



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSO BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, JULY 17, 2019

7:00 P.M. – BOARD MEETING

TAMALPAIS VALLEY COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors meeting was called to order by President Bartschat at 7:02 p.m. on Wednesday, July 17, 2019.

2. ROLL CALL

President Steffen Bartschat

Directors Jeff Brown, Steve Levine, Jim Jacobs, VP Matt McMahon

As five of five Board members were present at Roll Call, a quorum was constituted.

Staff Present: General Manager Heather Abrams; Director Parks and Recreation Carol Buchholz; Finance Manager Jerry Taylor; Recording Secretary Cyndie Martel

Others Present: Jenn Pennington, Larry Fritzlan, Avis Rumney, Lucinda MacDonald, Jim Kasper, Nirupam Singh

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

AYES: 5

NAYS: 0 ABSENT: 0

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: Parks and Recreation

A. Approve letter to residents with backyard fences on Hawk Hill Park

GM Abrams reviewed the issue before the Board stating that approximately 20% of Hawk Hill Park land was mistakenly behind the private fences of homeowners in the area. Historical background was presented.

The Board agreed the letter was an appropriate first step to alert property owners, but recommended adding that fences in the area were optional and contact information for the GM.

Questions from the public included Lucinda MacDonald of 268 Princeton who asked if the Board was concerned only with usable land to which GM Abrams answered that all of Hawk Hill Park was dedicated open space for public use and currently parts of it were no longer available.

Avis Rumney asked if the District would be able to find the county property markers. After a lengthy discussion, the Board stated the District would send the letter out first and then decide on next steps.

MOTION TO APPROVE SENDING LETTER TO HAWK HILL PARK NEIGHBORS

Public comment: Mr. Singh asked about land swaps and land rehabilitation.

Next steps may include waiting for owner response, locating metal county markers, TCSD hiring a surveyor, owners moving their fences to proper property lines, owners removing fences altogether, possible swapping of land if appropriate.

The Board asked that this item be agendaized at an appropriate future meeting.

M/S/C: M. MCMAHON/S. BARTSCHAT AYES: 5 NAYS: 0 ABSENT: 0

- B. Approve towing plan for TCSD parking lot
GM Abrams reviewed the history of this issue with the Board and discussed options. Concerns included cars in disrepair, safety issues of cars on blocks and the possible leakage of hazardous materials.

MOTION TO APPROVE THE TOWING PLAN FOR TCSD PARKING LOTS AS OUTLINED IN THE ANALYSIS SECTION OF STAFF REPORT

M/S/C: J. JACOBS/J. BROWN AYES: 5 NAYS: 0 ABSENT: 0

- C. Parks Subcommittee reports
 - Dir Levine stated the subcommittee discussed fences at Hawk Hill, towing, and the park use survey which would be included in the fall newsletter.
 - VP McMahon stated the subcommittee also discussed progress on a new town park. Items for future discussions were the 5 year park and rec plan and succession planning.
 - GM Abrams stated a meeting with County Parks, Flood Control and Sea Level Rise staff was scheduled for August 1, 2019 and she hoped to discuss funding for a new town park.
- D. Parks and Recreation oral update
Dir Buchholz updated the Board on current issues and events. She showed the Barlett Tree assessment report to the Board. Additionally, the fall newsletter was underway. The Board discussed changes in Tam Valley demographics and volunteer participation. Dir Brown suggested Karaoke may be a popular new event.

6. REGULAR BUSINESS: Administration

- A. Disbursement report
Mr. Taylor highlighted a few items and answered questions from the Board.

The Board took a 2 minute recess.

- B. Approve disaster preparedness policy and review key milestones to be set
GM Abrams presented the Board with the disaster preparedness policy and asked for feedback on the proposed possible milestones. Dir Levine expressed concern that most staff did not live in the area.

The Board stated the policy was generally good, and suggested the addition of actions specific to Tam Valley and TCSD responsibilities, possibly training local volunteers, holding annual drills, and looking into mitigation ideas for regional vs. local disasters. First focus was to have a plan, communicate it, train staff and follow up with milestones.

MOTION TO APPROVE DISASTER PREPAREDNESS POLICY 3005

M/S/C: S. BARTSCHAT/M. MCMAHON

AYES: 5

NAYS: 0 ABSENT: 0

- C. Discuss changes to Ordinance 80 and Adopt Ordinance 97 allowing continuation of self-paid medical coverage of the Board of Directors of the Tamalpais Community Services District after board service
GM Abrams stated the Board currently had the option to receive self-paid medical insurance through the District, which ended with their term. The suggested change would allow Board members to keep self-paid medical insurance after successfully completing service. Mr. Taylor suggested adding the stipulation that benefits must be those available to current employees in California and it must be a continuation of benefits.

The Board went on to discuss updates to Ordinance 80 regarding Board compensation. Pres Bartschat suggested removing the annual compensation review, adding that to be eligible for continued self-funded health insurance Board members must have served successfully for a minimum of six years, and to say the Board would be compensated when participating in any training required by State and Federal law for which a certificate of completion was furnished or Board report was presented.

The Board asked management to bring the requested changes to Ordinance 97 and 80 back for approval. They also suggested updating the Ethics Policy.

- D. Vote in 2019 CSDA Board of Director elections

GM Abrams stated that because the District was a member of the CSDA, it was asked to vote in the CSDA's board of directors elections. This year there were 3 candidates. Staff requested the Board vote for one candidate.

MOTION TO APPROVE A VOTE FOR CHERYL SUDDUTH FOR SEAT B (BAY AREA NETWORK) FOR THE CSDA BOARD OF DIRECTORS FOR THE TERM 2020-2022

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

AYES: 5

NAYS: 0 ABSENT: 0

- E. Approve updated job descriptions and salary ranges for Superintendent and Worker positions
GM Abrams stated with staff obtaining Class B licenses and passing the California Water Environment Association (CWEA) sewer collections certificate, the provisional status for the Superintendent and Worker positions could be removed. This change would clarify job descriptions and salary ranges.

MOTION TO APPROVE THE UPDATED JOB DESCRIPTIONS AND SALARY RANGE FOR THE SUPERINTENDENT AND WORKER POSITIONS

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

AYES: 5

NAYS: 0 ABSENT: 0

7. REGULAR BUSINESS: Sanitation

- A. Accept 2019 Second Quarterly report to EPA

GM Abrams reviewed the Q219 report to the EPA showing 1 sewer spill. In addition, over 800 sewer lateral inspections had been completed.

MOTION TO ACCEPT THE Q219 REPORT TO THE EPA

M/S/C: S. BARTSCHAT/M. MCMAHON

AYES: 5

NAYS: 0 ABSENT: 0

B. SASM Meeting

In Dir Jacobs place, Dir Brown attended the June meeting of SASM and reported the unusual adjustment made to the approved budget for the current year, and suggested Dir Jacobs follow up.

C. SMCSO Meeting

VP McMahon attended the July SMCSO meeting and reported there was a Prop 218 hearing with residents in Marin City and floating homes absorbing a 400% rate increase.

He also talked to their Board about taking a tour of the new facility. Their Board was also interested in having GM Abrams update them on TCSO's CIP. GM Abrams reported she was scheduled to present to their Board on the evening of Monday, September 9, 2019.

D. Planning for TCSO Board tour of SMCSO Wastewater Treatment Plant oral update

GM Abrams asked if Monday, September 9, 2019 at 8:15am would work for the Board for a tour of the SMCSO plant. As Dir Jacobs was not available, GM Abrams asked the Board to forward their availability for the next few months.

8. REGULAR BUSINESS: Solid Waste

A. 2019 quarter two disposal reporting system report to Marin County

GM Abrams stated TCSO provided County of Marin solid waste disposal information which it forwarded to the state on the District's behalf. She discussed current trends.

9. 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

- June 12, 2019 Board of Directors Meeting

MOTION TO APPROVE THE CONSENT CALENDAR

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

AYES: 5

NAYS: 0 ABSENT: 0

10. FUTURE AGENDA ITEMS

A. Reschedule TCSO November 2019 Board Meeting to November 7

GM Abrams asked the Board to consider moving the November 13, 2019 Board meeting due to scheduling conflicts.

MOTION TO MOVE THE NOVEMBER 13, 2019 BOARD MEETING TO NOVEMBER 6, 2019 PENDING

COMMUNITY CENTER AVAILABILITY

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

AYES: 5

NAYS: 0 ABSENT: 0

B. Board suggestions for future agenda items and input on these future potential agenda items:

- Parks and Recreation Five Year Financial Plan
- Sewer CIP discussion
- Planning meeting with community leaders to brainstorm community priorities and long-term goals
 - o Pres Bartschat stated this item was twofold, 1) have a meeting with the Volunteer Commission to explore next steps and goals, and 2) have an annual retreat with the Friends of Tam Valley, Tam

Valley Improvement Club, Volunteer Commission, Firewise and TCSO to explore community feedback on goals and frustrations.

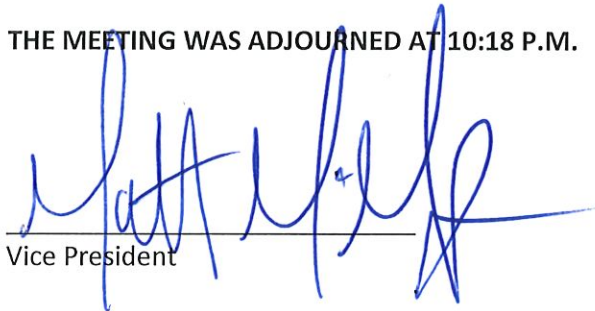
VP McMahon expressed concern about replacing the TCSO goal setting meeting and suggested a work session for the broader community meeting instead. Pres Bartschat stated he would arrange a dinner meeting with the chairs of the above mentioned groups as a next step.

11. ADJOURNMENT

MOTION TO ADJOURN

M/S/C: J. BROWN/S. BARTSCHAT AYES: 5 NAYS: 0 ABSENT: 0

THE MEETING WAS ADJOURNED AT 10:18 P.M.



Vice President



Secretary

**NEXT TCSO BOARD MEETING
AUGUST 14, 2019 – 7:00 PM
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**

