



Tamalpais Community Services District

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TCSD BOARD OF DIRECTORS MEETING AND CLOSED SESSION

MINUTES

WEDNESDAY, JUNE 9, 2021

REGULAR MEETING 7:00 P.M. - CLOSED SESSION – 6:30 P.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President McMahon at 6:31 pm on Wednesday, June 9, 2021.

2. ROLL CALL

President Matt McMahon

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

Staff Present: General Manager Heather Abrams; Recording Secretary Cyndie Martel

Others Present: Gale Connor, Miller Star Regalia

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

AYES: 5

NAYS: 0

ABSENT: 0

MOTION TO CONVENE TO CLOSED SESSION

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

AYES: 5

NAYS: 0

ABSENT: 0

4. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9

Name of Case: Jimmy Greene, et al. vs. Steve Kenyon, et al. (CIV1801100)

ADJOURN TO OPEN SESSION

MOTION TO ADJOURN TO OPEN SESSION – PRESENT ANY REPORTABLE ACTIONS

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

AYES: 5

NAYS: 0

ABSENT: 0

The Board called a recess.

The regular Board meeting reconvened at 7:00 p.m.

Staff Present: Sarah Mehtar, Interim Finance Manager; Lara Zegart, Interim Park and Rec Coordinator

Others Present: Jordyn Bishop, Meyers Nave; Bob Reed, The Reed Group; Pippin Cavagnaro, Nute

Engineering; Pauline Sanguinetti and Lyndsay George, Croce, Sanguinetti & Van der Veen; Ranger Mia Monroe, GGNRA; Jason Dubaniewicz, resident

REPORTABLE ACTIONS FROM CLOSED SESSION REPORTED BY THE PRESIDENT

There were no reportable actions.

5. PUBLIC EXPRESSION

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

- There was no public expression at this time, however the Board reopened public expression to accommodate resident Jason Dubaniewicz. See information after Item 6A.

6. REGULAR BUSINESS: Information Items**A. GGNRA update with Ranger Mia Monroe**

Ranger Monroe reported that there would be a complete overhaul of the parking lot at the Tennessee Valley trailhead which would take 4 months. Hiking and biking would still be available. At her request for recommendations on reducing parking issues, the Board stated having “road closed” signage closer to the Tennessee Valley junction instead of further up the road may reduce congestion. Ranger Monroe stated the GGNRA planned to use an electronic sign 6 weeks in advance on Hwy 101 alerting about the parking lot closure. The Board suggested that in addition to the County of Marin evaluating “no parking” signs along Tennessee Valley Road, they consider “no overnight parking” signs as well. The Board also suggested providing a safe, multiuse trail from Manzanita to Tennessee Beach. Ranger Monroe reviewed other planned large projects and offered to forward the Board a link to the GGNRA General Management Plan.

The Board revisited public expression to accommodate resident Jason Dubaniewicz.

- Mr. Dubaniewicz commented on the TCSO utility access road near his residence at 622 Eastwood. He requested that the Board reconsider providing his property driveway access over the TCSO property on the July agenda.
- Pres McMahon commented that Mr. Dubaniewicz make an appointment with GM Abrams to discuss the history of the request and the Board would look to GM Abrams for recommendations.

B. General Manager’s operations update

GM Abrams reported that the District’s operations continued to go smoothly and staff was preparing for the state’s reopening on June 15, including drop off services and events. Accomplishments included completion of the re-paving of the Community Center parking lot, the continuation of Phase A and B of the sewer CIP, reinvigoration of parks and recreation activities and budget preparation. She stated she would attend a mini Tam Valley evacuation drill on Saturday and invited the Board to attend. The Board discussed communication efforts with residents in print and electronic form, as well as being innovative with respect to upcoming offerings/events/services.

The Board asked about receiving a budget true up, which GM Abrams stated would likely not be ready until August when all bills had been received. It was further discussed that a projected or forecasted estimate at year end would be helpful now instead of waiting for actuals in August.

There was no public comment.

C. Sewer treatment plants updates: SASM and SMCSO

SASM: Dir Jacobs stated after reviewing the Las Galinas employee salary evaluation, and losing valued employees, two employee classes, operators and mechanics, were raised 3.7% and the Board met in closed session to discuss anticipated litigation. The next meeting would be in person on June 17.

SMCSO: Dir Levine stated SMCSO continued its conversation about consolidation with the City of Sausalito. The Board adopted the base salary schedule, general tax appropriation limits, sewer rate increases of 4%, the 2021/2022 budget and amendments to financial policies and standard procedures. A closed session was also held. The written report would be included in the July 14 Board packet.

There was no public comment.

7. REGULAR BUSINESS: Requested for Board Action

A. Review and adopt TCSO FY 2020/2021 Budget

GM Abrams stated after careful, thorough planning by staff and Board, this was an additional opportunity to review the 2021/2022 budget, ask questions, as they had at recent Board meetings and work sessions, and then she asked for adoption. She went on to state the District no longer needed a bridge loan from the county each year, was on track with its accelerated sewer CIP, had purchased new solid waste trucks and passed a reserve policy which included park and recreation for the first time. The District was on track, but there was still a lot of work to do.

At a question from the Board, Ms. Sanguinetti stated the only budget to actual that was required in the audit for government reporting was for parks and recreation. It was possible to add budget to actual information in the audit for sanitation and solid waste in the supplemental pages or the management summary.

She took the Board through the balance sheets and answered multiple clarifying questions. In answer Dir Bartschat's question about whether or not the District was substantially underbudget and did not need to raise sewer rates in the coming year(s), Mr. Reed stated the District was on track to satisfy its near term sanitation COP obligations, while increases in reserves would go towards PayAsGo sanitation CIP in the future.

Dir Jacobs stated the Board had discussed the financial plan for months, had received excellent information from Mr. Reed, and without knowing what liabilities lay ahead it was best to stick with the plan this year.

Dir Levine stated the Board had years of studies and had agreed on the path forward. The auditors stated the District was doing better, but was not there yet. He agreed that the District should stay the course and review their situation in the next few years.

- D. Approve engineering agreement with Nute Engineering and authorize General Manager to pay up to \$178,000 for engineering of phase C, first sewer CIP project for fiscal year 2021/2022
GM Abrams stated the District's sewer CIP project was progressing well and they were ready to start the process for Phase C. She stated the Board was familiar with the work of Nute Engineering and asked for approval of the agreement.

The Board asked clarifying questions on the bidding process and current rates for management services, which Mr. Cavagnaro addressed.

There was no public comment.

MOTION TO APPROVE ENGINEERING AGREEMENT WITH NUTE ENGINEERING AND AUTHORIZE GENERAL MANAGER TO PAY UP TO \$178,000 FOR ENGINEERING OF PHASE C, FIRST SEWER CIP PROJECT FOR FISCAL YEAR 2021/2022

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

AYES: 5

NAYS: 0

ABSENT: 0

- E. Approve engineering agreement with Nute Engineering and authorize General Manager to pay up to \$240,000 for Bell Lane Pump Station and Force Main
GM Abrams stated the Bell Lane Pump Station was built in 1957 and was still largely original. The District needed rehabilitation options and to consider the feasibility of alternative force main alignments and/or protection measures on Hwy 1.

Mr. Cavagnaro gave the Board background information on issues with the outdated pump station including safety issues and outlined goals for Phase 1. The Board asked clarifying questions.

There was no public comment.

MOTION TO APPROVE ENGINEERING AGREEMENT WITH NUTE ENGINEERING AND AUTHORIZE GENERAL MANAGER TO PAY UP TO \$240,000 FOR BELL LANE PUMP STATION AND FORCE MAIN ALTERNATIVE STUDY AND DESIGN

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

AYES: 5

NAYS: 0

ABSENT: 0

- F. Approve TCSO's Sewer System Maintenance Plan (SSMP) Audit Results
GM Abrams stated the SSMP was required by the State of California Department of Water Resources (DWR) and was subject to audit every 2 years. In January 2020 TCSO participated in an exhaustive US EPA inspection of the District's SSMP and did well. The DWR and EPA threshold is 1 spill per 100 miles per year, which was a high bar for a small agency. With 29 miles of pipe, TCSO was progressing with its CIP and working towards meeting obligations.

There was no public comment.

MOTION TO ACCEPT TCSO'S SEWER SYSTEM MAINTENANCE PLAN (SSMP) AUDIT RESULTS

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

AYES: 5

NAYS: 0

ABSENT: 0

- G. Resolution 2021-03 to access CAL FIRE Urban And Community Forestry Grant Funds

GM Abrams stated adoption of Resolution 2021-03 would allow TCSO to take the next step in preparing to apply for the Cal Fire Urban and Community Forestry Program grant funding. TCSO would use the grant funds to assess, write a maintenance plan, develop accurate costs for maintenance and fund a plan to maintain the District's trees and open space. If the concept was accepted, the full proposal would come before the Board for approval.

There was no public comment.

MOTION TO APPROVE TCSO RESOLUTION 2021-03 TO ACCESS CAL FIRE URBAN AND COMMUNITY FORESTRY GRANT FUNDS

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

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 payments for employee benefits up to \$265,000 to Kaiser, and up to \$409,000 MCERA divided into monthly payments over FY 21/22
- B. Authorize regular budgeted payment of up to a total of \$25,500 to Zero Waste Marin JPA, divided into two bi-annual payments of \$12,075
- C. Authorize regular budgeted payment of up to \$38,200 for workers compensation insurance and up to \$87,000 for property and liability insurance to SDMRA for FY 21/22
- D. Authorize regular budgeted deposit of up to \$53,045 into TCSO's OPEB trust for FY 20/21
- E. Acknowledge Updated Sewer Connection and Capacity Fees per April Bay Area CPI
- F. Approve Minutes of May 12, 2021 Board Meeting
- G. Approve Minutes of May 26, 2021 Board Work Session

MOTION TO APPROVE THE CONSENT CALENDAR WITH THE EXCEPTION OF ITEM G

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

Dir Bartschat wished to remove the word debt at the top of page 2 and amend the wording to mean making an investment in TCSO events.

MOTION TO APPROVE ITEM G OF THE CONSENT CALENDAR STRIKING THE WORD DEBT

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

9. FUTURE AGENDA ITEMS

- June 23, 2021 Board Work Session – Parks and Recreation Five Year Plan Deep Dive
 - o Review of Five-Year Financial Plan
 - o Capital Improvement Program
 - o Events and Recreation
 - o Parks, Facilities and Open Space Maintenance Work Plan
 - o Staffing Plan + Allocations
 - o Confirm Board meetings to resume in person on July 14, 2021

- July 14, 2021 Board input for meeting agenda
 - o Board meeting review
- July 28, 2021 Board Work Session – Parks and Recreation Possible Commission Design
- August 25, 2021 Board Work Session – Solid Waste, Recycling, Organics Compliance Preparation

The Board discussed starting in person meetings. GM Abrams stated the Board was cleared to have in person meetings after June 15, however CalOSHA mandated staff, including the Board, would be required to wear masks when in the presence of members of the public.

7. ADJOURNMENT

MOTION TO ADJOURN THE MEETING

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

AYES: 5

NAYS: 0

ABSENT: 0

MEETING ADJOURNED AT 9:56 P.M.



President



Secretary

NEXT TCSD BOARD WORK SESSION
JUNE 23, 2021 – 8:30 AM
VIA ZOOM