



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSD BOARD OF DIRECTORS MEETING 7:00PM

### MINUTES

WEDNESDAY, MAY 13, 2020

#### 1. CALL TO ORDER

The virtual Tamalpais Community Services District Board of Directors meeting was called to order by President McMahon at 7:01 p.m. on Wednesday, May 13, 2020.

#### 2. ROLL CALL President Matt McMahon

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

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

Others present via teleconference: Michael Gervais

#### 3. APPROVE AGENDA

**MOTION TO APPROVE THE AGENDA**

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

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

**AYES: 5 NAYS: 0 ABSENT: 0**

#### 4. PUBLIC EXPRESSION

Pres McMahon invited public expression on non-agenda items, in response to which there was the following: There were no comments from the public.

- There was no public comment.

#### 5. REGULAR BUSINESS: Information Only

A. General Manager's update on operations during COVID-19 Shelter-In-Place, financial reports, receive TCSD Financial Audit ending June 2019

GM Abrams gave the Board updates on current changes in the Shelter In Place Order and the District's Covid-19 activities including reopening the tennis courts and beginning landscape maintenance. To stay consistent with other closures in the area (GGNRA and Tennessee Valley Road) the Board asked to keep the parking lots to TCSD parks and facilities closed as well, including parking lots at the Cabin, Tamalpais Valley Community Center, and Eastwood Park parking and field. Bin service and sewer lateral inspections were temporarily suspended. Park and Rec was using Instagram to engage with residents.

GM Abrams reviewed the finance reports and asked for questions. She presented the Board with the results of the annual audit from Croce Sanguinetti & Vander Veen, Inc. She pointed out Board terms in the audit were listed incorrectly, an updated report had been forwarded. GM Abrams commented on audit recommendations and that staff were implementing.

The Board asked for a work session dedicated to a thorough review of the audit with a representative of Croce Sanguinetti and Vander Veen.

There was no public comment.

B. Electronic payment procedures for efficiency and COVID-19 safety

GM Abrams outlined the District's implementation of electronic payments. The Board discussed transparency, ACH, electronic bill pay, and Board oversight. Staff was asked to inquire how Mill Valley and Sausalito were paying monthly bills and bring information back to the Board.

There was no public comment.

C. Discuss draft TCSO FY 2020/2021 Budget, for adoption in June 2020

GM Abrams presented the proposed FY 2020/2021 budget for review in advance of adoption at the June 10, 2020 Board meeting. She stated she was confident about the budget proposal after speaking with the District's consultants and the proposed new municipal advisor.

The Board discussed the unusual budget environment and the unknown impacts for the county. The Teeter Agreement in place with the County of Marin meant the District would receive its revenue for sanitation and solid waste. Park and Recreation would be the most impacted with reduced funding from sales taxes and Measure A. Reallocation of resources and cost cutting would be key.

There was no public comment.

D. Board updates on treatment plants: SASM and SMCSO

SASM – Dir Jacobs reported after detailed discussions, the commissioners agreed to continue with the current assessment methods regarding EDU calculations.

SMCSO – Dir Levine reported that GM Abrams was invited to present District updates to the December 2019 force main incident and the District's CIP plans. He also suggested inviting SMCSO to present their 5-year strategic plan (2020-2025) and Headwards Project.

**6. REGULAR BUSINESS: Requested for Board Action**

A. Approve Agreement with Municipal Advisor for Revenue Bond

GM Abrams reviewed the engagement letter from Urban Futures, Inc (UFI) for a municipal advisor to assist the District with the issuance of 2020 wastewater capital improvement bonds, which would allow TCSO to complete planned sewer Capital Improvement Program (CIP) projects. She asked the Board for questions and asked for approval of the agreement with Wing-See Fox of UFI.

The Board asked for a Bonds 101 work session with Ms. Fox and ultimately to be presented with the District's options for obtaining revenue bonds.

There was no public comment.

**MOTION TO APPROVE AGREEMENT WITH MUNICIPAL ADVISOR URBAN FUTURES INC FOR REVENUE BOND**

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

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

**AYES: 5 NAYS: 0 ABSENT: 0**

**AMENDMENT TO THE ORIGINAL MOTION TO INCLUDE A SPENDING LIMIT UP TO \$52,500**

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

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

**AYES: 5 NAYS: 0 ABSENT: 0**

- B. Approve response to 2019–2020 Marin County Civil Grand Jury Report: Follow-Up Report on Web Transparency of Agency Compensation Practices  
GM Abrams reported the District had reviewed the follow up report from the Civil Grand Jury and responded with the results of their research. She asked that the Board approve the District's response.

There was no public comment.

**MOTION TO APPROVE THE DISTRICT'S RESPONSE TO THE 2019-2020 MARIN COUNTY CIVIL GRAND JURY REPORT: FOLLOW-UP REPORT ON WEB TRANSPARENCY OF AGENCY COMPENSATION PRACTICES**

**M/S/C: J. BROWN/J. JACOBS**

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

**AYES: 5 NAYS: 0 ABSENT: 0**

**7. 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. Resolution requesting consolidation and election services for three TCSO Directors positions in November 2020  
B. Approve Minutes of April 8, 2020 Board Meeting

**MOTION TO APPROVE THE CONSENT CALENDAR**

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

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

**AYES: 5 NAYS: 0 ABSENT: 0**

**8. FUTURE AGENDA ITEMS**

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

- 2020/2021 Budget approval on June 10, 2020
- Reintroduce single topic work sessions
  - Annual Financial Audit review
  - Updated CIP implementation planning
  - Bonds 101
  - Park and Recreation Survey revisit
- Planning Meeting

9. **ADJOURNMENT**

**MOTION TO ADJOURN**

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

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

**AYES: 5    NAYS: 0    ABSENT: 0**

**THE MEETING WAS ADJOURNED AT 9:02 P.M.**



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President



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Secretary

**NEXT TCS D BOARD MEETING**  
**JUNE 10, 2020 – 7:00 PM**  
**TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**