



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS WORK SESSION

MINUTES

WEDNESDAY, OCTOBER 26, 2022, 8:30 A.M.

1. CALL TO ORDER

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

2. ROLL CALL

President Steffen Bartschat

Vice President Jeff Brown, Directors Jim Jacobs, Steve Levine

Absent: Matt McMahon

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

Others Present:

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

AYES: 4

NAYS: 0

ABSENT: 1 (MCMAHON)

4. PUBLIC EXPRESSION

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

- There was no public expression

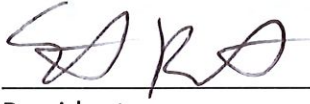
5. REGULAR BUSINESS: Board Actions

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

- There was no public comment.

10. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 10:00am



President



Secretary

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

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

PARK MAINTENANCE TASKS AND FREQUENCY

TURF TASKS

Turf Tasks	Description	Recommended Frequency	Number per Year
Mowing	Maintain regular mowing schedule. Avoid scalping and ragged cutting. Remove significant clippings from site.		
Thatch	Remove dead layer. Complete coverage of affected turf areas. Debris raked or vacuumed and removed from site.		
Aerate	Hollow core aeration to 100% coverage. Avoid damage to irrigation system		
Fertilize	Immediately following aeration, apply fertilizers as determined from seasonal soil tests at the manufacturer's recommended rate. Adjust irrigation as needed to prevent burning.		
Pest control	Use integrated pest management program appropriate to site and risk. Application and/or techniques must follow manufacturer recommendations and comply with all state and local ordinances.		
Weed control	Prevent or control weed growth with available tools appropriate to season and weed type. Applications of herbicides (chemicals) must follow manufacturer recommendations and comply with state and local ordinances.		
Edge /Trim	Edge all turf abutting walkways, curbs, hard space areas. All grass around fences, sprinkler heads, borders, valve boxes, and signposts. Maintain clearly defined edge between turf and tree wells.		

TREE TASKS

Tree Tasks	Description	Recommended Frequency	Number per Year
Lifting, trimming, and shaping	Prune trees appropriately (i.e., limb 8 ft up). Report fallen or damaged trees immediately. Take precautions to prevent public or employee injury until hazard removed.		
Pest control	Consult arborist regarding application of available chemical-cultural tools appropriate to site and risk. Applications must follow manufacturer's recommendations and comply with all state and local ordinances.		

RESTROOM FACILITIES TASKS

Restroom Facilities Tasks	Description	Recommended Frequency	Number per Year
Clean sinks, fixtures and mirrors	Use proper disinfectant, check for proper operation, wash down. Remove graffiti		
Clean toilets and urinals	Use proper disinfectant, check for proper operation, wash down inside and outside. Secure facility if functionality significantly impaired or health hazard exists.		
Clean floors	Sweep, disinfect and mop.		
Clean walls, partitions, doors and ceilings	Free of graffiti, cobwebs, dust, and debris. Wash as necessary. Periodically check lock mechanism		
Empty trash containers	Dispose of contents each cleaning. Clean receptacle when necessary		
Stock supplies	Restock towels, toilet paper and soap.		

Interior and exterior lights fixtures	Inspect for function, broken wires, and bulbs. Replace bulbs. Report other electrical problems.		
Pest control	Prevention with available chemical-cultural tools appropriate to site and risk. Applications or techniques must follow manufacturer's recommendations and comply with all state and local ordinances.		
Structures	Inspect interior/exterior for deterioration or damage. Check doors, locks, and windows. Repair or report malfunctions immediately.		

PAVED SURFACES TASKS

Paved Surface Tasks	Description	Recommended Frequency	Number per Year
Sweep or clean parking lots	Keep free of hazards and debris by sweeping or blowing. Pick up litter. Restrict access to hazardous areas and report pavement problems.		
Weed control	Remove all vegetation chemically or mechanically		

HARD COURT TASKS

Hard Court Tasks	Description	Recommended Frequency	Number per Year
Inspections	Inspect court surfaces and other court accessories		
Clean court surfaces and surrounding areas	Keep free of hazards and debris by sweeping or blowing. Pick up litter. Restrict access to hazardous areas and report pavement problems.		
Weed control	Remove all invasive vegetation chemically or mechanically		
Repair or replace damaged equipment	Repair equipment, as appropriate and necessary. Replace with approved items.		

UNPAVED HARD SURFACES TASKS

Unpaved Hard Surface Tasks	Description	Recommended Frequency	Number per Year
Minor surface treatment	Fill depressions and knock down high points. Maintain a safe surface.		
Weed control	Remove all invasive vegetation chemically or mechanically		
Grade and compact	Maintain smooth surfaces. Eliminate holes and washouts. Compact surface for designed use.		

PLAYGROUND TASKS

Playground Tasks	Description	Recommended Frequency	Number per Year
Safety inspections	Conduct frequent safety inspections and monthly safety inspections per California Playground Safety Regulations. Inspect for physical defects or hazards in equipment and fencing. Ensure complete coverage of surfacing material in all landing areas. Pick up all debris and litter. Correct significant defects and eliminate hazards immediately or restrict public access and report immediately.		
Structural inspections	. Inspections include investigation of all playground components and site for signs of deterioration or structural weakness which may not be apparent during frequent safety inspections. Correct significant defect or eliminate hazard immediately or restrict public access and report immediately. Complete inspection report and file.		
Maintain surface material	Replenish or till as necessary. Maintain even, loose surface. Repair tears in poured-in-place materials or replace matting, as appropriate.		

FENCING TASKS

Fencing Tasks	Description	Recommended Frequency	Number per Year
Inspections	Inspect fences, retaining walls and other similar structures for integrity		
Maintain fence posts and material	Replace missing or broken fence areas. Ensure gates and locks functional. Note: as a cost savings measure, some fences may be replaced with stones/boulders to prevent parking in areas		

SIGN TASKS

Sign Tasks	Description	Recommended Frequency	Number per Year
Inspections	Inspect signs for damage, readability, and graffiti. Check posts, poles, and other support structures. Check for night reflective readability.		
Clean and repair	Clean sign faces. Remove stickers from sign face and poles or nests.		
Replace	Identify and replace signs requiring replacement.		

PICNIC AREAS AND BENCH TASKS

Picnic Areas and Bench Tasks	Description	Recommended Frequency	Number per Year
Clean picnic areas	Clean tables and benches. Remove debris and litter. Empty trash containers. Wash containers as needed to eliminate odors.		
Repair benches and tables	Ensure all bench and table structural elements are in good repair. Report any problems. Repair or replace as necessary.		

IRRIGATION SYSTEM REPAIR TASKS

Irrigation Tasks	Description	Recommended Frequency	Number per Year
Inspect lines	Inspect main line and lateral for leaks. Repair or replace as necessary.		
Inspect heads	Inspect heads. Repair or replace broken heads before next watering cycle.		
Backflow	Complete standard backflow test		
Valves	Repair valves when indicated by inspection.		
Valve boxes	Maintain visible lids, replace if broken or missing. Ensure proper grade in the field and secure bolts.		
Quick couplers			
Drip systems	Inspect irrigation controllers and set station timing to reflect seasonal conditions		

**Comments regarding the item on the agenda for the
October 26, 2022 meeting of TCSD's Board of Directors
Submitted by Jim Kasper, TCSD resident**

Regarding Item 5A: "Conduct Study Session ... (regarding two Parks and Recreation topics)"
Specifically regarding Attachment A: list of Recommendations.

Recommendation 1 & 2:

I agree with the desire to focus on the near term and to 'consolidate' these two recommendations.

However, the need to address this topic (a 'Plan') is more immediate and urgent than looking out 5 years; it should be a focus within 3 years.

In the Management Partners report on page 29 (page 43 of this Board document) is a forecast in Fiscal Year 2025-26 that the Parks and Rec expected revenues (\$1,280,957) will just barely (less than \$2,000) cover the expected expenditures (\$1,279,020). (In 2 years the 'excess' revenue is less than \$16,000)

Recommendation 3:

If possible, review the current ordinances to ensure:

- (1) there is no overlap on topics (e.g. List(s) of Rules & Regulations; List of Fees; etc.),
- (2) the ordinances have a title that appropriately reflects the content,
- (3) ultimately that a resident can easily locate information about the Parks so the information on a topic/subject is in one place (one ordinance).

Recommendation 7:

Provide a definition of 'asset' with, hopefully, that includes property (parcels), structures (buildings, bridges, etc.), tools and equipment, trails, roads, etc.

This item then ties to Recommendation 9 and Recommendation 21.

Recommendation 8:

Include the Parks (Eastwood, Kay, etc.) by determining a way to determine the value of each Park (to the community and to TCSD).

This could be accomplished by conducting periodic (annual?) community surveys and perhaps an occasional on-site monitoring activity.

Recommendation 11:

Perhaps an objective (or a couple objectives) regarding cross-training could be stated and then reviewed periodically (annually) so some cross-training on Parks and Recreation responsibilities takes place among a set of TCSD employees.

Recommendation 19:

While a detailed tree inventory for the open space parcels may not be practical and perhaps not even necessary, I believe some assessment should be done. Such an assessment can be informal. It could provide sufficient information to both understand what vegetation is on the parcels (e.g. by vegetation type), any initial concerns or considerations, and be helpful to determine actions to be taken. It could also include information about trails, bridges, roads, etc. on the parcels.

There may be liability considerations related to avoiding or delaying action to at least understand the current situation and to then outline activities to develop an action plan to address any concerns.

Possible concerns could include, any physical hazard, such as a damaged or weakened tree that falls, which could possibly affect property, a structure or an individual. Another consideration would be the potential future need to manage vegetation on TCSD property that is within the defensible space guidelines of structures in order to reduce fire risk.