



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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**TCSD BOARD OF DIRECTORS MEETING 7:00PM**

**CLOSED SESSION 6:15 PM**

**MINUTES**

**WEDNESDAY, DECEMBER 11, 2019**

**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 6:20 p.m. on Wednesday, December 11, 2019 at the District office at 305 Bell Lane.

**2. ROLL CALL**

President Steffen Bartschat, VP Matt McMahon, Directors Jeff Brown, Jim Jacobs, Steve Levine  
As five of five Board members were present at Roll Call, a quorum was constituted.

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

**3. APPROVE AGENDA**

**MOTION TO APPROVE THE AGENDA**

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

**MOTION TO CONVENE TO CLOSED SESSION**

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

GM Abrams and Ms. Martel were excused for the closed session.

**4. CLOSED SESSION**

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: General Manager

**B. CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representatives: President Bartschat and Vice President Matt McMahon

Unrepresented Employee: General Manager

**5. ADJOURN TO OPEN SESSION**

**MOTION TO ADJOURN TO OPEN SESSION – PRESENT ANY REPORTABLE ACTIONS**

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

The Board called a recess and walked to the Tam Valley Community Center.

The regular Board meeting reconvened at 7:15 p.m.

Staff Present: Finance Manager, Jerry Taylor; Carol Buchholz, Park and Recreation Director; Sarah Mehtar, Analyst

Others Present: Jim Kasper, Gail Taylor, Siobhan Taylor, Jack Kastrop, John Buchholz, Gunilla Bjork, Ranger Mia Monroe, Tia Smirnoff, Barry Wasserman, Stephen Celic, Roger Hartman, Andy Alan

**REPORTABLE ACTIONS FROM CLOSED SESSION REPORTED BY THE PRESIDENT**

There were no reportable actions.

**6. PUBLIC EXPRESSION**

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

- Mr. Celic commented on the Eastwood Park tennis courts.
- Mr. Allen commented on split rail fencing repair and read from a Grand Jury Report summary.
- VP McMahon commented on information available on the Marin County website.

**7. PROCLAMATION**

- A. TCSO Proclamation of appreciation for retiring Finance Manager Jerry Taylor  
Mr. Taylor introduced his family. Pres Bartschat read the proclamation. Mr. Taylor received a standing ovation.

**MOTION TO APPROVE PROCLAMATION FOR JERRY EDWARD TAYLOR ON HIS RETIREMENT.**

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

Public comment: There was no public comment.

**8. REGULAR BUSINESS: Sanitation**

- A. General Manager's sewer operations updates and financial information  
GM Abrams highlighted items for the Board and asked for questions. VP McMahon asked about peak wet weather flow. GM Abrams stated the District was not near thresholds. Pres Bartschat asked if there were any questions regarding sanitation financials. There were none.

Public comment: There was no public comment.

- B. Review and authorize General Manager to pay up to \$29,000 for mobile generator to support Bunce Pump Station through continued PG&E electricity shutdowns  
GM Abrams reviewed the power shut down issues with the Bunce pump station and asked if the Board had questions. The Board asked questions and asked to delay this motion.

Public comment:

- Mr. Allen commented on how the angle of the sewer pipe may affect flow.

- C. Board updates on treatment plants  
SASM: Dir Jacobs stated there was no meeting in November.

VP McMahon commented the agreement with SMCSB was still under negotiation. The SMCSB Board approved a raise for their GM which made him one of the highest paid employee in Marin County.

Public comment:

- Mr. Allen commented on rental of park lands.

**9. REGULAR BUSINESS: Solid Waste**

A. General Manager's operations updates, financial information, and discussion of holiday tree collection pilot program

GM Abrams stated the crew proposed delivering cardboard to Marin Sanitary and shortening the trip for recycling. A holiday tree collection pilot program was being tried in 2020. VP McMahon requested an update on the District's trucks on a future agenda.

Public comment:

- Mr. Alan commented on the necessity for a holiday tree program.

**10. REGULAR BUSINESS: Parks and Recreation Information Items**

A. General Manager's Parks and Recreation update and financial information

GM Abrams stated Jolly Jingles was successful, and the community center was ready for Breakfast with Santa. Ms. Buchholz talked about upgrades to Eastwood Park field as a result of feedback from the recent survey. Ms. Buchholz would be working with the tennis and Pickle Ball players to find a solution to court disagreements. She reminded the Board that Mr. Taylor's retirement celebration was January 18, 2020. There were no questions on the financials.

Public comment:

- Mr. Allen commented on participants of Pickle Ball.

B. Review and approve request for time for Marin Fire JPA Community Meeting in the Community Center

GM Abrams stated Firewise was requesting to use the Community Center at no cost for a JPA meeting which would benefit the community at large.

**MOTION TO APPROVE A REQUEST FOR UP TO FOUR HOURS OF RENTAL TIME FOR A MARIN FIRE JPA COMMUNITY MEETING IN THE COMMUNITY CENTER ON A SPACE AVAILABLE BASIS**

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

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

Public comment: There was no public comment.

**11. REGULAR BUSINESS: Administration**

A. General Manager's operations updates and financial reports

GM Abrams asked for any questions on the financial disbursement reports. VP McMahon asked for an update on how the Stericycle program was doing at a future Board meeting. GM Abrams

stated the District was preparing to replace 25% of its staff in the next 6 months with the upcoming retirement of 3 staff members.

B. Discuss subcommittees and liaison roles, and Board leadership in preparation for January Board Meeting

The Board discussed roles in general for 2020. With oversight in mind, VP McMahon suggested shifting Board roles, including subcommittee roles. The Board agreed.

Public comment: There was no public comment.

C. Review and approve 2020 Board Meeting Schedule

The Board reviewed the schedule and made updates.

Public comment: There was no public comment.

**MOTION TO APPROVE THE 2020 BOARD MEETING SCHEDULE WITH CHANGES**

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

D. Consider compensation and other amendments of General Manager employment contract

The Board expressed their appreciation for the GM's performance over the last year. The Board stated it was their wish that GM Abrams stay on with the District and her salary change reflected that.

**MOTION TO APPROVE A 2% ONE TIME MERIT PAY FOR PERFORMANCE INCREASE (\$3,534.76), AND ADJUSTMENT IN SALARY FROM THE CURRENT \$176,737.60 to \$187,341.86, A 6% SALARY INCREASE**

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

VP McMahon commented on local General Manager salaries for single service districts that were comparable in size: Central Marin Sanitation Agency: \$284,920; SMCSB: \$273,952; Novato Sanitary District: \$238,260; Sanitary District No 5 (Tiburon): \$218,754; Las Gallinas Valley Sanitary District: \$217,453.

Public comment:

- Mr. Allen commented on making Tam Valley housing available as an incentive.

**12. 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 of November 6, 2019 Board of Directors Meeting and Closed Session
- B. Authorize regular budgeted payment of \$222,621.72 to City National Bank for two loans for previous sewer improvements
- C. Authorize regular budgeted payment of \$1,305,764.50 to SMCSB for sewer treatment

D. Authorize regular budgeted payment of \$71,565.50 to SASM for sewer treatment

**MOTION TO APPROVE THE CONSENT CALENDAR**

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

**13. FUTURE AGENDA ITEMS**

- A. Board suggestions for future agenda items and input on these future potential agenda items:
- Parks and Recreation work session
  - Archive Storage ribbon cutting ceremony

**14. ADJOURNMENT**

**MOTION TO ADJOURN**

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

**THE MEETING WAS ADJOURNED AT 8:21 P.M.**

  
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Vice President

  
\_\_\_\_\_  
Secretary

**NEXT TCSD BOARD MEETING  
JANUARY 15, 2019 – 7:00 PM  
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**

