast	Internet Dec 13- Jan 12, 2023 @ 203 Marin Ave	\$ 141.59
01/08/2024	QuickBooks Time, Inc.	Online Time Card Service- Dec 2023	\$ 132.00
01/30/2024	Smart & Final	Murder Mystery - Cookies and Water for Cast, Martinellis for Prizes	\$ 122.82
01/05/2024	Verizon Wireless	Data Plan for Refuse Driver's iPads	\$ 120.48
01/28/2024	Safeway	Murder Mystery Cast Meal - dress rehearsal	\$ 119.97
01/24/2024	Ace Hardware	Asphalt Repair to Driveway	\$ 111.62
01/24/2024	Rex Ace Hardware	Asphalt Repair to Driveway	\$ 111.62
01/19/2024	Amazon.com	Stake Soil for Sewer Markings	\$ 107.11
01/10/2024	A Party Center	Dinner plates for Crab Feed	\$ 99.42
01/22/2024	Amazon.com	Office Supplies - Ink Cartridges	\$ 92.42
01/24/2024	Van Bebbler Bros., Inc.	Tool to assist Manhole Cleaning	\$ 91.14
01/10/2024	Harbor Freight Tools	Tools needed to Operate Vactor Truck	\$ 90.64
01/30/2024	Safeway	Murder Mystery Cast Meal - Backstage Show Night	\$ 90.48
01/30/2024	Dollar Tree Stores, Inc.	Murder Mystery Table Decor	\$ 90.18
01/22/2024	Harbor Freight Tools	Grinder Discs & Cut-off Wheels for Welding Work	\$ 84.05
01/16/2024	Pitney Bowes	Postage Meter Ink	\$ 82.15
01/23/2024	Harbor Freight Tools	Vactor Tubes and 1: Parts	\$ 67.24



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

Date	Name	Memo	Amount
01/21/2024	Walgreens	Staff Reimbursed TCSD on 1/30/24	\$ 64.53
01/20/2024	Bordenave's	Food for Crab Feed	\$ 63.34
01/19/2024	Cash and Carry Warehouse	Crab Feed Supplies	\$ 57.75
01/22/2024	Amazon.com	Stake Anchors for Sewer Markings	\$ 54.95
01/23/2024	Micro Matic	Keg Cleaning Supplies	\$ 54.18
01/30/2024	Safeway	Murder Mystery Cast Meal - Backstage Show Night	\$ 50.49
01/30/2024	Staples Store	Paper and Labels for Murder Mystery	\$ 50.19
01/10/2024	A Party Center	Deposit for Crab Feed	\$ 50.00
01/26/2024	A Party Center	Deposit for Murder Mystery	\$ 50.00
01/30/2024	California Water Environment Association	CWEA Member Training	\$ 50.00
01/29/2024	Sacks Hospice Thrift Shoppe	Decor for Murder Mystery	\$ 38.87
01/31/2024	Amazon.com	Supplies for Murder Mystery	\$ 35.71
01/17/2024	Marin Independent Journal/Circ.	Subscription	\$ 31.66
01/13/2024	Shutter Stock	Stock Images for P&R	\$ 29.00
01/16/2024	Amazon.com	Office Supplies- Letter Openers and Scissors	\$ 23.36
01/31/2024	Amazon.com	Pencils for Murder Mystery	\$ 21.62
01/29/2024	Alphabet Soup Home	Props for Murder Mystery Table Decor	\$ 19.16
01/22/2024	O'Reilly Auto Parts	Wiper Fluid for all trucks	\$ 18.80
01/29/2024	Transbay Security Serv/Transbay Lock Inc	Keys for Truck #6 and #7	\$ 18.03
01/29/2024	Safeway	Murder Mystery Cast Meal - dress rehearsal	\$ 17.99





Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
01/09/2024	44542	Glosage Engineering Inc.	SIP Phase D Progress Billing 1	\$ 540,462.23
01/23/2024	44543	Owen Equipment Company	Vactor Truck	\$ 398,715.06
01/10/2024	44561	Sewerage Agency of So. Marin	2023/24 Wastewater Treatment Charge 50%, 1st installment	\$ 79,974.50
01/12/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/11/2024	\$ 67,767.41
01/26/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/24/2024	\$ 64,177.41
01/31/2024	100793	Kaiser Foundation Health Pln	Jan & Feb 2024 Medical	\$ 39,675.42
01/20/2024	100782	Nute Engineering	Engineering Consulting Svcs. Multiple Projects Oct - Dec 2023	\$ 27,036.42
01/05/2024	100745	Marin Sanitary Service	Dec 2023 Solid Waste 131.86 tons @\$110.99/T	\$ 14,635.14
01/12/2024	100763	Marin County Employees Retirement Sys.	PP1 2024 Dec 30, 2023 - Jan 12, 2024	\$ 14,026.46
01/26/2024	100792	Marin County Employees Retirement Sys.	PP2 2024 Jan 13 - Jan 26, 2024	\$ 13,219.21
01/12/2024	100771	Marin Resource Recovery Center	Green Waste, 103.19 Tons @ \$102.48/T, Dec 2023	\$ 10,574.95
01/12/2024	100768	County of Marin DOF Payroll	Retiree Health Insurance Premiums Nov-Dec 2023	\$ 10,358.96
01/04/2024	100754	U. S. Bank Corporate Payment System	Credit Card Purchases - Statement Dec 22, 2023	\$ 9,512.31
01/24/2024	100785	Jorges Tree Services	Holiday Tree Composting Event -	\$ 8,000.00
01/24/2024	100783	Coastside Concrete & Construction Inc.	CIP Office Patio	\$ 7,750.00
01/12/2024	100761	Marin County Employees Retirement Sys.	PEPRA W/H PP1 2024 Dec 30, 2023 - Jan 12, 2024	\$ 5,025.26
01/26/2024	100790	Marin County Employees Retirement Sys.	PEPRA W/H PP2 2024 Jan 13 - Jan 26, 2024	\$ 5,025.26



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
01/12/2024	100764	Eco-Check Compliance, Inc.	30 day designated operator inspection per UST regulations svc. on 7/20, 8/17 & 9/14; Performed Annual Monitoring Certification, spill bucket test, vapor test; Performed Complete SB-989 Test; Performed Tri-Annual Overfill Prevention Equipment	\$ 4,388.59
01/12/2024	100769	Diesel Direct	750.40 gal Diesel, for Above Ground Tank	\$ 3,593.81
01/19/2024	100779	Pacific Seafood	COD invoice for Crab Feed, 1/20/23	\$ 3,593.00
01/12/2024	100770	J. W. Mobile/Napa Truck Service	7: P/M Service; Repair Fender; 21: Tow to SF Isuzu, Check Transmission	\$ 3,358.76
01/24/2024	44545	Delta Dental	Jan & Feb 2024 Employee Dental Coverage	\$ 3,163.52
01/12/2024	100777	Roy's Sewer Service, Inc.	Force Main Leak 12/20 - Emergency Call Out; SSO Emergency Response - 430 Durant Way	\$ 2,950.00
01/12/2024	100766	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Dec 2023, 8 Trips, 11.86 tons	\$ 2,679.26
01/12/2024	100776	Preferred Truck & Equip.	Misc. Truck Parts for all Solid Waste Trucks	\$ 2,473.48
01/05/2024	100748	Pacific Window Cleaning & Janitorial, Inc	Cleaning Services December 2023	\$ 2,225.00
01/19/2024	100781	Spec.Dist.Risk Mgmt. Auth. (SDRMA)	FY22-23 Worker's Comp. Reconciliation	\$ 2,111.62
01/05/2024	100747	Pacific Gas & Electric	Office, Shop, Cabin and CC Gas & Electricity and Kay Park and	\$ 1,965.97
01/05/2024	100752	XIO, Inc.	Flow Meter Monitoring at Bob Bunce Pump Station	\$ 1,680.00
01/05/2024	100742	Cagwin & Dorward	Durant Way - Prune 11 Monterey Pines	\$ 1,500.00
01/24/2024	100786	Miller Starr Regalia	Greene Vs. Kenyon Litigation, December 2023	\$ 1,323.50
01/12/2024	100765	Fire King Fire Protection, Inc.	Annual Extinguisher Certification	\$ 1,234.02
01/05/2024	100746	Miller Starr Regalia	Greene Vs. Kenyon Litigation, November 2023	\$ 920.00



Tamalpais Community Services District  
Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
01/05/2024	100749	Perfect Timing Personnel Services, Inc.	Front Desk Sub: Dec 21-22 & 26, 2023	\$ 854.96
01/05/2024	100741	AT&T	Community Ctr Alarm Phone Lines 12/19/23-1/18/24	\$ 644.82
01/12/2024	100773	Matrix Computer Solutions	IT services	\$ 610.00
01/05/2024	100751	UBEO West LLC- RMC	Copier Lease 12/20- 1/19/24	\$ 573.31
01/12/2024	100762	Employee Personal W/H	Employee Personal W/H	\$ 500.00
01/26/2024	100791	Employee Personal W/H	Employee Personal W/H	\$ 500.00
01/05/2024	100755	Cintas	Carpets, Towels, Soap	\$ 477.68
01/05/2024	100743	Integrity Electric Inc.	Troubleshoot Electrical work at Comm. Ctr. Parking Lot	\$ 465.00
01/31/2024	100794	Brown, Jeffrey A.	Reimburse for Murder Mystery Expenses	\$ 405.34
01/05/2024	100739	Goodman Building Supply Co.	Replace 2 switches in Comm. Ctr.; Force Main Pit Pipe Repairs- Sump Pump Drain Line; Door Hold & Air Filter for Comm. Ctr. and replace tool; SSO Response Fabricate Device to Trap Debris in MH 306 Ashton Ln	\$ 342.31
01/19/2024	100780	Perfect Timing Personnel Services, Inc.	Front Desk Sub: Jan 12, 2024	\$ 335.69
01/12/2024	100775	North Bay Bottling	Drinking Water Dec'23	\$ 315.00
01/23/2024	44563	California Dep of Tax and Fee Admin	2023 Q4 Sales Tax on Event Sales	\$ 315.00
01/22/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/19/2024	\$ 252.50
01/12/2024	100767	Best Best & Kreiger (BBK)	Attorney fees - Dec	\$ 201.00
01/10/2024	100760	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 188.65
01/05/2024	100750	Stericycle, Inc.	Jan 2024 Medical Waste Services	\$ 185.66
01/05/2024	100740	Access Answering Service	Answering Service - Nov-Jan	\$ 184.00
01/03/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/02/2024	\$ 151.40
01/24/2024	100784	FleetCrew Inc.	Clean Truck Check for Fleet	\$ 150.00
01/24/2024	100789	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	136.99
01/24/2024	44544	VSP Vision Service Plan (CA)	Employee Vision Coverage Jan 2024	133.67
01/12/2024	100778	Napa Auto Parts- DNG Enterprises	15: Tipper Repair Parts; 7: Gas Caps	81.69



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
01/12/2024	100772	Martin Bros. Supply	Road Base for Cabin and Crushed Rock for Eastwood Bridge; Straw Wattle for containing sand in CC lot	76.32
01/16/2024	44562	Pitney Bowes	Postage Meter Rental	71.10
01/05/2024	100759	Healon, Casey (v)	Reimbursement for Replacing Ear Protection	46.64
01/24/2024	100787	Water Components & Building Supply Inc.	Parts to add to Vactor Truck	33.57
01/05/2024	100744	Jill Kalehua, Daily Money Mgmt Services	Dec 2023, sub for Finance Manager	18.81
01/20/2024		Optum Financial (COBRA)	Jan- COBRA Administration for TCSD Staff	4.44



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

	<b>WASTEWATER DEPT.</b>			
	Jan 2024 (58% 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	\$ 13,709.00	\$ 31,200	44%	
4104 · Muir Woods Sanitation Svc. Chrg.	\$ 74,545.37	\$ 55,906	133%	
4420 · Interest Revenue	\$ 109,322.26	\$ 26,700	409%	
Total Revenue	<u>\$ 3,415,906.32</u>	<u>\$ 6,145,806</u>	<u>56%</u>	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 239,022.41	\$ 391,820	61%	
5012 · Overtime Pay	\$ 4,120.28	\$ 4,543	91%	
5013 · Performance Recognition	\$ 8,613.06	\$ 7,816	110%	
5014 · Temporary Help	\$ 2,205.98	\$ 8,295	27%	
Total 5010 · Salaries	<u>\$ 253,961.73</u>	<u>\$ 412,474</u>	<u>62%</u>	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 24,798.29	\$ 54,017	46%	
5022 · Retirement Contributions	\$ 47,271.01	\$ 73,315	64%	
5023 · Social Security and Medicare	\$ 17,615.34	\$ 31,400	56%	
5024 · Other Employee Benefit	\$ 2,349.28	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 10,954.29	\$ 22,822	48%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 24,860	0%	
Total 5020 · Employee Benefits	<u>\$ 102,988.21</u>	<u>\$ 206,414</u>	<u>50%</u>	
5110 · Wastewater Treatment Expense				
5111 · SMCSD Sewage Treatment O&M	\$ 1,194,000.54	\$ 2,439,558	49%	1st Installment
5121 · SASM Sewage Treatment & Capital	\$ 79,974.50	\$ 160,017	50%	1st Installment
5131 · Almonte and Homestead Svc Fees	\$ -	\$ 9,000	0%	
Total 5110 · Wastewater Treatment Expense	<u>\$ 1,273,975.04</u>	<u>\$ 2,608,575</u>	<u>49%</u>	
5140 · Sewer System Maint. & Repair	\$ 113,055.29	\$ 225,000	50%	
5330 · Tree & Landscaping	\$ -	\$ 10,000	0%	
5400 · TCSD Board Fees	\$ 2,405.00	\$ 5,000	48%	
5401 · Professional Services	\$ 10,706.90	\$ 60,000	18%	
5420 · Staff Training & Travel Expense	\$ 75.00	\$ 7,381	1%	Recategorized
5425 · Office and Technology	\$ 8,594.26	\$ 19,200	45%	
5430 · Telephone and Alarms	\$ 9,766.83	\$ 15,000	65%	
5431 · Public Communications	\$ 120.75	\$ 7,000	2%	
5432 · Insurance	\$ 56,532.79	\$ 55,000	103%	
5437 · Miscellaneous	\$ -	\$ 1,000	0%	
5438 · Fees and Permits	\$ 16,094.42	\$ 37,000	43%	
5439 · Utilities	\$ 6,250.08	\$ 9,000	69%	
5440 · Fuel Expense	\$ 11,218.25	\$ 12,000	93%	
5450 · Maintenance and Supply	\$ 17,903.00	\$ 100,000	18%	
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%	
5483 · Debt Issuance Costs	\$ 1,042,498.98	\$ 1,340,000	78%	
Total Expense	<u>\$ 2,926,146.53</u>	<u>\$ 5,140,044</u>	<u>57%</u>	



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

**SOLID WASTE DEPT.**

	Jan 2024 (58% of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 1,577,447.54	\$ 2,797,000	56%	
4202 · Other Solid Waste Services	\$ 4,698.75	\$ 7,600	62%	
4410 · Donations/Fundraising/Grants	\$ -	\$ 5,000	0%	
4420 · Interest Revenue	\$ 76,525.58	\$ 18,690	409%	
<b>Total Revenue</b>	<b>\$ 1,658,671.87</b>	<b>\$ 2,828,290</b>	<b>59%</b>	
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 386,683.72	\$ 699,737	55%	
5012 · Overtime Pay	\$ 38,612.34	\$ 52,934	73%	
5013 · Performance Recognition	\$ 12,963.23	\$ 13,642	95%	
5014 · Temporary Help	\$ 2,504.65	\$ 25,000	10%	
<b>Total 5010 · Salaries</b>	<b>\$ 440,763.94</b>	<b>\$ 791,313</b>	<b>56%</b>	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 76,474.72	\$ 141,000	54%	
5022 · Retirement Contributions	\$ 108,150.86	\$ 181,132	60%	
5023 · Social Security and Medicare	\$ 31,822.05	\$ 58,930	54%	
5024 · Other Employee Benefits	\$ 4,965.28	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 18,661.87	\$ 43,616	43%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 27,940	0%	
<b>Total 5020 · Employee Benefits</b>	<b>\$ 240,074.78</b>	<b>\$ 452,618</b>	<b>53%</b>	
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 114,328.17	\$ 190,937	60%	
5212 · Recycling Fees	\$ 1,147.08	\$ 50,000	2%	
5213 · Green Waste Disposal Fees	\$ 66,897.52	\$ 116,284	58%	
5214 · Debris Day Expenses	\$ 2,050.00	\$ 21,679	9%	
5210 · Solid Waste Disposal Expense	\$ 184,422.77	\$ 378,900	49%	
5400 · TCSD Board Fees	\$ 1,305.00	\$ 3,500	37%	
5401 · Professional Services	\$ 35,568.15	\$ 185,000	19%	
5420 · Staff Training & Travel Expense	\$ -	\$ 3,300	0%	
5425 · Office and Technology	\$ 10,757.56	\$ 20,000	54%	
5430 · Telephone and Alarms	\$ 4,447.33	\$ 7,300	61%	
5431 · Public Communications	\$ -	\$ 25,000	0%	
5432 · Insurance	\$ 78,410.89	\$ 79,000	99%	
5437 · Miscellaneous	\$ -	\$ 1,040	0%	
5438 · Fees and Permits	\$ 21,891.18	\$ 43,300	51%	
5439 · Utilities	\$ 1,335.64	\$ 3,600	37%	
5440 · Fuel Expense	\$ 26,663.36	\$ 91,500	29%	
5450 · Maintenance and Supply			0%	
5451 · General Supplies	\$ 1,342.74	\$ 3,448	39%	
5452 · Maint. & Supply Contract Svc	\$ 11,025.38	\$ 14,801	74%	
5454 · Vehicle Repair & Maint.	\$ 82,258.37	\$ 210,000	39%	
5456 · Bridge Tolls	\$ 3,060.00	\$ 4,268	72%	
5457 · Solid Waste Carts & Bins	\$ -	\$ 38,737	0%	
5461 · Meeting Supplies	\$ 222.58	\$ 814	27%	
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 97,909.07</b>	<b>\$ 272,068</b>	<b>36%</b>	
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%	
5471 · Minor Equipment	\$ -	\$ 4,600	0%	
5472 · Donations/Grants Paid Expenses	\$ 8,000.00	\$ 5,000	160%	
Vehicle Lease	\$ 44,804.48	\$ 44,900	100%	
<b>Total Expense</b>	<b>\$ 1,196,354.15</b>	<b>\$ 2,421,940</b>	<b>49%</b>	



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

ATTACHMENT B

**PARKS AND RECREATION DEPT.**

	Jan 2024 (58% of year)	Budget 2023-24	% of Budget Spent	Comments
Ordinary Revenue/Expense				
Revenue				
4301 · Taxes	\$ 648,245.34	\$ 1,058,250	61%	
4303 · Tia's After School Program Rev	\$ 25,401.00	\$ 30,600	83%	
4310 · Facilities Rental & Fees	\$ 19,487.84	\$ 28,350	69%	
4320 · Park Rentals	\$ 1,316.00	\$ 2,730	48%	
4330 · Class Fees	\$ 11,075.00	\$ 30,906	36%	
4350 · TCSD Event Revenue	\$ 35,901.39	\$ 73,800	49%	
4410 · Donations/Fundraising/Grants	\$ -	\$ 4,899	0%	
4420 · Interest Revenue	\$ 32,796.67	\$ 8,010	409%	
4430 · Miscellaneous Revenue	\$ 1,105.50	\$ 2,040	54%	
<b>Total Revenue</b>	<b>\$ 775,328.74</b>	<b>\$ 1,239,585</b>	<b>63%</b>	
Expense				
5011 · Wages and P.T.O	\$ 244,957.71	\$ 423,104	58%	
5012 · Overtime Pay	\$ 5,445.67	\$ 6,544	83%	
5013 · Performance Recognition	\$ 8,256.29	\$ 8,448	98%	
5014 · Temporary Help	\$ 12,800.83	\$ 38,064	34%	
<b>Total 5010 · Salaries</b>	<b>\$ 271,460.50</b>	<b>\$ 476,160</b>	<b>57%</b>	
5020 · Employee Benefits				
5021 · Health Insurance	\$ 39,477.65	\$ 60,000	66%	
5022 · Retirement Contributions	\$ 47,502.03	\$ 79,244	60%	
5023 · Social Security and Medicare	\$ 20,480.61	\$ 40,000	51%	
5024 · Other Employee Benefits	\$ 2,310.03	\$ -	100%	Allowances
5025 · Retiree Medical Insurance	\$ 1,938.26	\$ 4,360	44%	
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 9,350	0%	
<b>Total 5020 · Employee Benefits</b>	<b>\$ 111,708.58</b>	<b>\$ 192,954</b>	<b>58%</b>	
5300 · Events Expense	\$ 51,124.58	\$ 76,450	67%	
5330 · Tree & Landscaping Services	\$ 13,770.00	\$ 30,000	46%	
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	\$ 6,603.65	\$ 11,434	58%	
5400 · TCSD Board Fees	\$ 2,190.00	\$ 5,529	40%	
5401 · Professional Services	\$ 4,868.25	\$ 35,000	14%	
5420 · Staff Training & Travel Expense	\$ 320.46	\$ 6,000	5%	
5425 · Office and Technology	\$ 10,174.41	\$ 18,847	54%	
5430 · Telephone and Alarms	\$ 11,575.81	\$ 14,542	80%	
5431 · Public Communications	\$ 2,539.65	\$ 3,846	66%	
5432 · Insurance	\$ 40,910.03	\$ 37,240	110%	
5437 · Miscellaneous	\$ -	\$ 473	0%	
5438 · Fees and Permits	\$ 11,019.52	\$ 24,841	44%	
5439 · Utilities	\$ 15,148.53	\$ 19,995	76%	
5440 · Fuel Expense	\$ 5,629.63	\$ 4,458	126%	
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 2,254.47	\$ 9,580	24%	
5452 · Maint. & Supply Contract Svc	\$ 16,620.00	\$ 23,966	69%	
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	\$ 475.96	\$ 866	55%	
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 41,684.32</b>	<b>\$ 57,650</b>	<b>72%</b>	
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%	
5471 · Minor Equipment	\$ -	\$ 3,432	0%	
<b>Total Expense</b>	<b>\$ 635,523.17</b>	<b>\$ 1,155,998</b>	<b>55%</b>	



**Tamalpais Community Services District**  
**MEASURE A FUNDS**  
**Fiscal year 2023-2024**

ATTACHMENT C

<b>Dec 2023</b>	<b>Budget</b>
<b>(50% of FY)</b>	<b>FY 23/24</b>

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**Sources of Funds**

Estimated Balance from Prior Years	\$ 151,829.28	\$ 151,829.28
FY23/24 Disbursements	\$ 69,124.80	\$ 135,899.38
<b>Total Funds</b>	<b>\$ 220,954.08</b>	<b>\$ 287,728.66</b>

**Planned Work**

Community Center Stage Accessibility Improvements	\$ -	\$ 110,000.00
Community Center Bathroom Remodel	\$ 16,585.92	\$ 125,050.00
Community Center Fence	\$ -	\$ 50,000.00
Cabin Improvements	\$ -	\$ 30,000.00
General Community Center Improvements	\$ -	\$ 65,000.00
TVIC Improvements	\$ -	\$ 9,300.00
<b>Total Expenses</b>	<b>\$ 16,585.92</b>	<b>\$ 389,350.00</b>

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<b>Measure A Balance at Fiscal Year End</b>	<b>\$ 204,368.16</b>	<b>\$ (101,621.34)</b>
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TAMALPAIS COMMUNITY SERVICES DISTRICT  
 WASTEWATER DEPARTMENT  
 Certificates Of Participation (C.O.P.) Funds

*Certificates Of Participation (C.O.P) Funds Balance Sheet*

**TCSD Accelerated CIP - Comparing Budgeted Plan to Progress Completed**

	FY 20/21 Complete	FY 21/22 Complete	FY 22/23 Complete	FY 23/24 YTD	Total Spent
Phase A	\$ 48,577.63	\$ 327,135.50	-	\$ -	\$ 375,713.13
Phase B	\$ 491,589.93	\$ 978,666.01	-	\$ -	\$ 1,470,255.94
Phase C		\$ 839,264.39	\$ 1,802,079.82	\$ -	\$ 2,641,344.21
Phase D			\$ 8,478.00	\$ 602,449.93	\$ 610,927.93
Bell Ln PS		\$ 91,474.65	\$ 148,149.00	\$ 18,392.00	\$ 258,015.65
Bell Ln. Force Main		\$ 10,617.50	\$ 43,905.20	\$ 57,303.50	\$ 111,826.20
Hydro-Vactor Truck				\$ 398,715.06	\$ 398,715.06
<b>Total</b>	\$ 540,167.56	\$ 2,247,158.05	\$ 2,002,612.02	\$ 1,076,860	\$ 5,866,798.12
				Forecast Available	\$ 6,861,508.95
				<b>Total C.O.P Funds</b>	<b>\$ 12,728,307.07</b>

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



TAMALPAIS COMMUNITY SERVICES DISTRICT  
 WASTEWATER DEPARTMENT  
 Certificates Of Participation (C.O.P.) Funds

**Project Scopes**

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



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
February 14, 2024

**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 December 31, 2023.

### BACKGROUND

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.

### 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
<b>Total Balances</b>		<b>\$ 9,426,540.81</b>	<b>\$ 12,124,498.22</b>

Resolution 2023-18 amended the policy of investment of District funds. Per which two-thirds of the investments were transferred from LAIF i.e., \$5,700,000, to Wells Fargo National Bank. The funds will then be invested in the newly established Stagecoach Sweep Account.

The State of California Local Agency Investment Fund (LAIF) earned 4.0% as the quarterly apportionment rate for the quarter ending December 31, 2023. The LAIF interest rate for December 2023 was 3.929% which is 0.086 percentage points higher from the prior month and 1.756 percentage points higher from December 2022.

The district received \$73,511.83 in interest earnings from LAIF for the quarter ending 12/31/23 (Jul-Sept). Prior to that for the quarter ending 09/30/23 (Jul-Sept), \$80,138.88 in interest was earned. Also, for the quarter ending 06/30/23 (Apr-Jun), \$64,993.80 in LAIF interest was

deposited in July 2023. Hence, the total interest returns received in the current fiscal year is \$218,644.51.

**FISCAL IMPACT**

The adopted FY23-24 budget conservatively estimated total interest earned at \$53,400, which had already been exceeded. With the establishment of the Wells Fargo Stagecoach Sweep account, an increase in interest revenue is anticipated for the rest of the fiscal year.

**ATTACHMENTS**

- A. LAIF Monthly Statement as of December 31, 2023
- B. LAIF Performance Report

California State Treasurer  
**Fiona Ma, CPA**



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

February 05, 2024

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

TAMALPAIS COMMUNITY SERVICES DISTRICT

GENERAL MANAGER  
 305 BELL LANE  
 MILL VALLEY, CA 94941

[Tran Type Definitions](#)

Account Number: [REDACTED]

December 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/12/2023	12/11/2023	RW	1743753	1704154	ALAN H. SHEAR	-5,700,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	8,558,468.92
Total Withdrawal:	-5,700,000.00	Ending Balance:	2,858,468.92



## PMIA/LAIF Performance Report as of 1/17/24



### Quarterly Performance Quarter Ended 12/31/23

LAIF Apportionment Rate <sup>(2)</sup> :	4.00
LAIF Earnings Ratio <sup>(2)</sup> :	0.00010932476863589
LAIF Administrative Cost <sup>(1)*</sup> :	0.29
LAIF Fair Value Factor <sup>(1)</sup> :	0.993543131
PMIA Daily <sup>(1)</sup> :	3.96
PMIA Quarter to Date <sup>(1)</sup> :	3.81
PMIA Average Life <sup>(1)</sup> :	230

### PMIA Average Monthly Effective Yields<sup>(1)</sup>

December	3.929
November	3.843
October	3.670
September	3.534
August	3.434
July	3.305**

### Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 12/31/23 \$158.0 billion

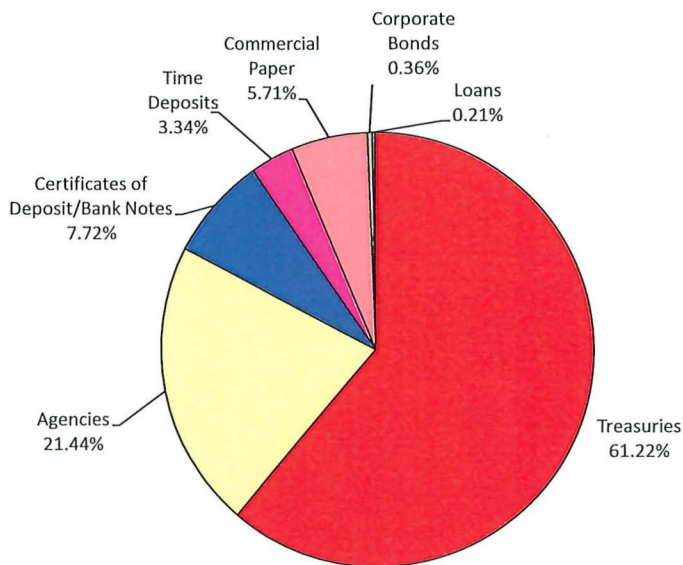


Chart does not include \$2,164,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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).

\*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

\*\* Revised

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
February 14, 2024

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: AWARD BID TO THE LOWEST RESPONSIBLE BIDDER FOR THE CORPORATION YARD SHOP IMPROVEMENTS (RESTROOM & SHOWER IMPROVEMENTS) AND APPROVE CONTINGENCY RESERVE OF \$35,000 FOR UNFORESEEN FIELD CONDITIONS OR REJECT ALL BIDS**

---

*(Note: Bids were opened on February 8, 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)

### **DISCUSSION**

The bid notice was advertised in the Marin IJ and posted to plan exchanges as required in January 2024. The formal bid opening was scheduled for February 8, 2024. Seven (7) contractors submitted bids (see attached bidders list). The bid requested new shop improvements consisting of the demolition of old facilities and the construction of a new restroom, shower and laundry facilities, and kitchenette. The construction is entirely within the footprint of the existing Corporation Yard/Shop Building. The bid is awarded based on the base bid.

Bids were opened on February 8 2024 at 2:00pm. District staff and Nute Engineering staff, Pippin Cavagnaro, P.E., are in the process of reviewing the bid packages and will make a recommendation at the meeting. Staff is also recommending a project contingency of \$35,000 (approx. 15%) to cover unforeseen field conditions.

### **FISCAL IMPACT**

The FY23-24 CIP budget allocates \$210,000 for the Shop Improvements including design. The costs are split among the Recreation, Wastewater, and Solid Waste Facility funds. However, the revised engineer's estimate is \$240,000 for construction. Staff will make a recommendation at the meeting regarding additional funding should the Board award the bid.

### **ATTACHMENT**

A. Bidders List

## BIDDERS LIST

February 8, 2024, 2:00pm  
305 Bell Lane, Mill Valley, CA 94941  
Tamalpais Community Services District  
Corporation Shop Improvements

Name

Bid Amount

Name	Bid Amount
CWS CONSTRUCTION GROUP, INC.	\$525,000
FRC, INC.	\$387,400
DMR BUILDERS	\$275,494
GIANT CONSTRUCTION	\$513,900
M3 INTEGRATED SERVICES, INC.	\$296,500
CF CONTRACTING, INC.	\$618,000
CSI SERVICES	\$428,900





## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
February 14, 2024

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: ADOPT GOALS AND PRIORITIES FOR 2024 AND DISCUSS ANY FOLLOW-UP ITEMS FROM THE FEBRUARY 10<sup>TH</sup> BOARD RETREAT**

---

### **RECOMMENDATION**

Adopt goals and priorities for 2024 and discuss any follow-up items from the February 10<sup>th</sup> Board retreat.

### **DISCUSSION**

The Board held its annual retreat on February 10, 2024 at the Fernwood Cemetery facilities. At the retreat, the Board will discuss goals and priorities for 2024. However, as the retreat was held after the agenda for the February 14, 2024 meeting was posted, this staff report is intended to be a "place holder" staff report to allow the Board an opportunity to discuss any follow-up issues from the retreat as well as adopt the Board's goals and priorities for 2024.

Any supplemental materials such as the proposed 2024 goals and priorities will be distributed at this Board meeting.

### **FISCAL IMPACT**

n/a



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
February 14, 2024

**TO: BOARD OF DIRECTORS**  
**FROM: GARRETT TOY, GENERAL MANAGER**  
**SUBJECT: DISCUSS SOLID WASTE DAILY OPERATIONS AND SERVICE CALLS**

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### RECOMMENDATION

Continue to discuss the Solid Waste and Wastewater daily operations including possible service

### BACKGROUND

The Board first discussed this topic at its January 24, 2024 work session. The Board requested more information on the matter including a review of the 2017 R3 Consulting Group Route Operations Analysis.

### DISCUSSION

This memo is broken into two sections: 1) "Current Operations" which includes information presented at the work session, and 2) 2017 Operations Analysis which includes a summary of the 2017 analysis and a comparison to current operations.

#### Current Operations

*Note: The information contained in the section was provided to the Board at its January 24<sup>th</sup> work session.*

TCSD has four Solid Waste drivers on a regular basis. Three of the four drivers work a 4/10 work schedule which is 10 hours per day, 4 days per week (Tues-Fri). The fourth driver works a 5/8 schedule which is 8 hours per day, five days per week. The solid waste and wastewater maintenance worker (i.e., cross-trainee) position serves as a back-up driver to cover for drivers out sick or on scheduled vacations (i.e., paid-time-off, PTO). The cross-trainee position also helps with commercial solid waste collections on Monday. Residential collections are done Tuesday through Friday.

With only four full-time drivers, service is significantly impacted when a driver calls in sick and/or a driver is on PTO that day. While the cross-trainee can fill in during such absences, we still only have 3 drivers doing the work of 4 drivers. On occasion, we only have 2 drivers available. The result of being short-staffed is missed pick-ups, delays in route pick-ups, overtime costs incurred, and/or adverse effects on staff morale. Unfortunately, TCSD has been unable to

find part-time/reserve drivers to call in when we are shorted staff. In the past, TCSD was able to call in a recently retired driver who was willing to serve in that capacity. However, that driver has moved out of the area.

To address the short-staffing concerns and potential enhancement to solid waste services, this work session will focus on the concept of adding a full-time driver. Staff has done some preliminary research which is contained in the attached "Added Driver Analysis" (Analysis). The Analysis shows the data from FY22-23 regarding driver PTO and overtime paid. In FY22-23, drivers used 928 hours of PTO. In essence, approximately 45% of the year TCSD had 3 full-time drivers available. In some instances, we only had 2 full-time drivers available. With regard to overtime (1.5 x regular rate), drivers incurred 445 hours of overtime in FY22-23.

The Analysis also shows the costs of a new full-time driver with and without a commercial license (e.g., Class B). We are proposing a different rate for a driver who does not have a commercial license. With a Class C license, a driver can operate the smaller refuse trucks. While we can send the driver to truck driving school to obtain a commercial license, we thought it would be beneficial to have a different rate to start with for recruitment and retention purposes.

The bottom section of the Analysis summarizes the benefits of adding a new driver as well as the disadvantages of doing so. Wastewater operations also will significantly benefit from having an additional Solid Waste driver because we estimate that up to 250 hours annually of the cross-trainee's time will be available for Wastewater maintenance and other daily activities.

At the work session, staff "walked" the Board through the Analysis, the revised Five-Year Solid Waste Operating budget forecast, and revised forecast for Solid Waste operating and capital reserves. The bottom line is that no increases beyond the projected 2% solid waste fee increases over the next 5 years would be needed to fund a new driver position. There would be no financial impact to Wastewater operations.

#### 2017 Operations Analysis v. Current Operations

In 2017, TCSD contracted with R3 Consulting Group to conduct a high-level routing operations analysis and evaluate potential alternatives for TCSD to move its refuse transfer operations out of the yard. Staff discussed the 2017 R3 operational analysis report with R3 staff who prepared the analysis. In 2017, TCSD had approximately 4.5 FTE assigned to Solid Waste operations. The route collection consisted of 3 drivers (Tues-Fri.) with assistance from two wastewater/solid waste maintenance workers who worked an equivalent of 1.5 FTE to perform Monday commercial collections, drive the large trucks (25 cu yd) to Richmond after transfers were made, and act as back-up drivers as needed. It should be noted that prior to 2017, there were 4 drivers working 4/10 schedules with help from the wastewater/solid waste staff. However, during that time, the Solid Waste fund may have been experiencing financial stresses.

The R3 Analysis recommended that if TCSD could use larger trucks (more than the current 10 cu yd.) on routes it could avoid the need to transfer recycling to the larger trucks and drive directly (direct haul) to Richmond (Republic) to drop off recycling. TCSD could potentially save 3 trips per day. R3 believed if that worked then 4 FTE drivers working 4/10 shifts could potentially serve the route collection needs. The other goal of direct haul was to eliminate the need to replace a large truck. However, since 2017, TCSD has determined that trucks with higher payloads (more than 10 cu yd) would not work in our topography/terrain. Also, TCSD has an arrangement with MSS to conduct transfers at the MSS facilities.

In October 2022, TCSD started to direct haul to Richmond. The purpose was to limit the wear'n'tear on the large trucks, mitigate the amount of time needed to clean up after transfers, and avoid issues caused by leaving the large truck unattended in the transfer area (at MSS facilities). While direct haul has reduced the use of the large trucks by 75% in 2023 compared to 2019 usage (251 trips to Richmond), we still need the large trucks for the commercial routes (dumpster pick-ups and cardboard). In 2023, we made 61 trips to Richmond in the large truck which is an average of 1.2 trips per week.

Staff will discuss our analysis in more detail at the meeting, but we believe the need for 4.5 FTE drivers handling the route operations has not changed since 2017. An additional driver would have numerous benefits to the solid waste operations including the ability to have a minimum staffing level of 3 drivers (Tues-Fri). Wastewater would benefit from having more staff time available for maintenance and repair activities.

**FISCAL IMPACT**

tbd

**ATTACHMENTS**

- A. Added Driver Analysis
- B. R3 Route Operations Analysis
- C. Revised Five-Year Forecast Solid Waste budget.

**ATTACHMENT A**

**ADDED DRIVER ANALYSIS**

Current Staffing  
4 drivers plus reserve driver

FY22-23 (drivers only)	Hours
Total Sick Leave Used	92
Total Vacation	<u>836</u>
Total PTO	928

	Costs (approx.)
Total Overtime (1.5x not double time)	445 \$ 28,000

New Driver Costs (approx.)	Wages	Health	Other Benefits	Total Compensation	Net Costs
driver w/comm. license	\$ 99,000	\$ 35,000	\$ 26,000	\$ 160,000	\$ 142,500
driver w/o comm. License	\$ 88,000	\$ 35,000	\$ 23,000	\$ 146,000	\$ 128,500

Assumptions

Wages includes COLA in July 2024 and estimates of O/T and 2% performance pay

Health assumes family plans

Other Benefits includes retirement and other costs to TCSD

Pay range for driver without a commercial license is 8% less than other drivers. This driver could only drive the smaller trucks

Net costs is less annual overtime savings of \$17,500

**SHIFT SCENARIOS**

Drivers	Monday	Tuesday	Wednesday	Thursday	Friday	Comments
Driver 1		4/10 shift	4/10 shift	4/10 shift	4/10 shift	
Driver 2		4/10 shift	4/10 shift	4/10 shift	4/10 shift	
Driver 3		4/10 shift	4/10 shift	4/10 shift	4/10 shift	
Driver 4	9/80 shift	9/80 shift	9/80 shift	9/80 shift	9/80 shift	Every other Friday off
Driver 5	5/8 shift	5/8 shift	5/8 shift	5/8 shift	5/8 shift	stay later for missed pick-up; cart replacement; dumpster; bulky pick-up
Reserve Driver (i.e., cross-trainee)	as needed					

**BENEFITS**

Always maintain a minimum of 3 drivers (e.g., 1 sick, 1 PTO)

Address drivers' concern of being "short-staffed" (only 2 drivers) and having a part-tme driver available

Enhance solid waste services (e.g., less missed pick-ups, added staff for holidays, one driver available for later hour services)

Reserve driver only needed in emergencies

250 hrs more for wastewater maintenance activities (5 hrs/wk x 50 weeks per year)

Save \$30,000-\$40,000 in wastewater maintenance costs due to increase in ability for staff to perform maintenance work

Monthly pump station inspections (up from 2/yr)

More time for -in-house vehicle maintenance (recommended for hydro-vactor truck) and inspections should improve vehicle life span and reduce maintenance costs

Save \$15,000-\$20,000 in Solid Waste overtime costs

**DISADVANTAGE**

Significant cost increase in Solid Waste operations. However 5 yr forecast indicates can absorb cost in first 5 years based on 2% per year increases.

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1512 Eureka Road, Suite 220, Roseville, CA 95661  
Tel: 916-782-7821 | Fax: 916-782-7824

2600 Tenth Street, Suite 411, Berkeley, CA 94710  
Tel: 510-647-9674

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627 S. Highland Avenue, Suite 300, Los Angeles, CA 90036  
Tel: 323-559-7470

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**To:** Ms. Heather Abrams, General Manager, Tamalpais Community Service District

**From:** Mr. Garth Schultz, Principal, R3 Consulting Group, Inc.  
Ms. Emily Ginsburg, Sr. Project Analyst, R3 Consulting Group, Inc.

**Date:** May 18, 2017

**Subject:** Routing Operations Analysis

**Attachments:** A – Excel Workbook of Routing Operations Analysis  
B – Estimate of New Truck Costs

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R3 Consulting Group, Inc. (R3) was engaged by the Tamalpais Community Services District (District) to conduct a high-level routing operations analysis and to evaluate potential alternatives the District may take in the event it is no longer able to continue refuse transfer operations as they have been conducted in recent years. This memorandum details the methodology and findings of our analysis, and provides recommendations for the District's consideration as it further evaluates next steps.

## Background

The District owns and operates the refuse collection system that serves both residents and businesses in its service area. District route trucks are 10 cubic yards in capacity, the smaller size allowing for easier navigation of the service area's hard-to-service terrain, with the trade-off being three trips needed per route truck per day.

Each collection day, three routes (one for each stream: recycling, organics, and garbage) do three trips per day to and from the District's Corporation Yard, resulting in a total of nine trips per day. At the Corporation Yard a truck-to-truck transfer of materials is performed to unload the small-capacity route trucks and fill three larger 25 cubic yard capacity rear-loading trucks that deliver the materials to their end destinations.

Garbage and green waste are sent to Marin Resource Recover Center (MRRC) in San Rafael, and recycling is sent to the Integrated Resource Recovery Facility (IRRF) in Richmond. Currently, three full time Refuse Drivers perform the routes, with two Cross Trainees delivering materials to the destination facilities and performing other refuse-related functions. Refuse Drivers are scheduled to work four 10 hour days per week and Cross Trainees are collectively allocated at ~1.5 full-time equivalent (FTE) to Refuse Division operations.

The District’s current annual net cost of operations for elements reviewed by R3 are approximately \$773,00, as outlined in Table 1 on the following page.

**Table 1: Summary of Current Operational Costs Evaluated by R3**

Annual Expenses (To Nearest Thousand)							Annual Recycling Revenues	Estimated Annual Net Cost
Fully Loaded Staffing Costs	Refuse Driver Overtime	Fuel	Maint.	Tolls	New Vehicle Costs (7 year lease)	Subtotal Expenses		
\$624,000	\$17,000	\$29,000	\$125,000	\$3,000	\$-	\$798,000	\$(25,000)	\$773,000

The \$798,000 in annual expenses evaluated by R3 are only a portion of the District’s Refuse Division budget (\$1.7 million in Fiscal Year 2016/2017); this figure only includes staffing costs directly related to refuse collection operations, and does not include salary and benefits for staff that are allocated to the Refuse Budget other than the Refuse Drivers and Cross Trainees. Additionally, the expenses figures in Table 1 do not include Medical Current Charges and Reserve, Transition Staffing and Benefits, Board Fees, Professional Services, Insurance, Disposal Fees, Depreciation, Fees and Permits, and other administrative overhead costs (phones, office expenses, utilities, professional services, etc.).

## Methodology

R3 evaluated current system conditions in order make recommendations regarding operational efficiency and noise mitigation measures. To gain an in-depth understanding of the District’s refuse collection operation, R3 reviewed tonnage records, site permitting history, staff roles and responsibilities, vehicle fleet specifications, operating budget, fuel and maintenance costs, vehicle depreciation schedules, and other pertinent documentation provided by District staff.

R3 also performed an on-site evaluation of the Corporation Yard, conducted interviews with District staff, and toured hard-to-serve streets to gain first-hand knowledge of the District’s operations, service area, and limitations. Using this information to establish a baseline, R3 then researched and projected changes in operational efficiency and costs for each scenario. All potential cost information is provided as a high-level estimate (rounded to the nearest thousand) for planning purposes to help inform the District’s deliberation of which path to pursue. R3’s evaluation of potential alternatives is detailed in the section below. The alternatives evaluated included:

- Construction of sound barriers at the Corporation Yard;
- Use of a location other than the Corporation Yard for truck-to-truck transfer activities;
- Direct hauling waste materials to current destination facilities in route trucks (with no truck-to-truck transfer);
- Direct hauling waste materials to other facilities, such as all materials to MCRR or recyclables to Redwood Landfill in Novato (also with no truck-to-truck transfer and at fewer vehicle miles travelled compared to using current destination facilities);

- Direct hauling waste materials to current and alternative destination facilities using larger capacity collection vehicles; and
- Changing the staffing model to include an additional full-time Refuse Driver in lieu of the current Cross Trainees, both with current and new vehicles and considering current and alternative destination facilities.

## Limitations and Revisions

The following findings and recommendations have been established utilizing R3's current understanding of District operations and expenses. If, prior to finalization of this memorandum, the District identifies areas in which our understanding and assumptions can be corrected, R3 will update this analysis including our findings and recommendations.

## Summary of Findings and Recommendations

As a result of our analysis of the District's operations, which involved a review of the Districts' Refuse Budget, Refuse Division staffing costs, truck maintenance costs, truck mileage, and tonnages as well as on-site and on-route observations, R3 has established the following initial findings and recommendations.

### Current Operations

- Continuing current refuse collection operations would likely require a solid waste facilities permit as well as ~\$100,000 to ~\$150,000 in one-time capital costs to address noise concerns;
- Obtaining a solid waste facilities permit would require approval of the Marin County Local Enforcement Agency (LEA) as well as the California Department of Resources, Recycling and Recovery (CalRecycle);
- Applying for such a permit may take 80 to 160 hours of staff or consultant time, and may ultimately not be granted if the District cannot demonstrate to the satisfaction of the LEA and CalRecycle that impacts (such as noise) can be reasonably mitigated; and
- Alternative sites for the performance of current transfer operations (including the Martin and Bros. yard) do not appear to be feasible.

**In consideration of the above, R3 recommends that the District establish plans to directly haul refuse to destination facilities.**

### Direct Hauling to Destination Facilities with Current Trucks and Staffing

- Directly hauling refuse to destination facilities (including MCRR, the IRRF and/or Redwood Landfill in Novato) utilizing current (10 cubic yard Isuzu chassis) route trucks is feasible, considering the following assumptions:
  - Refuse Driver daily shift time would increase from the current 8 hours per day average to approximately 10 hours per day average (without overtime), as a result of increased travel time;



- Cross Trainees would be retained to provide on-route assistance to Refuse Drivers;
  - Fuel costs would increase with increased vehicle mileage resulting from increased trips to destination facilities (from a current three per day in large trucks to nine per day in small trucks); and
  - Maintenance costs would increase with increased vehicle mileage, even considering that some larger trucks (which cost a significant amount to maintain) could be retired.
- Based on these assumptions, and the District's current Refuse Division operational cost data, R3 estimates that direct hauling of refuse to current facilities would cost the District approximately \$43,000 more per year;
  - Estimated increases in cost are conservative, and are largely driven by increases in fuel and maintenance expenses, including an assumption that some larger rear-loading trucks may be retired; and
  - Current methods for tracking maintenance costs and other data makes it difficult to project how maintenance of current trucks may change as a result of directly hauling waste to destination facilities.

**In consideration of the above findings, R3 recommends that the District proceed to direct haul refuse to current destination facilities, and to closely track and monitor changes in Refuse Driver shift times, Cross Trainee utilization, fuel costs and maintenance costs.**

### Direct Hauling with New Trucks

- The District currently has three primary refuse collection route trucks (purchased in 2009, 2013 and 2015), and two backup trucks (purchased in 2006 and 2007);
- Assuming the industry standard useful life of seven to 10 years per truck, the District will need to start replacing trucks as late as 2019 through 2025);
- New, 10 cubic yard higher compaction trucks could enable Refuse Drivers to achieve higher payloads and therefor reduce the number of trips to destination facilities from nine to six per day (from three per route to two per route);
- Refuse Driver time utilizing new higher payload trucks would be approximately 9.3 hours per day;
- As a result of fewer vehicles miles travelled per truck due to reduced number of trips, fuel and maintenance costs are estimated to be significantly reduced compared to direct hauling with current trucks;
- The cost of financing three such trucks, at a purchase price of approximately \$185,000 per truck (including taxes and licensing) over a 7-year lease term at a 3% financing rate is approximately \$29,600 per truck, totaling to approximately \$89,000 annually for all lease costs;
- Draft truck configurations meeting the District's specific needs with respect to the maximum truck size that could safely navigate District streets and road are included in Attachment B (costs listed in Attachment B do not including taxes and licensing);
- Once ordered, it takes about nine to 12 months for new trucks to be delivered; and

- R3 estimates that direct hauling of refuse in new higher payload trucks would cost the District approximately \$58,000 more per year than the current operation.

**In consideration of the above, R3 recommends that the District further explore procurement of new higher payload trucks meeting the operational needs and constraints of the District's streets and roads, to replace current trucks as they are retired.**

## Direct Hauling with New Staffing

- The current staffing model of three Refuse Drivers and 1.5 FTE Cross Trainees relies on Cross Trainees to conduct transfer operations (which would no longer be needed in a direct haul scenario) and provide other assistance to refuse operations;
- The District could consider elimination of the Cross Trainee positions in lieu of an additional Refuse Driver position, resulting in four Refuse Drivers and no Cross Trainees (a reduction from 4.5 FTE to 4.0 FTE in total);
- The additional Refuse Driver could provide greater flexibility in performing refuse collection routes, both by providing back-up to Refuse Drivers when necessary due to vacation or illness, and also provide additional on-route support to Refuse Drivers on a daily basis, thereby mitigating the potential for additional overtime costs related to direct hauling to destination facilities; and
- Changing the Refuse Division staffing approach to add one full-time Refuse Driver (for a total of four) in lieu of the 1.5 FTE of Cross Trainees would save \$26,000 per year in staffing costs:
  - In the case of utilizing current trucks to deliver refuse to destination facilities, this would reduce the estimated additional expenses from \$43,000 per year to \$14,000 per year; and
  - In the case of utilizing new trucks, this would reduce the estimated additional expenses from \$64,000 to \$32,000 per year.

**In consideration of the above, R3 recommends that the District consider phasing out the Cross Trainee positions in the Refuse Division and hire for an additional Refuse Driver position to provide regular support and backup to existing Refuse Drivers**

## Summary of Estimated Costs for Direct Haul

Table 2, on the following page, demonstrates the financial comparison of recommended alternatives outlined above. Complete details in support of the figures included in Table 2 are included in Attachment A to this memorandum.

**Table 2: Summary of Estimated Annual Net Cost and Variance by Scenario**

Scenario	Estimated Annual Net Cost	Variance from Current
Current Operations	\$773,000	\$-
Current Facilities with Current Trucks and New Staffing	\$787,000	\$14,000
Current Facilities with New Trucks and New Staffing	\$805,000	\$32,000
Current Facilities with Current Trucks and Staffing	\$816,000	\$43,000
Redwood LF with Current Trucks and New Staffing	\$829,000	\$56,000
Current Facilities with New Trucks and Current Staffing	\$831,000	\$58,000
Redwood LF with New Trucks and New Staffing	\$838,000	\$65,000
Redwood LF with Current Trucks and Staffing	\$855,000	\$82,000
Redwood LF with New Trucks and Current Staffing	\$864,000	\$91,000

## Summary of Changes to Refuse Driver Shifts

In evaluating the estimated costs of changing operations to include direct haul to destination facilities, R3 estimated the changes to Refuse Driver shift time, as outlined in Table 3, below. Estimates of transport time to destination facilities are based on the mileage to and from those facilities, at an average speed of 30 to 35 miles per hour (given anticipated traffic conditions).

**Table 3: Summary of Changes to Refuse Driver Shifts**

Scenario	Trips per Day	Pre-Check	On-Route	Transfer	Transport	Tip	Post-Check	Breaks	Total
<b>Current Operations</b>	3	0.5	5.0	1.0	0.0	0.0	0.5	1.0	<b>8.0</b>
<b>To Current Facilities</b>	3	0.5	5.0	0.0	2.0	1.0	0.5	1.0	<b>10.0</b>
<b>To Redwood LF</b>	3	0.5	5.0	0.0	2.5	1.0	0.5	1.0	<b>10.5</b>
<b>To Current Facilities</b>	2	0.5	5.0	0.0	1.3	1.0	0.5	1.0	<b>9.3</b>
<b>To Redwood LF</b>	2	0.5	5.0	0.0	1.7	1.0	0.5	1.0	<b>9.7</b>

As shown in the table, current Refuse Driver shifts are estimated by the District to be eight hours per day (it should be noted that Refuse Drivers are scheduled to work four 10 hour shifts). If the District were to have Refuse Drivers direct haul in current trucks to current destination facilities for a total of three trips per Driver per day, R3 estimates that Refuse Driver shifts would increase to an average of about 10 hours per day. Using new higher payload vehicles that could reduce daily trips to current destination facilities from three to two per route could result in Refuse Driver shift times averaging 9.3 hours per day.

## Possibility of Franchising Refuse Operations

Based on R3's analysis and observations of the District's operations, we believe that the District could choose to franchise refuse collection services provided to its residents and businesses, thereby discontinuing its municipally owned and run operation.

There are benefits and risks to be considered when evaluating the move to franchise, such as the ability to provide the highest level of service – which is notably different from most other refuse collection operations because of the unique nature of the District's streets and roads – and safety to the District's residents and businesses at the best cost, increasing overall landfill diversion through the promotion and availability of robust programs, and ensuring the District is adequately compensated for management and oversight of the franchise via franchise or user fees.

The franchising process would include the following tasks to secure a new refuse service provider via a Request for Proposals (RFP) process:

- Giving notice to the District's employees and the community of the intent to consider franchising;
- Compiling the RFP package, which would include drafting of the program requirements, the franchise agreement, and customer rate options;
- Conducting community workshops to invite public participation;
- Developing a mailing list of qualified waste haulers and issuing the RFP;
- Conducting a pre-proposal conference with potential contractors;
- Preparing written responses to questions submitted regarding the RFP, and preparing addenda as necessary;
- Conducting contractor interviews with evaluation panel set by the District;
- Evaluating responses from contractors, including the development of evaluation criteria;
- Presenting the results of the evaluation process and staff recommendation to the Board of Directors;
- Conducting clarification or negotiation sessions if necessary;
- Completing negotiations with the top ranked waste hauler and finalizing the new franchise agreement for Board approval;
- Transitioning service to the new service provider (including routing, cart and bin inventory, truck inventory, service calls during transition); and
- Ongoing management of franchised services.

To ensure the District adequate time to complete the procurement process and transition to new service provider, R3 believes that the District, if it were to decide to pursue franchising of its refuse collection operations, should plan for 12 to 18 months to complete the franchising process, starting on the date the District begins developing an RFP. R3 estimates that the cost to conduct such a procurement process, including transition to the new refuse services provider, would be approximately \$75,000 to \$150,000, depending on the level of consultant time needed. R3 generally suggests that our clients require reimbursement of these costs by the selected contractor at the time that an agreement is executed.

Based on R3's familiarity with franchised refuse operations in the region, we believe that there are several potential proposers that could be interested in providing services to the District, including but not limited to the following operations currently in Marin County:

- Mill Valley Refuse Service;
- Marin Sanitary Service; and
- Bay View Sanitary Service.

Additionally, Recology – which currently has operations in San Francisco and may be establishing operations in Marin County soon – could be another potential proposer. All noted potential proposers are experienced refuse collection operators that could feasibly meet the operational needs of the District, including safety and service needs for the District's streets and roads.

Through our review of the District's cost of operations, we believe that the District's operational costs as noted in Table 1 are not far off from what a private contractor's costs would be to perform the same services. Put another way, though we don't mean to suggest that the District should expect a rate decrease as a result of franchising, we do believe that there are economies of scale that a private contractor could provide that could be of benefit to the District in terms of maintaining quality service at reasonable rates. Economies of scale would likely include labor (because of less needed redundancy in drivers to ensure route coverage for vacation and illness) and maintenance (because centralized maintenance facilities are able to achieve a greater overall efficiency in labor costs, maintain larger parts inventories, and perform higher quality preventative maintenance than R3 generally finds in smaller collection operations).

That said, if the District were to franchise, its collection operations would not likely be a "tuck-in" to another service providers' current operations; the unique nature of the service area would likely require that the contractor meet specific service and performance specifications (including truck size and specifications) to ensure that service would continue to be provided at the same level of safety and quality as is currently provided by the District.

COSTS BY SCENARIO	FTE	Loads Per Truck Per Day	Annual Expenses (To Nearest Thousand)							Annual Recycling Revenues	Estimated Annual Net Cost	Variance from Current
			Fully Loaded Staffing Costs	Refuse Driver Overtime	Fuel	Maint.	Tolls	New Vehicle Costs (7 year lease)	Subtotal Expenses			
Current Operations	4.5	3	\$ 624,000	\$ 17,000	\$ 29,000	\$ 125,000	\$ 3,000	\$ -	\$ 798,000	\$ (25,000)	\$ 773,000	\$ -
MCRR with Current Staffing and Trucks	4.5	3	\$ 624,000	\$ 17,000	\$ 33,000	\$ 128,000	\$ -	\$ -	\$ 802,000	\$ -	\$ 802,000	\$ 29,000
Current Facilities with Current Staffing and Trucks	4.5	3	\$ 624,000	\$ 17,000	\$ 42,000	\$ 149,000	\$ 9,000	\$ -	\$ 841,000	\$ (25,000)	\$ 816,000	\$ 43,000
Redwood LF with Current Staffing and Trucks	4.5	3	\$ 624,000	\$ 17,000	\$ 47,000	\$ 167,000	\$ -	\$ -	\$ 855,000	\$ -	\$ 855,000	\$ 82,000
MCRR with New Trucks and Current Staffing	4.5	2	\$ 624,000	\$ 17,000	\$ 24,000	\$ 77,000	\$ -	\$ 89,000	\$ 831,000	\$ -	\$ 831,000	\$ 58,000
Current Facilities with New Trucks and Current Staffing	4.5	2	\$ 624,000	\$ 17,000	\$ 31,000	\$ 89,000	\$ 6,000	\$ 89,000	\$ 856,000	\$ (25,000)	\$ 831,000	\$ 58,000
Redwood LF with New Trucks and Current Staffing	4.5	2	\$ 624,000	\$ 17,000	\$ 34,000	\$ 100,000	\$ -	\$ 89,000	\$ 864,000	\$ -	\$ 864,000	\$ 91,000
MCRR with New Trucks and New Staffing	4.0	2	\$ 598,000	\$ 17,000	\$ 24,000	\$ 77,000	\$ -	\$ 89,000	\$ 805,000	\$ -	\$ 805,000	\$ 32,000
Current Facilities with New Trucks and New Staffing	4.0	2	\$ 598,000	\$ 17,000	\$ 31,000	\$ 89,000	\$ 6,000	\$ 89,000	\$ 830,000	\$ (25,000)	\$ 805,000	\$ 32,000
Redwood LF with New Trucks and New Staffing	4.0	2	\$ 598,000	\$ 17,000	\$ 34,000	\$ 100,000	\$ -	\$ 89,000	\$ 838,000	\$ -	\$ 838,000	\$ 65,000
MCRR with Current Trucks and New Staffing	4.0	3	\$ 598,000	\$ 17,000	\$ 33,000	\$ 128,000	\$ -	\$ -	\$ 776,000	\$ -	\$ 776,000	\$ 3,000
Current Facilities with Current Trucks and New Staffing	4.0	3	\$ 598,000	\$ 17,000	\$ 42,000	\$ 149,000	\$ 6,000	\$ -	\$ 812,000	\$ (25,000)	\$ 787,000	\$ 14,000
Redwood LF with Current Trucks and New Staffing	4.0	3	\$ 598,000	\$ 17,000	\$ 47,000	\$ 167,000	\$ -	\$ -	\$ 829,000	\$ -	\$ 829,000	\$ 56,000

MSS cannot accept single stream - alternative shown for comparison only.

R3 has requested information from WM regarding potential payment for SS materials at Redwood LF. MSS cannot accept single stream - alternative shown for comparison only.

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Redwood LF with Current Staffing and Trucks	\$ 855,000	\$ 82,000
MCRR with New Trucks and Current Staffing	\$ 831,000	\$ 58,000
Current Facilities with New Trucks and Current Staffing	\$ 831,000	\$ 58,000
Redwood LF with New Trucks and Current Staffing	\$ 864,000	\$ 91,000
MCRR with New Trucks and New Staffing	\$ 805,000	\$ 32,000
Current Facilities with New Trucks and New Staffing	\$ 805,000	\$ 32,000
Redwood LF with New Trucks and New Staffing	\$ 838,000	\$ 65,000
MCRR with Current Trucks and New Staffing	\$ 776,000	\$ 3,000
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Redwood LF with New Trucks and New Staffing	\$ 838,000	\$ 65,000
Redwood LF with Current Staffing and Trucks	\$ 855,000	\$ 82,000
Redwood LF with New Trucks and Current Staffing	\$ 864,000	\$ 91,000



**TAMALPAIS COMMUNITY SERVICES DISTRICT****Staff Report  
February 14, 2024**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: RATIFY AGREEMENT WITH MAGGOIRA & GHILOTTI IN AN NOT-TO-EXCEED AMOUNT OF \$32,528 TO REPAIR THE BELL LANE PUMP STATION BYPASS PIPE SYSTEM AND APPROVE A PROJECT CONTINGENCY OF \$5,000**

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**RECOMMENDATION**

Ratify the agreement with Maggiora & Ghilotti in an amount not to exceed \$32,528 to repair the Bell Lane Pump Station by-pass pipe system and authorize a contingency reserve of \$5,000 to be used by General Manager for unforeseen field conditions.

**BACKGROUND**

On December 20, 2023, staff noticed that the emergency exterior pressure by-pass 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 (TCSD engineer) on December 21<sup>st</sup> 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 by-pass pipe, but there is noticeable 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.

At the January 10<sup>th</sup> Board meeting, I reported that I authorized the repair under my emergency authority. The M&G estimate for the repair is \$32,528, which we and Nute Engineer found reasonable. 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. I also stated





*By-pass Valve with chains to stabilize movement*

that I would continue to report back at the Board meetings on the repair until the work was completed.

### **DISCUSSION**

Since my report at the January 10<sup>th</sup> meeting, the weather has not cooperated. At this time, we estimate it will take one to two weeks of dry weather before M&G can proceed with the work. The good news is that the temporary measure to stabilize the valve has worked and the by-pass pipe has not had any significant movement with all the rain.

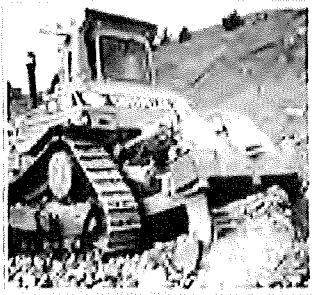
Given no work has begun to repair the by-pass pipe system, we are recommending the Board ratify the agreement with M&G and approve a \$5,000 contingency reserve for unforeseen field conditions. Ratification of the agreement after the fact would preclude the need for the General Manager to continue to proceed under his emergency authority and remove the need to continually place this matter on the Board agenda for discussion. Updates would be included in the monthly General Manager's report.

### **FISCAL IMPACT**

Approximately \$32,528 for the repair work with a contingency reserve of \$5,000 to be used for unforeseen field conditions. This will be charged to the CIP Bell Lane Pump Station project which is funded by the Certificate of Participations (COPs).

### **ATTACHMENT**

M&G Scope of Work



*Committed to Excellence*

Maggiora & Ghilotti, Inc. 555 Du Bois Street, San Rafael, CA 94901 ph: (415) 459-8640 fax: (415) 459-2065

December 22, 2023

RCO # ROM

Project: M&G # ? Remove and replace items on email from Mike Quecke dated 12/21/23

To: Tamalpais Community Services District

Email: mquecke@tamcsd.org

Attn: Mike Quecke, Garrett Toy

ph: (628) 245-6998

Bell Lane bypass repairs

ITEM NO.	ITEM	EST QTY	UNIT	UNIT PRICE	ITEM TOTAL
1	Parts and materials	1	LS		\$13,852.00
2	Labor all	1	LS		\$9,016.00
3	Equipment	1	LS		\$4,600.00
4	Miscellaneous contingency	1	LS		\$2,300.00
5	Roy's stand by 1 day	1	LS		\$2,760.00
					<b>\$32,528.00</b>

Conditions/ Clarifications

Work Area as per agreed in field

Proposal based on normal work hours 8 AM - 5:00 PM Mon-Fri

Standard Exclusions

Survey; Engineering; Design; CQC; Handling and/or Removals of Hazardous Material; Water Pollution Control Plans or Relocating utilities, permit fees

Exclusions

Phasing or Staging of work.

Coordination with outside parties

*This estimate is good for 30 days*

Submitted: Don Muns  
Don Muns

Date: 12/22/23



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
February 14, 2024

**TO: BOARD OF DIRECTORS**

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

**SUBJECT: RESOLUTION TO APPROVE THE COMMEMORATIVE AND MEMORIAL BENCH/FURNISHING POLICY**

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### **RECOMMENDATION**

Adopt resolution to approve the Commemorative and Memorial Bench/Furnishing Policy.

### **BACKGROUND**

The TCSD commemorative and memorial bench/furnishing program (Program) offers the opportunity for someone to purchase a bench, picnic table or other furnishing and place it in a park or open space area in Tam Valley. A bronze plaque is also purchased by the requestor and affixed to the item.

Currently, if someone is interested in participating in the Program, they reach out to staff to discuss placement and installation of the bench or picnic table and go to the TCSD website to pay for the item. There is currently no guideline, policy, or limit on the number and/or location of benches and tables. This has created several memorial benches in Eastwood Park and in front of the Community Center.

In July of 2023, the Board discussed proposed revisions to the policy. The specific changes discussed were to continue the purchase and installation of memorial benches and/or other furnishings in the parks and open spaces. Moreover, the Board wanted to strike a balance to provide staff the ability to manage the overall program and not create an overabundance of benches in a particular area. The Board directed staff to discuss the proposed policy revisions with the Parks and Recreation Commission (PARC) as well as to discuss other possible changes.

### **DISCUSSION**

Staff discussed the proposed policy with PARC at their September and November meetings. The goal of the changes to the current Program is to create additional options and to better manage the impacts to the parks, while continuing to allow participants to create a lasting memorial. The Commission offered suggestions and edits to the proposed policy. The attached Commemorative and Memorial Bench/Furnishing Policy provides the following:

-Includes the option to purchase and install other furnishings besides a bench (e.g. boulder, chair), to commemorate or remember an individual and affix a plaque to it.

-Clarifies that specific locations for the placement and display of memorials may be limited or modified by TCSD, depending on the number of current memorials and the interest level for additional memorials

-In order to create consistency throughout the parks and open space, specific details are provided on memorial options for plaques and park furnishings, including the type of materials, style, and design.

-Allows for additional plaques on existing memorial furniture if requested by the same party who purchased the furniture.

-Requires the requestor to be responsible for all costs to fabricate and install the memorial, including "white glove" service to include delivery, assembly, and installation of the item, as well as a 15% administrative cost for TCSD staff time to process the application. As an example, a recently purchased 5-foot teak bench from Westminster Teak, along with white glove delivery and stain/oil protection applied, cost approximately \$2,800. We will use the same vendor for the specific type of memorial furniture to maintain consistency.

-Staff would offer limited maintenance of the bench or table for a period not-to-exceed five years from the date of installation. The maintenance is limited to cleaning debris and minor repairs. After the initial five years, TCSD may offer the option of coordinating the effort to bring in a third party for maintenance, paid for by the owner of the bench or table.

-If a donor wishes to purchase a new memorial picnic table, TCSD may consider splitting the cost of the purchase and installation of the table if it substitutes a current table in need of replacement.

-Clearly outlines the application and approval process for placing a memorial in a public park and/or open space

#### Next Steps

If the policy is approved by the Board tonight, staff will create Memorial Bench/Furnishing application for interested parties to submit to TCSD. The application information will also include a standardized design on park furnishings and plaques.

#### FISCAL IMPACT

N/A

#### ATTACHMENT

1. Resolution
2. Proposed Commemorative and Memorial Bench/Furnishing Policy
3. Maps of TCSD Parks Showing Inventory of Memorial Benches



## TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
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### RESOLUTION NO. 2024-04

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING THE COMMEMORATIVE AND MEMORIAL BENCH/FURNISHING POLICY

**WHEREAS**, The TCSD commemorative and memorial bench/furnishing program (Program) offers the opportunity for someone to purchase a bench, picnic table or other furnishing and place it in a park or open space area in Tam Valley; and

**WHEREAS**, there is currently no guideline, policy, or limit on the number and/or location of benches and tables, which has created several memorial benches in Eastwood Park and in front of the Community Center; and

**WHEREAS**, in July of 2023, the Board discussed proposed revisions to the policy and directed staff to discuss the proposed policy revisions with the Parks and Recreation Commission (PARC); and

**WHEREAS**, staff discussed the proposed policy with PARC at their September and November meetings with the goals of creating additional options for memorials and to better manage the impacts to the parks, while continuing to allow participants to create a lasting memorial; and

**WHEREAS**, the proposed revised policy clearly outlines the application and approval process for placing a memorial in a public park and/or open space; and

**WHEREAS**, the revised policy requires the requestor to be responsible for all costs to fabricate and install the memorial, including "white glove" service to include delivery, assembly, and installation of the item, as well as a 15% administrative cost for TCSD staff time to process the application; and

**WHEREAS**, in order to create consistency throughout the parks and open space, specific details are provided on memorial options for plaques and park furnishings, including the type of materials, style, and design; and

**WHEREAS**, the policy clarifies that specific locations for the placement and display of memorials may be limited or modified by TCSD, depending on the number of current memorials and the interest level for additional memorials.

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District Board of Directors approves the Commemorative and Memorial Bench Furnishing Policy.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14th day of February 2024 by the following vote:

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

## **Commemorative and Memorial Bench/Furnishing Policy**

### **Purpose**

The purpose of this policy is to establish guidelines for the installation and care of commemorative and memorial benches, picnic tables, chairs, plaques, and boulders in TCSD parks and open spaces.

### **Intent**

Parks and public open space areas are precious commodities, intended to be open, aesthetically pleasing, and usable by the public. Memorials that commemorate or remember an individual, or individuals, can be part of the open space experience provided they are designed and located appropriately.

This policy supports the preservation and protection of the valued public open space within the District's natural and recreational areas by defining and standardizing the design, installation, and maintenance of such memorials.

### **Memorial Options**

1. Plaques – for all memorials shall be 2"x 8" bronze, up to three (3) lines of text. The plaque shall be affixed in the center on the top slat on the front of the bench or chair or in the middle of the table on a picnic table. New plaques are allowed on non-memorial furnishings in parks at a cost to be determined. Additional plaques are allowed, at a cost to be determined, on existing memorial furniture if requested by the same party who purchased the furniture.
2. Park Furnishings – include benches, picnic tables and chairs. Benches and chairs shall be teak and of the same style, while picnic tables shall be redwood. All items shall be the TCSD approved style and design. All donors are to contact the District Office to discuss the style, design, and price of acceptable furnishings.
3. Other Memorials – include unique items such as a memorial boulder which may be suggested by the donor for consideration and final determination by the District.

### **Memorial Criteria**

A memorial bench or other project installations may honor and memorialize a person or persons. For each of the park furnishings, including benches, tables and chairs, one choice of design is available.

The location of memorials shall not interfere with maintenance activities, existing and proposed circulation and use patterns in the park or open space, and shall not impact any historic/cultural resource or sensitive habitat.

Specific locations for the placement and display of memorials may be determined from time to time by TCSD. Should a designated location reach a saturation point, the District may consider closing a location to additional memorials or expanding the defined area of memorials at that

location or removing memorials to create room for new memorials making a reasonable effort to return past memorials to their donors.

Every effort will be made to accommodate a donor's choice of location. If the location of choice is not available, TCSD staff will work with the donor to find an acceptable alternative location. If an alternative location cannot be determined, the application may be withdrawn by the donor and the administrative fee shall be fully refunded.

TCSD reserves the right to remove or relocate any memorial for any reason. A reasonable effort will be made to contact the donor prior to the removal by using the contact information provided on the original application.

### **Memorial Maintenance**

Memorial benches or other project installations shall be maintained by TCSD for a period not-to-exceed five (5) years from the date of installation. Maintenance shall include and be limited to cleaning debris and minor repairs. After the initial five years, TCSD may offer the option of coordinating the effort to bring in a third-party for maintenance, with payment to that third-party made directly by the donor.

TCSD shall not be held responsible for the loss or damage to the memorial including but not limited to theft, vandalism, weather, or earthquake. If a bench or other furnishing is vandalized or lost it may be repaired or replaced. The donor shall be notified and may elect to replace or repair the item that was damaged by theft, vandalism, weather, or earthquake. The installation and application fees may be waived at the discretion of the District. TCSD may consider replacement of a memorial if it is damaged or destroyed by an extreme weather event or earthquake, contingent on a successful claim filed to the TCSD risk management pool. TCSD may request the donor to pay a prorated share of the applicable deductible.

If a donor wishes to purchase a new memorial picnic table, TCSD may consider splitting the cost of the purchase and installation of the table if it substitutes a current table in need of replacement.

### **Application and Approval Process**

Requests for placing memorials in public parks and/or open space areas are to be coordinated through the District Office and may involve the Parks and Recreation Commission (PARC) and/or others directed by the General Manager to solicit input from appropriate District staff to evaluate the design, site selection, installation, and maintenance of memorials.

An application for a bench, chair, picnic table, or boulder memorial shall be completed in writing on forms provided by TCSD and shall be submitted to the District Office with any application fee as may be established. Requests submitted consistent with this policy shall be reviewed administratively by the General Manager or designee. The suitability of the requested memorial location shall be determined by TCSD. An alternative location may be identified as more appropriate.

Applicants for unique memorials including boulders must include as much detail as possible including: the design, size, preferred location, materials, colors, maintenance plan, installation information, timeframe, purpose or historic significance, and such other



information the General Manager deems necessary for an evaluation of the application.

The applicant is responsible for ensuring that the text for the memorial plaque is accurate. The District retains final approval for the content of the plaque.

Upon approval of a memorial request, the donor shall be responsible for the costs to fabricate and install the memorial. The total memorial fee, including the cost of the plaque, administrative fees, all shipping fees, transportation to the site and installation of the memorial, and all necessary materials and hardware, shall be paid in full by the donor following the notification of the approval of the application. The total memorial fee is not refundable under any circumstances once the plaque and memorial have been ordered. TCSD requires the donor to purchase "white glove" service to include delivery, assembly, teak oil application (if applicable), stain resistance treatment (if applicable), and installation of the item.



# THE CABIN



## TCSO BENCHES

### EASTWOOD PARK

5 Memorial Benches

7 Unmarked Benches

### THE CABIN

6 Memorial Benches

1 Unmarked Bench (County)

### COMMUNITY CENTER

6 Memorial Benches

0 Unmarked Benches

### KAY PARK

2 Memorial Benches

2 Unmarked Benches

#### Key



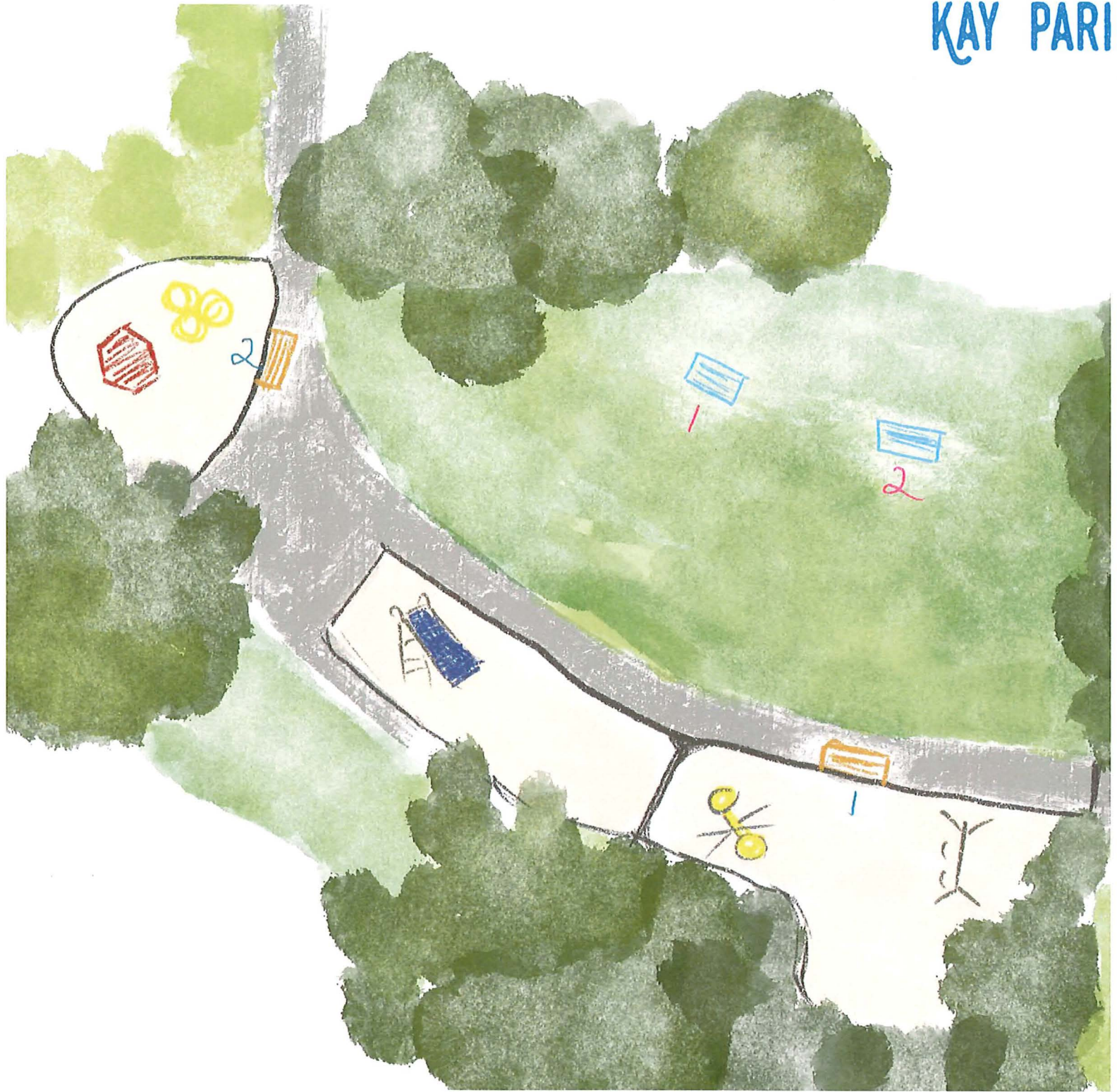
Memorial Bench



Unmarked Bench

# COMMUNITY CENTER







**TAMALPAIS COMMUNITY SERVICES DISTRICT**

Staff Report  
 Board Meeting  
 February 14, 2024

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: GENERAL MANAGER’S REPORT FOR JANUARY**

**RECOMMENDATION**

Receive and discuss the January 2024 General Manager’s report.

**DISCUSSION**

Wastewater Statistics and Work

- January flow through Bell Lane Pump Station: 18,638,400 gallons
- January flow through Bob Bunce Pump Station: 235,638 gallons
- Rain: 11.39 total inches
- Sewer Spill: 0
- Lateral Inspections Jan.-Dec. 2023: 88 (for resales, ADU’s, 26 incl. in Phase D CIP, other)
- Lateral Inspections Jan. 2024: 19 (incl. 12 CIP in Phase D)
- Phase D update: Glosage Engineering has completed approximately 90% of its sewer pipeline replacement work including the additional work. The initial Phase D project was the replacement of sewer main pipeline along Eastwood Way, Eucalyptus Way, and portions of Glenwood Ave. In December 2023, the Board approved a change order to add approximately 1,300 liner feet of pipeline replacement which included Northern Avenue, Springfield Way, and Glenwood Ave. to Northern Ave.

Solid Waste Statistics and Work

SOLID WASTE CALLS FOR SERVICE 2024	
TYPE OF SERVICE	Month Jan
Missed pick-up	42
New Service request	8
Replacement carts	7
Dumpsters	1
Extra trash pick-up	10
Late put out	3
Other	<u>1</u>
Total	72
YTD Total	72

Jan. 2023- 78 calls for service

Parks & Recreation

- *Crab Feed (1-20-24)*- 110 attendees plus 10 volunteers; The event was sold out.

Revenue

Net ticket Sales	\$8,445
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Expenses

Crab (350 lbs)	\$3,593
Other Food	\$1,005
Supp/mat/other	<u>\$ 352</u>
Total Expenses	\$4,950

Staff Costs

Part-time	\$ 161
Full-Time O/T	<u>\$ 830</u>
Total Staff Costs	\$ 991

Net Revenue	\$2,504
-------------	---------

- *Community Center Restroom Remodel Project*

Contractor is scheduled to begin work on 2/12/24 in the community center.

- *Community Center Fence Replacement Project*

The project is progressing, but the contractor has been impacted by the weather. The contractor has not been working on forecasted heavy rain days and does need to wait for the ground to dry out to be able to use his heavy equipment.

Administration

- We agreed to allow SMFD to park their emergency trailer in the TCSD parking lot.
- Staff is proactively communicating with PG&E regarding the installation of their temporary power poles. We shared TCSD's and the resident's concerns with the planned power outages during major storm events. PG&E has deferred the power outages based on these concerns. Each planned power outage does require TCSD to set up the portable generator to operate the Bob Bunce pump station at the Cabin (60 Tennessee Valley Rd.)
- Next PARC meeting is 2-19-24



Report on SMCSD February 6, 2024 Board Meeting.

GM Toy attended on behalf of Director Levine.

Below are the meeting highlights.

SMCSD decided to no longer have a Board representative assigned to TCSD. Director Ring indicated he has not been attending TCSD meetings. The Board did not see the need for a representative as things as going smoothly with TCSD.

The Board authorized the GM to resolve issues with W-2 reporting for 4 PEPRA employees.

The GM and staff reported no sewer spills, blending, or partially treated discharge to the Bay in January. The GM and staff also provided an update on projects. One item of note is that the Board only received one bid for the Beach Force Main Rehab project which was 50% higher than the engineer's estimate. SMCSD will most likely reject bids at the next meeting. However, the TCSD flow meter is a of part of the Beach Force Main Projects scope of work. SMCSD will modify the scope of work to remove the work related to the City of Sausalito's collection system (this work will be bid separately), which is believed to have resulted in only one bid being submitted. The new bids will probably be due in March.



## TAMALPAIS COMMUNITY SERVICES DISTRICT

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### TCSO BOARD OF DIRECTORS MEETING

#### MINUTES

WEDNESDAY, JANUARY 10, 2024, 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 7:00 pm on Wednesday, January 10, 2024.

2. ROLL CALL

President Steffen Bartschat

Vice president Jeff Brown (Absent), Directors Jim Jacobs, Steve Levine, Matt McMahon

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

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

4. PUBLIC EXPRESSION

President 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. Discussed selection of Board President, Vice President, and Board Committee/Agency assignments.

There was no public comment.

MOTION TO ASSIGN THE FOLLOWING ROLES FOR 2024:

- PRESIDENT – DIRECTOR BARTSCHAT
- VICE PRESIDENT – DIRECTOR McMAHON
- SASM REPRESENTATIVE AND ALTERNATIVE – PRIMARY: DIRECTOR JACOBS, ALTERNATE: DIRECTOR BROWN
- SMCSO 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 TOY
- MARIN ZERO WASTE LOCAL TASK FORCE – GENERAL MANAGER TOY

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

B. MOTION TO MOVE 5B TO AFTER 5G

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

- C. Discussed / consider awarding bid to DMR Builders for the Community Center restroom remodel and accessibility upgrade project and approve project contingency reserve of \$20,000.

Assistant GM Shear shared with the Board that the bid notice was advertised in the Marin IJ and received a total of 8 bids. Bids were opened on January 4, 2024, at 2:00pm. District staff and Nute Engineering staff, Pippin Cavagnaro, P.E. reviewed the bid packages and recommend awarding the base bid to DMR Builders as the lowest responsible and responsive bidder for a total amount of \$141,250. Staff also recommended a project contingency of \$20,000 to cover unforeseen field conditions.

The Board discussed and asked questions of staff.

There was no public comment.

MOTION TO AWARD BID TO DMR BUILDERS FOR THE COMMUNITY CENTER RESTROOM REMODEL AND ACCESSIBILITY UPGRADE PROJECT AND APPROVE PROJECT CONTINGENCY RESERVE OF \$20,000 TO COVER UNFORESEEN FIELD CONDITIONS.

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

- D. Received report on emergency action taken to repair the Bell Lane Pump Station bypass pipe system and discussed authorizing the GM to continue to take emergency actions.

Staff called out Maggiora & Ghilotti (M&G) and Nute Engineering on December 21, 2023 to evaluate the situation and recommended temporary measures to address the movement. M&G temporarily ratcheted the pipe back down (1.5-2 inches) with chains to stabilize the pipe. TCSD's 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 the pipe, if needed. GM Toy authorized the repair under his emergency authority. The M&G estimate for repair is approximately \$33,000. The initial repair was scheduled for the first week in January, but the weather did not cooperate, so they are waiting for a dry period to perform the work. The work is anticipated to take 2 days.

The Board discussed and asked questions of staff.  
There was no public comment.

MOTION TO AUTHORIZE GM TO CONTINUE HIS ACTIONS TO REPAIR THE BELL LANE PUMP STATION BYPASS PIPE SYSTEM WITH A BUDGET OF APPROXIMATELY \$33,000.  
M/S: S. BARTSCHAT / M. McMAHON AYES: 4 (S. BARTSCHAT, J. JACOBS, S. LEVINE, M. McMAHON) NAYS: 0 ABSENT: 1 (J. BROWN)

- E. Discussed topics for the annual board retreat.

Key topics at the retreat:

- 2023 Accomplishments
- FY22/23 Goals and Priorities
- SWOT analysis
- FY23/24 Goals/Priorities/Opportunities
- General discussion on Strategic Plan/Master Plan components
- General discussion on operations and personnel policies
- General discussion on events
- Administrative policies/procedures
- Work Session topics for 2024
- Future plans for TCSD

The Board discussed and asked questions of staff.  
There was no public comment.

- F. Discussed /consider adopting resolution declaring the 1996 hydro-flush truck a surplus vehicle.

Staff is in the process of researching companies that would auction off and / or buy/sell this vehicle for TCSD.

The Board discussed and asked questions of staff.  
There was no public comment.

MOTION TO ADOPT RESOLUTION 2024-01 DECLARING THE 1996 HYDRO-FLUSH TRUCK A SURPLUS VEHICLE.

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

- G. Discussed adopting the Resolution 2024-02 approving the First Amendment to the Employment agreement between the Tamalpais Community Services District and General Manager, Garrett Toy.

President Bartschat presented the staff report. He indicated that based upon a positive annual evaluation, the subcommittee is recommending that the Board of Directors amend the General Manager's compensation package to include a one-time allocation of sixty hours of administrative leave, effective January 1, 2024.

There was no public comment.

MOTION TO ADOPT THE RESOLUTION 2024-02 APPROVING THE FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE TAMALPAIS COMMUNITY SERVICES DISTRICT AND GENERAL MANAGER, GARRETT TOY.

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

- B. MOTION TO CONTINUE UNTIL THE FEBRUARY BOD MEETING THE GOALS AND PRIORITIES THAT WERE DEVELOPED BY THE PARKS & RECREATION COMMISSION (PARC) FOR PRESENTATION TO THE BOARD OF DIRECTORS.

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

6. REGULAR BUSINESS: Information Items

- A. General Manager Report

GM Toy reported the following:

- Two small sewer spills in December

- Total of 73 lateral inspections done in 2023
- Total of 800 calls for service related to solid waste in 2023.

GM Toy shared some financial data on TCSD events in December 2023.

The Board asked questions of staff and requested that lateral inspections performed as part of a CIP project be included in the data.

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

GM Toy attended the December 21, 2023, SASM Board meeting. GM Toy reported on his written report.

Director Levine attended the SMCSD Board of Directors meeting on January 2, 2024.

Director Levine reported on his written report.

There was no public comment.

- D. Board member and/or Subcommittee report

No Board member or Subcommittee report.

There was no public comment.

## 7. CONSENT CALENDAR

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

**MOTION TO APPROVE THE MEETING MINUTES OF DECEMBER 13, 2023, BOD REGULAR MEETING.**

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

- A. Approve minutes of December 13, 2023, BOD special meeting.

**MOTION TO APPROVE THE MEETING MINUTES OF DECEMBER 13, 2023, BOD SPECIAL MEETING AS LONG AS MINUTES ARE AMENDED WITH THE ROLL CALL.**

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

8. FUTURE AGENDA ITEMS

A. Review of meeting

The Board agreed the meeting went well.

B. Board input for future Board Meetings.

The Board and staff discussed the idea of honoring an outstanding volunteer.

9. ADJOURNMENT

MOTION TO ADJOURN

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

THE MEETING WAS ADJOURNED AT 8:19 PM

Approved by Board on: \_\_\_\_\_



## TAMALPAIS COMMUNITY SERVICES DISTRICT

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### TCSO BOARD OF DIRECTORS WORK SESSION MEETING

#### MINUTES

WEDNESDAY, JANUARY 24, 2024, AT 8:30 AM.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Work Session Meeting was called to order by President Bartschat at 8:02 am on Wednesday, January 24, 2024.

2. ROLL CALL

President Steffen Bartschat

Vice President Mat McMahon (Absent), Directors Jeff Brown, Jim Jacobs, Steve Levine

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

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. BARTSCHAT / S. LEVINE AYES: 4 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE)

NAYS: 0 ABSENT: 1 (M. MCMAHON)

4. 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. Discussed Solid Waste and Wastewater daily operations including possible service augmentations and discussed personnel and compensation policies.

GM Toy shared with the Board the short-staffing concerns. GM Toy discussed with the



Board the concept of adding a full-time driver. GM Toy presented an Added Driver Analysis to the Board. The analysis showed data from FY22-23 regarding driver PTO (paid time off) and overtime paid, the costs of a new full-time driver with and without a commercial license, and the benefits and disadvantages of adding a new driver.

The staff also discussed with the Board the concept of holiday-in-lieu pay and other compensation policies regarding overtime pay. Staff shared with the Board that public safety employees typically receive holiday-in-lieu pay since they work on holidays.

The Board gave the following direction to staff:

- Provide more data to support hiring an additional driver including a review of the 2017 Route Operations Analysis.
- Revise the Solid Waste Driver job description to allow the hiring for drivers without a commercial license whose wage range will be 8% less.
- Talk to Servando and Mark about their retirement plans.
- Come back to the Board at a future meeting with the Holiday-in-Lieu Pay Policy.

#### 8. FUTURE AGENDA ITEMS

The Board is excited for the board retreat on February 10, 2024.

#### 9. ADJOURNMENT

MOTION TO ADJOURN

M/S/C: J. BROWN / S. LEVINE      AYES: 4 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE)

NAYS: 0              ABSENT: 1 (M. McMAHON)

THE MEETING WAS ADJOURNED AT 9:51 AM

Approved by Board on: \_\_\_\_\_