

Minutes of the Regular Meeting of TCSD Board of Directors
Held at 305 Bell Lane, Mill Valley
August 17, 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 7:06 p.m. on Tuesday, August 17, 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:

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, Carol Buchholz, Director of Park & Recreation, Bob Bunce, Wastewater Facilities Manager, and Recording Secretary Claudia Laughter.

Not Present:

Others Present: Jim Kasper, Gene Spake, Sue Hayes, Bernard Catalinotto-Vice President of MyMapbook, and Jeff Brown,

3. **APPROVE AGENDA WITH CHANGES.**

MOTION TO APPROVE THE AGENDA

M/S/C

LJ/JJ

Ayes: 4

Nays: 0

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

GM Elam reported that he had invited candidates who had applied for the open board seat to come and attend the meeting this evening (Gene Spake and Jeff Brown were in attendance); and also introduced Bernard Catalinotto, Vice President of MyMapbook and TCSD volunteer Jim Kasper.

5. COMMISSION REPORTS.

Revitalization & Safety Commission – Sue Hayes reported that at the last meeting the commission is starting creek monitoring again on Coyote Creek at Marin Ave/Marin Drive. They are pleased to report that the creek is thriving with at least six inches of water running through it. Linda Johnson inquired as to the reason for the choice of location for the monitoring. The Commission has also recently worked on a cleanup project at the junction between Walgreens and the Dipsea Café. The Commission also had an information table at a recent Creekside event to help inform the public and to solicit applications for the vacancies.

Park & Recreation Commission – Jeff Brown reported that the July meeting was a field trip lead by GM Elam to see some of the lesser known TCSD properties (Kott Park, Hawk Hill). GM Elam pointed out some of the erosion conservation programs that were being completed. The Commission returned to TCSD's offices and resumed discussion of the Community Center parking lot lighting project and agreed to purchase a \$1,200 lighting fixture that will initially be installed on a movable platform until neighborhood input as to it's final location is completed.

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

Vice President Jacobs requested moving GM Elam's staff report ahead on the schedule which would include an update from Bernard Catalinotto of MyMapbook. Mr. Catalinotto presented the latest draft version of the Tam Valley MyMapbook project for the Board's review and feedback. Ms. Johnson requested a change of the photos and Vice President Jacobs requested more pictures of the parks and facilities for the TCSD information pages. The Board gave Mr. Catalinotto several suggestions and changes before another draft is to be presented next week and the final version is presented at the end of the month with TCSD's newsletter. President Bartschat thanked him for his time and effort.

- A. SET A DATE TO CONDUCT INTERVIEWS FOR THE VACANT BOARD OF DIRECTORS POSITION – JON ELAM – President Bartschat requested that the next phases of the process be outlined for clarity. GM Elam reported that the Board will set a date for a public meeting to interview candidates, afterwards deliberations will occur and then recommendations. President Bartschat requested that Staff

develop a question/interview guide for the interview session. After the recommendations are considered, the new Board Member will be sworn in at the September 8th regularly scheduled Board Meeting. It was decided that the candidate interview session would occur on Thursday, September 2nd from 7-9pm at TCSD's main offices. The County Election official will also be contacted to attend and swear in the chosen Board member at the September 8th Board Meeting.

B. PRESENTATION ON DISTRICT'S RECENTLY RECEIVED GRANTS ON SUDDEN OAK DEATH DISEASE AND THE FIRE-WISE PREVENTION AND MITIGATION PROGRAM – JIM KASPER/JON ELAM

SUDDEN OAK DEATH: Mr. Kasper reviewed the summary handouts distributed regarding the Sudden Oak Death (SOD) Grant. He reported that surveying and sampling had already taken place in Tam Valley and that the funding for this project began on June 10, 2010 and will run through next spring. The SOD Committee is choosing targets for treatment (approximately cost is several hundred dollars per infected tree) and has been receiving calls from concerned residents. He stated that the infection is spread via Bay trees and can be wind-born through mist, fog or rain. The recommended action is to remove Bay trees from close proximity to existing Oak trees. Vice President Jacobs inquired as to the recommended replacement plantings. Mr. Kasper reported that a list of suggested replacements will be disbursed to residents with effected oaks. He also reported that the disease can be spread via hikers and that they should clean their boots and car tires with a bleach solution to combat this spread.

FIRE GRANT: Mr. Kasper reported that the \$160,000 grant will officially begin in October 2010 (an 18-month project). In addition to the grant funds, there will be in-kind contributions from the Marinview HOA and Trillium Lane neighborhood committees to support the project. Homeowners that participate in the program will be compensated by the grant funds. President Bartschat inquired if it was possible for TCSD to compile a list of recommended contractors and/or price packages for the fire safe work. Vice President Jacobs also requested a one-page informational sheet that could be distributed to various neighborhoods regarding the fire grant work. Mr. Kasper reported that the next project update will occur in December.

C. PROPOSED SOLID WASTE COLLECTION SYSTEM POLICIES – GM Elam reported that many of the practices on garbage collection had never been formally adopted and with TCSD's expansion into organic waste collection, it was time to develop a specific set of policies. The Board reviewed the document with President Bartschat adding that the section regarding scheduling be clarified to reflect date of pickup, not hour. GM Elam also brought up the idea of developing

a program where residents could pay an extra amount per year for the refuse crews to pick up their garbage cans and not have to bring them curbside. This similar system is used in other Marin County collection agencies. GM Elam would like to receive community feedback before developing the policy.

MOTION TO ADOPT POLICY RELATING TO COLLECTIONS WITH CHANGES TO SCHEDULE STATED IN THE GUIDELINES

M/S/C Steffen Bartschat/Linda Johnson Ayes: 4 Nays: 0

Ms. Johnson inquired if the policy was developed, is it also possible for the trucks to begin their routes later in the morning. GM Elam stated that TCSD could state limited hours for crew start time as not prior to 6:00am with the exception of commercial accounts. He also suggested having members of the crew meet with the Board at the next morning Board Meeting.

- D. **UPDATE DISCUSSION ON LONG-TERM AGREEMENTS WITH SMCSO REGARDING TREATMENT OF DISTRICT'S WASTEWATER – JON ELAM** – GM Elam reported on the long-term financial plan/agreement that has been negotiated with SMCSO. He then walked the Board through the 10-year plan spreadsheet for Cashflow Projections. President Bartschat requested to view the expanded spreadsheet that goes beyond 2020. GM Elam reported that the next step would be to setup a meeting with the EPA to review the budget and to determine the cap on increases for any improvement work to be completed. Gene Spake asked what TCSD is building in terms of a contingent fund. GM Elam responded that \$80,000 in cash is set aside in reserves.
- E. **PROPOSED WITHDRAWAL FROM MARIN MAP ORGANIZATION – JON ELAM** –

GM Elam restated for the Board that SASM has a membership with Marin Map and so all cities within SASM currently have access to it. This membership costs \$6,000 annually and TCSD does not wish to renew since we already have access through SASM. Mr. Bunce stated that he uses SSGIS much more frequently for the detailed maps he can develop.

MOTION TO WITHDRAWAL FROM MARIN MAP ORGANIZATION

M/S/C Linda Johnson/Gretchen Stagg Ayes: 4 Nays: 0

STAFF REPORTS

- **Carol Buchholz-Park & Recreation:** The Creekside concert series completed its run on August 13th. She determined that the program's financial success did not have a direct relation to weather or a particular band that was playing. President Bartschat suggested looking into a fall beer garden event possibly in October. Ms. Buchholz also reported that Homestead Valley will be building two additional platform pieces for the modular stage. Final copies of the September newsletter were distributed; it will be sent out to residents the first week of

September. Gallery 305 has been a great success with visitors coming to see the installation. Ms. Buchholz will also be on vacation from September 10th – October 10th.

- **Bob Bunce-Sanitation:** A letter was sent to all Tam Valley residents regarding lateral inspections and to confirm installation of backflow devices. So far, Mr. Bunce has received 42 calls and has issued one certificate. He has also determined that there is clothing clogging the lines in the Laguna Street neighborhood and they are working on pinpointing the house to notify the resident(s). Mr. Bunce also reported that there was another month without a sewer spill. He also reported that on Palma Way, there is a sewer line running below a corrugated pipe bridge and out of concern for its condition, Nute Engineering will be contacted to get an estimate to move the pipe and encase it in a protective sleeve.
- **Jerry Taylor-Finance:** Mr. Taylor reported that his focus the past few months is getting the accounts caught up and all outstanding bills paid including SMCSO. He reviewed the disbursement report with the Board.
- **Jon Elam– Refuse Update:** GM Elam reviewed the latest refuse figures: 21.57 tons greater than last year; green is also increased and recycling is 12 tons ahead of last year. Overall up 2% this year. GM Elam reported that the food waste collection buckets being distributed on an by request basis.

BOARD REPORTS

- A. SMCSO July 1, 2010 Meeting – Jim Jacobs – At the meeting, it was unanimously decided to move forward and reevaluate TCSD's long-term contract.
- B. SMCSO EPA Requirement Report August 11, 2010 – Linda Johnson – The meeting consisted of a discussion of the status of readiness with the October 15, 2010 deadline. Ms. Johnson remarked how the turnaround in cooperation is the most increased benefit to the negotiations with SMCSO;

OTHER ISSUES

CONSENT CALENDAR –

MOTION TO APPROVE THE CONSENT CALENDAR AND MINUTES

M/S/C Linda Johnson/Jim Jacobs AYES: 4 Nays: 0

NEXT MEETING AGENDA ITEMS

- Nute Engineering Presentation Regarding Pump Station Project
- Interviews For Open Board Position
- Review Capacity Schedule From RMC

