



Tamalpais Community Services District

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TCSD BOARD OF DIRECTORS MEETING AND CLOSED SESSION MINUTES

WEDNESDAY – NOVEMBER 14, 2018

6:30 P.M. – CLOSED SESSION; 7:00 P.M. – BOARD MEETING

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 6:30 p.m. on Wednesday, November 14, 2018.

2. ROLL CALL

President Steffen Bartschat

Vice President Matt McMahon, Directors Jeff Brown, Steve Levine and Jim Jacobs

As five of the five Board members were present at Roll Call, a quorum was constituted.

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

Others Present: Gale Connor, District Counsel, Miller Star Regalia

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA AS AMENDED (Public Expression was moved subsequent to the closed meeting)

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

4. PUBLIC EXPRESSION

As indicated in Item 3, Public Expression was moved subsequent to the Closed Session.

MOTION TO CONVENE TO CLOSED SESSION

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

5. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9

Name of case: SMCS v. TCSD; Case No. CIV1702745)

MOTION TO RECONVENE FROM CLOSED SESSION – PRESENT ANY REPORTABLE ACTIONS

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

The Board called a 3 minute recess.

The regular Board meeting reconvened at 7:03 p.m.

Staff Present: Carol Buchholz, Director Parks and Recreation, Jerry Taylor, Finance Manager

Others Present: Ranger Mia Monroe, GGNRA; Jim Kasper, Danny McDonald, Valerie and Phil Jordan.

There were no reportable actions.

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

- Mr. & Mrs. Jordan from the Eastwood Park area commented on the lack of control over dogs in the park, and the increased noise from constant barking. They asked for signage stating dogs must be under voice control or on leash.
- Mr. McDonald commented on a TVIC meeting.

6. REGULAR BUSINESS: Parks and Recreation

- A. Oral update from Mia Monroe regarding Muir Woods parking reservation system meeting to be held December 3, 2018

Ranger Monroe extended an invitation to the next public meeting on Monday, 12/3/18 at Old Mill School from 6-8pm to discuss the Memorandum of Understanding with the County of Marin and to review the Muir Woods shuttle and reservation service.

On December 5, 2018, a public presentation on Druid Heights would be held at 7:00 pm at the Mill Valley library. Druid Heights received national recognition as an historical site. Pres Bartschat stated Hawk Camp was again available.

- B. Consider request for time for Firewise in Community Center and Cabin

GM Abrams stated TCSB worked closely with the newly certified Tam Valley Firewise which was an important community group. Mr. Kasper stated the Firewise group had to be certified each year and needed meeting space for community meetings and to plan other community fire mitigation activities, and asked for Board approval for meeting time in both the Community Center and the Cabin.

VP McMahon stated this request was in line with the District's mission, and was a good idea considering current news. Dir Jacobs suggested the Firewise group be a District commission, and as such be covered by the District's insurance, but they would be bound by the Brown Act.

MOTION TO GRANT ACCESS TO TAM VALLEY FIREWISE FOR TWO MEETINGS OF UP TO FOUR HOURS EACH AT THE COMMUNITY CENTER AND FOUR MEETINGS OF UP TO TWO HOURS EACH AT THE CABIN PER YEAR ON A SPACE AVAILABLE BASIS

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

C. Parks and Recreation Five Year Financial Plan, focused discussion on events

Dir Buchholz led the Board through the event revenue generation information. Pres Bartschat commented that the bar money should probably not be counted as generated revenue, and make a note instead that bar money came back from Friends of Tam Valley to TCSB as donations and other support. The Board asked that attendance information be included, and agreed that this exercise enhanced transparency.

D. Parks and Recreation oral update

Dir Buchholz stated the District had submitted a 2019/2020 Marin Federal Community Block Grant for \$33,400 to complete the payment for the Kay Park play equipment. The newsletter was under review and would go to print shortly. Dir Buchholz described 2 new Kay Park fundraising events planned for 2019, Paint Night and Le Diner Kay. The playground equipment was ordered and scheduled to arrive in 6-8 weeks. Demo of the old equipment would start January 14. During this time Kay Park would be completely closed.

Dir Buchholz also described a possible new fundraising opportunity through Boon Supply, whereby the District would receive 50% of sale proceeds for available products. The Board recommended that TVIC, FOTV or the Volunteer Commission might be a better fit to do a sales split fundraiser.

Despite the smoky conditions, the Arts and Crafts Fair would go on as scheduled. Upcoming events included Jolly Jingles on December 1 and Breakfast with Santa on December 8. The December 12 Board meeting would include the holiday celebration complete with a taco bar. Dir McMahon suggested adding s'mores to Creekside events.

Discussions took place about the dog problems at Eastwood Park. It was suggested to agendaize this issue.

7. REGULAR BUSINESS: Administration

A. Financial and Disbursement reports

Mr. Taylor reviewed the financials with the Board. He highlighted that the District was building needed reserves and interest earned on LAIF cash balances. Recycling and the possibility of having to pay for recycling in the future were discussed. The Board discussed how certain line items were accounted for and suggested Mr. Reed review it in early 2019.

The Board accepted the financial and disbursement reports.

B. Receive evaluation form for General Manager's evaluation to be conducted on November 28, 2018

The Board discussed a more formalized evaluation process for the GM. Feedback was due to Meyers Nave by November 24. Ms Abrams would have an evaluation during closed session on November 28.

The Board asked when employees were to receive their reviews and what pay for performance might look like. GM Abrams stated that the Board had budgeted a 5% increase in salaries, including CPI (COLA), as they had done in previous years, but she had not yet met with staff to discuss their evaluation. She committed to meeting with everyone by the end of December.

C. Volunteer Commission – October 24, 2018

Dir Brown had not attended the last meeting and deferred to GM Abrams who stated Firewise update was a major part of the meeting. Dir Buchholz discussed volunteer needs for upcoming events. There was also interest in evacuation routes, safe routes to schools and steps, lanes and paths. Fred Stemmler submitted a commissioner application, which could be considered by the Board after its annual review of the commission.

8. REGULAR BUSINESS: Sanitation

A. SASM Meeting – October 2018

Dir Jacobs reported on 2 issues 1) violation of excess ammonia, which was due to the construction, and 2) after a report of odor, tests were made and results were pending. The November 15 meeting was cancelled.

B. Interstate Technology Regulatory Council (ITRC)

Dir Jacobs reported that the ITRC was a large council of government agencies and industry experts. Dir Jacobs was published in a recent paper.

C. SMCSO Meeting – November 2018

VP McMahon stated he did not attend the SMCSO meeting. There was no significant agenda items for a second month, just a closed session and general updates.

D. Update on Bid for FY18/19 Sewer CIP

GM Abrams reported opening of bids would be held December 6 at the TVCC. She would bring approval of the bid to the December 12 Board meeting.

9. REGULAR BUSINESS: Solid Waste

A. Holiday schedule reminders

GM Abrams stated our refuse crew preferred not to change our pick up schedule; on some dates TCSO's office would be closed, but refuse collection would continue as regularly scheduled. The Board asked for a few format changes before publishing the flyers attached to the agenda.

10. 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

a. October 10, 2018 Board of Directors Regular Meeting

B. Approve copier lease and authorize General Manager to make payments according to the agreement

C. Authorize regular budgeted payment of \$222,621.72 to City National Bank for two loans for previous sewer improvements

MOTION TO APPROVE THE CONSENT CALENDAR

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

AYES: 5

NAYS: 0

ABSENT: 0

11. FUTURE AGENDA ITEMS

- Board suggestions for future agenda items and input on these future potential agenda items:
 - o Schedule for TCSD Board planning meeting 2019 – January 26, Feb 2, or Feb 9
The Board decided on January 19, 2019. Staff would confirm with Fernwood Cemetery.
 - o New TCSD website preview
 - o GM Evaluation – November 28, 2018
Previously discussed.
 - o Swearing in of two TCSD Board Members by Marin County Supervisor Kate Sears – December 12, 2018
The Board discussed the timing of the December 12 meeting considering it was also the holiday celebration: closed session at 6:00pm, 6:30-7:30pm meeting, then celebration.
 - o Board discussion of subcommittees and liaison roles, and board leadership in preparation for January board meeting – December 12, 2018
 - o TVIC Board Presentation – December 12, 2018
 - o Approve FY 18/19 CIP Bid – December 12, 2018
 - o Archive Storage ribbon cutting ceremony
 - o Parks and Recreation Five Year Financial Plan
 - o Approval of payment to SMCSO – can add to consent calendar
 - o Dog issues
 - o Training courses – ethics and harassment

10. ADJOURNMENT

MOTION TO ADJOURN

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

AYES: 5

NAYS: 0

ABSENT: 0

THE MEETING WAS ADJOURNED AT 9:08 P.M.



President



Secretary

**NEXT TCSD BOARD WORK SESSION 8:30 A.M.
WEDNESDAY, NOVEMBER 28, 2018
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**

