



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS MEETING 7:00PM

MINUTES

WEDNESDAY, JUNE 10, 2020

1. CALL TO ORDER

The virtual Tamalpais Community Services District Board of Directors meeting was called to order by VP Brown at 7:02 p.m. on Wednesday, June 10, 2020.

2. ROLL CALL

Directors: Vice President Jeff Brown, Steffen Bartschat, Steve Levine, and Jim Jacobs.

Absent: President Matt McMahon

Staff participating via teleconference: General Manager Heather Abrams; Recording Secretary Cyndie Martel; Analyst, Sarah Mehtar; Carol Buchholz, Director Park and Recreation

Others present via teleconference: Wing-See Fox, UFI; Bob Reed, The Reed Group; Valerie Jordan, Fred Silverman, Jack and Judy Sherman, David Kessell

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

Roll Call Vote: VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 4 NAYS: 0 ABSENT: 1 (MCMAHON)

4. PUBLIC EXPRESSION

VP Brown invited public expression on non-agenda items, in response to which there was the following.

- Ms. Valerie Jordan commented on dogs not under their owners' voice control at Eastwood Park.

5. PROCLAMATION OF TCSD'S COMMITMENT TO EQUALITY AND EQUITY

The proclamation was read aloud and a moment of silence and contemplation was observed.

Public comment: There was no public comment.

6. REGULAR BUSINESS: Information Only

A. General Manager's update on operations during COVID-19 Shelter-In-Place, virtual recreation programs, financial reports, electronic payments update

GM Abrams presented the Board with an update of COVID-19, including an increase in Marin County cases and 3 more deaths. She described the District's presence on social media and gave

an update on moving the District to electronic payments. She asked for questions on the budget to actual financial reports.

Public comment: There was no public comment.

B. Discuss proposed TCSO reopening plan update

GM Abrams reviewed the District's plan to reopen parks, facilities and the office. The Board and staff agreed to the following next steps for the District:

- Eastwood Park: The fence at the field would be removed, both parking lots would be opened, the playground and bathroom would remain closed.
- Kay Park: The perimeter fence would remain open, the playground would remain closed.
- Community Center and Cabin: The parking lots would remain closed and would follow GGNRA and Tennessee Valley's scheduled reopening in the next 2 weeks.
- District office: Would remain closed until social distancing can be planned.
- The park use subcommittee would meet.

Public comment: There was no public comment.

C. Board updates on treatment plants: SASM and SMCSO

SASM – Dir Jacobs reported on SASM's capital improvement plan. Next meeting was June 18.

SMCSO – Dir Levine reported on the efficiency of SMCSO's Board meetings, and he commented on approval of SMCSO sewer charges and highlighted the benefits of TCSO now being on a fixed payment schedule like all other customers with a predictable payment amount. Next meeting was July 13.

7. REGULAR BUSINESS: Requested for Board Action

A. Discussion TCSO FY 20/21 priorities and approve Work Session dates

GM Abrams presented the Board with an outline of priorities through the next fiscal year and asked the Board to approve future Work Session dates for Board requested topics. GM Abrams proposed holding work sessions on the fourth Wednesday of the month at 10am for one hour and asked the Board to hear the audit presentation on June 24 at 10am.

Public comment: There was no public comment.

MOTION TO APPROVE FUTURE BOARD WORK SESSIONS ON THE FOURTH WEDNESDAY OF THE MONTH AT 10:00 A.M.

M/S/C: S. BARTSCHAT/S. LEVINE

Roll Call Vote: VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 4 NAYS: 0 ABSENT: 1 (MCMAHON)

B. Review and adopt TCSO FY 2020/2021 Budget

GM Abrams stated that the Board had reviewed the proposed budget in detail on May 13 and the Board had an additional opportunity to ask questions about the proposed 20/21 budget and then requested adoption of the 20/21 budget.

Public comment:

- Mr. Kessell commented on the capital budget and putting that information on the website.

MOTION TO ADOPT THE TCSO FISCAL YEAR 2020/2021 BUDGET

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

Roll Call Vote: VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 4 NAYS: 0 ABSENT: 1 (MCMAHON)

C. Review and adopt resolution to allow interim or acting staff appointments

GM Abrams stated that to provide continued quality services, the General Manager may need to appoint a staff member temporarily to higher open position. The requested resolution was to keep the possible movement of staff transparent and within legal guidelines.

Public comment: There was no public comment.

MOTION TO ADOPT RESOLUTION 2020-04 ALLOWING INTERIM OR ACTING STAFF APPOINTMENTS

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

Roll Call Vote: VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 4 NAYS: 0 ABSENT: 1 (MCMAHON)

Note: The resolution adopted included updates to show the correct resolution number and signature of VP Brown who presided over the meeting in Pres. McMahon's absence.

D. Approve selection of bond and disclosure counsel (not to exceed \$57,500) and underwriter (not to exceed 0.445% of par) for issuance of 2020 wastewater revenue certificates of participation

GM Abrams stated the next step in the District's issuance of bonds was to approve the selection of bond and disclosure counsel and an underwriter. Ms. Fox gave the Board background on the RFP process and the companies chosen.

Public comment: Ms. Sherman asked about the amount of the bond and the current economic landscape for bond sales.

MOTION TO APPROVE THE SELECTION OF JONES HALL AS BOND AND DISCLOURE COUNSEL (NOT TO EXCEED \$57,500) AND RAYMOND JAMES & ASSOCIATES AS UNDERWRITER (NOT TO EXCEED 0.445% OF PAR)

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

Roll Call Vote: VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 4 NAYS: 0 ABSENT: 1 (MCMAHON)

8. 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. Authorize regular budgeted payment of \$222,621.72 to City National Bank for two loans for previous sewer improvements
- B. Authorize regular budgeted payment of \$71,565.50 to SASM biannual member agency assessment
- C. Authorize regular budgeted payment of up to \$45,000 for workers compensation insurance and up to \$89,000 for property and liability insurance to SDMRA for FY 20/21
- D. Authorize regular budgeted deposit of \$51,500 into TCSO's OPEB trust for FY 2019/20
- E. Authorize the General Manager to execute and record the FY 19/20 sewer CIP notice of acceptance of completion
- F. Accept 2020 first quarter disposal reporting to Marin County
- G. Accept CalRecycle 2019 curbside payment
- H. Approve Minutes of May 13, 2020 Board Meeting

Public comment: There was no public comment.

MOTION TO APPROVE THE CONSENT CALENDAR

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

Roll Call Vote: VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 4 NAYS: 0 ABSENT: 1 (MCMAHON)

9. FUTURE AGENDA ITEMS

- A. Board suggestions for future agenda items and input on these future potential agenda items:
 - Presentation of Annual Financial Audit – June 24, 2020, 10:00am
 - Updated CIP implementation planning – July or August
 - Landing webpage for CIP and bond process
 - Review of Recreation and Volunteer Coordinator job description
 - Review and approve updates to TCSO personnel policy to consider additional merit one-time pay in extraordinary circumstances, consider in-leu payment for employees covered elsewhere for health insurance, delete State Disability Insurance (SDI), review of other jurisdiction's benefit plans, and incorporate previously approved resolutions: allowing interim appointment, allowing employee to employee donation of sick time in extreme hardship, clarifying retiree medical in case of out of state move, 2014 and 2011 updates to retiree medical.
 - Proposal from 210 Stanford regarding Hawk Hill open space/fence resolution – The District was expecting a proposal to remedy the largest encroachment issue.
 - Consider dog leash rules in TCSO parks

Public comment: There was no public comment.

10. ADJOURNMENT

MOTION TO ADJOURN

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

Roll Call Vote: VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

THE MEETING WAS ADJOURNED AT 8:48 P.M.



President



Secretary

**NEXT TCSD BOARD MEETING WORK SESSION
JUNE 24, 2020 – 10:00 A.M.
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**