

**Minutes of the Regular Meeting of TCSD Board of Directors**  
**Held at 305 Bell Lane, Mill Valley**  
**September 8, 2010**  
**7:00pm**

1. **CALL TO ORDER.** The Session of the Tamalpais Community Services District Board of Directors was called to order by President Bartschat at 7:00 p.m. on Wednesday, September 8, 2010

2. **ROLL CALL.**

**Board Members Present:** The following members were present:

President Steffen Bartschat  
Vice President Jim Jacobs  
Linda Johnson  
Gretchen Stagg

**Not Present:** none

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

**Staff Present:** General Manager Jon Elam, Finance Director Jerry Taylor, and Recording Secretary Claudia Laughter

**Not Present:** Director of Park & Recreation Carol Buchholz, Sewer Manager Bob Bunce

**Others Present:** Vice President of MyMapbook Bernard Catalinotto, Jeff Brown, and several members of the public; Rob McCoy (arrived at 7:45pm)

3. **APPROVE AGENDA WITH CHANGES.**

**MOTION TO APPROVE THE AGENDA WITH THE FOLLOWING CHANGES:**

- **Update to Item 5-General Business – Item A: insertion of Jeff Brown’s name for the candidate to fill the vacant Board position**
- **Update to Item 5 – General Business – Item B: update to paragraph 2 – “Area 6”**
- **Update to Item 5 – General Business – Item G: addition of transfer amount figure**
- **Update to Item 7 – Board Reports and Comments – Item A: SMCSO Meeting 8/11/10**

- **Update to Item 9 – Consent Calendar – Disbursements will be reviewed at the 10/13/10 Board Meeting**

**M/S/C**

**Jim Jacobs/Linda Johnson**

**AYES: 4**

**NAYS: 0**

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

Bernard Catalinotto, Vice President of MyMapbook, gave the Board an update on the Tam Valley project and to receive recommendations and edits from the Board. GM Elam asked Mr. Catalinotto to report on the timing of the project and when the estimated deadline would be. Mr. Catalinotto said the final edits were being completed and that it was due to be sent to residents within the next month.

5. **COMMISSION REPORTS.**

Revitalization & Safety Commission –No meeting was held in August  
Park & Recreation – Minutes for the August meeting have not been received

**GENERAL BUSINESS.** It should be noted that GM Elam (and Staff) provided this work session's reports, financials, and other written materials.

- A. **MAKE APPOINTMENT TO FILL VACANT BOARD POSITION AND SWEARING IN OF JEFF BROWN** – GM Elam reported that the Board had decided to appoint Board Candidate Jeff Brown to fill the Board Director vacancy.

**MOTION FOR JEFF BROWN TO FILL THE VACANCY AS BOARD DIRECTOR**

**M/S/C Steffen Bartschat/Gretchen Stagg AYES: 4 NAYS: 0**

President Bartschat swore in Jeff Brown into the office of Board Director.

- B. **2010/2011 WET WEATHER FLOW PROJECT WORK** – GM Elam reported that this long-term project work continues with monitoring wet weather flows in the District's sewer sheds. The most pressing area is Area 3A which is showing a flow ratio of 19:1; the second highest priority is Area 6 which includes Marinview. Discussions have also occurred with SMCS and EPA to reduce the wet weather flow by 25%. Area 3A is the focus for this winter to make sure all lines have had video inspections and all repairs are noted. TCSD will also send a letter to all 3A residents regarding the private sewer lateral grant program. Updates on these important projects will continue to be reported on to the Board.

- C. **STATUS REPORT ON TCSD GOALS FOR 2010** – Quarterly update from GM Elam on goals decided for 2010:

- **Goal 2 – Implement an Amendment (or create a new agreement) to the SMCSD agreement to clarify what happens in 2014 when the current agreement terminates and better define our long-range financing for SMCSD capital costs.** STATUS: Edits need to be completed to the existing agreement to coordinate with SMCSD on a restructured timeline.
- **Goal 3 – Investigate options for tying sewer rates to water usage.** STATUS: TCSD has completed research on water usage rates and concluded that while some resident's rates would go down, others would greatly increase.
- **Goal 4 – Begin implementation of Phase II of our Wet Weather Plan.** STATUS: see update given in Section B.
- **Goal 5 – Complete a five-year plan for TCSD finances.** STATUS: Financial report has been reviewed for the sewer fund; waiting for the audit report for refuse and park & recreation.
- **Goal 6 – Complete a Disaster Preparation Plan.** STATUS: Reviewing emergency prep kits for residents; kit components need to be defined. President Bartschat stated he would like to see more forward progress.
- **Goal 7 – Complete a Construction & Demolition (C&D) policy for Refuse.** STATUS: Research completed, C&D codes may be developed by the County in the near future.
- **Goal 9 – Complete Volunteer Brochure.** STATUS: Completed version attached and are being distributed to interested residents.

**D. DRAFT MANAGEMENT LETTER FROM DISTRICT AUDITORS –** GM Elam reported that the auditors presented a report at the end of their work. They like the progress TCSD has made over the past year but also have several areas they would like to see improvement in :

1. Establishing a fixed asset capitalization policy
2. Adopting a records retention policy
3. Setup an offsite server backup policy
4. IT disaster recovery plan

**E. RECOMMENDATION TO PASS LIVSCAN RESOLUTION NO. 2010-02 –** Carol Buchholz is requesting passage of a resolution to require all volunteers and employees to submit to a background check.

**MOTION TO PASS RESOLUTION NO. 2010-02**

**M/S/C            Steffen Bartschat/Gretchen Stagg    AYES: 5            NAYS:0**

**F. FUTURE PROJECT ACTIVITIES RELATING TO TCSD PROPERTIES – GM Elam** presented an idea for the proposal to work on a volunteer project to establish a wind power project within Tennessee Valley. Linda Johnson questioned whether the Tamalpais Plan bans these types of projects. GM Elam believed that the County's plan supersedes it. The second proposal was regarding making some parcels part of the historical preservation of forestry plan.

**G. PROPOSAL TO ADOPT RESOLUTION NO. 2010-03 REGARDING A REQUEST TO TRANSFER FUNDS FROM THE MARIN COUNTY TREASURER TO HELP MEET TCSD'S OBLIGATIONS INCURRED FOR ONGOING OPERATIONS – GM Elam** reported that again TCSD is finding itself in a budget shortfall for 2010. Jerry Taylor has worked up a cashflow analysis to review with the Board. TCSD will be asking again for an advance from the County for \$625,000 that would be replaced when tax income arrives in December 2010.

**MOTION TO ADOPT RESOLUTION 2010-03 WHICH ALLOWS IMMEDIATE TRANSFER OF FUNDS FROM THE MARIN COUNTY TREASURER**

**M/S/C            Steffen Bartschat/Linda Johnson    AYES: 5            NAYS: 0**

**6. STAFF REPORTS**

- Carol Buchholz – Park & Recreation – Ms. Buchholz is currently on vacation.
- Bob Bunce – Sewer – Mr. Bunce is currently recovering from surgery; the other members of the Sewer crew have been working on a large water pipe break in Kay Park this week.
- Jerry Taylor – Finance – Mr. Taylor covered his updates in the previous section.
- Jon Elam – Refuse – no update.

**7. BOARD REPORTS**

- A. SMCSO August 11, 2010 – Linda Johnson
- B. SASM Meeting – August 18, 2010 – Jim Jacobs – The new Public Works Director was introduced.
- C. SASM Special Workshop Meeting – August 26 – Jim Jacobs

**8. OTHER ISSUES**

- A. CONSENT CALENDAR – Consent calendar will be reviewed in the October board meeting on 10/13
- B. MOTION TO APPROVE MINUTES

**M/S/C            Linda Johnson/Gretchen Stagg            AYES: 5            NAYS: 0**

10. NEXT MEETING AGENDA ITEMS

MOTION TO ADJOURN:

M/S/C Steffen Bartschat/Jeff Brown AYES: 5

NAYS: 0

ADJOURNED: 9:15p.m.



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President



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Secretary

**Next Regular Board Meeting:**

**Meeting:** TCSD Regular Board Meeting  
**Date:** October 13, 2010  
**Time:** 6:15 p.m.  
**Location:** TCSD Community Center  
203 Marin Avenue, Mill Valley

