



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSO BOARD OF DIRECTORS MEETING AND CLOSED SESSION

### MINUTES

WEDNESDAY, FEBRUARY 13, 2019

6:00 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 6:02 p.m. on Wednesday, February 13, 2019.

#### 2. ROLL CALL

President Steffen Bartschat

Vice President Matt McMahon, Directors Jeff Brown, Steve Levine.

Absent: Dir Jim Jacobs

As four of the 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: S. LEVINE/J. BROWN                      AYES: 4                      NAYS: 0                      ABSENT: 1 (JACOBS)

##### MOTION TO CONVENE TO CLOSED SESSION

M/S/C: S. BARTSCHAT/M. MCMAHON                      AYES: 4                      NAYS: 0                      ABSENT: 1 (JACOBS)

#### 4. CLOSED SESSION

##### A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

Name of case: SMCSO v. TCSO; Case No. CIV1702745)

Others Present: Gale Connor, Miller Star Regalia (for Item 5.A. only)

##### B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 case.

Others Present: John Bakker, Meyers Nave (for Item 5.B. only)

Recording Secretary Martel left the meeting for Item 5.B.

**5. ADJOURN TO OPEN SESSION**

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

**M/S/C: M. MCMAHON/S. BARTSCHAT                      AYES: 4                      NAYS: 0                      ABSENT: 1 (JACOBS)**

The Board called a 5 minute recess.

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

Staff Present: Jerry Taylor, Finance Manager; Sarah Mehtar, TCSO Staff

Others Present: Bob Reed, The Reed Group, Mark Hildebrand, Hildebrand Consulting, LLC; Danny McDonald, Andy Allen, Donna Baily, Abby Baily, Jack Hanshaw

**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. Allen commented on dogs in Tam Valley parks, the number of closed session meetings, purchasing a chipper, and TCSO spending.
  - o VP McMahon expressed that the Board also did not like closed meetings, but some topics needed to be discussed in private to protect the District.
  - o Ms. Mehtar explained that Zero Waste Marin covered the costs of the chipper for the holiday tree program.
- Abby Baily commented she liked to go to Eastwood Park to play with the dogs and wanted her puppy to have a place to play.
- Donna Baily commented that before any drastic measures were taken that the Board observe dog and owner behavior at the parks.
  - o GM Abrams commented that she and staff had been meeting with dog and non-dog owners where concerns were shared.
- Mr. McDonald commented on the number of closed sessions and the District’s current dealings with SMCSO.
  - o VP McMahon announced that SMCSO Board meetings were on the first Monday night of every month and he recommended other Tam Valley residents attend.

**7. REGULAR BUSINESS: Sanitation**

A. Approve agreement with The Reed Group, including scope of work, for update to interim sewer financial plan and possible rate study if needed, and authorize General Manager to make payments

GM Abrams introduced Bob Reed. Mr. Reed updated the Board on the process and progress of the update to the sewer plan, and development of a new 5 year rate schedule. He also introduced Mark Hildebrand, who would be working with Mr. Reed as he moved towards retirement. Mr. Hildebrand gave the Board his bio.

The Board was concerned about starting the update now before an agreement with SMCSO was signed. GM Abrams described the tight schedule should a Prop 218 hearing be needed. Notices had to be mailed 45 days in advance of the hearing and final rate information had to arrive at the County by early August.

**MOTION TO APPROVE THE AGREEMENT WITH THE REED GROUP INCLUDING SCOPE OF WORK FOR UPDATE TO INTERIM SEWER FINANCIAL PLAN AND POSSIBLE RATE STUDY IF NEEDED, AND AUTHORIZE GENERAL MANAGER TO MAKE PAYMENTS UP TO \$26,060**

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

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (JACOBS)**

**B. FY18/19 Sewer CIP Update**

Ms. Mehtar updated the Board on the progress of the sewer CIP confirming ECAST Engineering was awarded the bid. Wet weather had slowed progress this week, but they were still on track to be completed by mid-March.

**C. SASM Meeting – February 2019**

Dir Brown reminded the Board that the SASM meeting was not until February 21 and he would report back at the March 13 Board meeting.

**D. SMCSO Meeting – February 2019**

VP McMahon reported that he attended the meeting on Monday, February 4 at which he expressed his frustration with the SMCSO Board's lack of progress on the agreement with TCSO, they then went to closed session. Pres Bartschat thanked VP McMahon for trying to engage their Board.

Public comment: Mr. Allen commented that information about the SMCSO Board meetings should be announced on Nextdoor. Dir. McMahon and GM Abrams confirmed that TCSO posted SMCSO Board meetings on Nextdoor repeatedly. SMCSO Board meetings occur on the first Monday of each month in the Sausalito City Council Chambers.

**8. REGULAR BUSINESS: Administration**

**A. Financial and Disbursement reports**

Mr. Taylor highlighted items for the Board and asked for questions.

The Board asked several clarifying questions including on payments to SMCSO and eventually paying for recycling.

Public comment: Mr. Allen commented on underground fuel tanks and compressed natural gas.

**B. Approve Analyst job description and salary range**

GM Abrams reviewed with the Board the on-going part time finance position and the full-time management position budgeted this year, which would all be replaced by the analyst position and asked the Board to approve the job description and salary. The Board discussed the title, how the staffer would come up to speed on the wide variety of tasks and regulatory requirements and confirmed that the position was non-exempt.

**MOTION TO APPROVE THE ANALYST JOB DESCRIPTION AND SALARY RANGE**  
**M/S/C: S. BARTSCHAT/S. LEVINE**

Public comment: Mr. Allen commented on the need for the position.

Mr. McDonald commented on Tam Valley not being a city. Pres Bartschat confirmed that regulatory agencies and job market candidates do not make a distinction between Tam Valley and cities in terms of regulatory compliance requirements or willingness to work with TCSO.

**AYES: 4      NAYES: 0      ABSENT: 1 (JACOBS)**

- C. Approve agreement and authorize GM Abrams to make payments for renewable diesel  
GM Abrams reviewed the benefits of renewable diesel with the Board and asked for approval to switch from biodiesel.

**MOTION TO APPROVE THE AGREEMENT WITH DIESEL DIRECT WEST TO PROVIDE RENEWABLE DIESEL AND AUTHORIZE GENERAL MANAGER TO MAKE PAYMENTS**  
**M/S/C: M. MCMAHON/s. BARTSCHAT**

Public comment: Mr. Allen commented on compressed natural gas.

**AYES: 4      NAYES: 0      ABSENT: 1 (JACOBS)**

- D. Informational discussion of public electric vehicle charger at Tam Valley Community Center  
Ms. Mehtar reported on the possibility of installing EVCs in the Tam Valley Community Center parking lot for public use. The Board wondered whether chargers would not serve the residents of Tam Valley directly and asked staff not to pursue EVCs at this time. Pres Bartschat suggested asking Friends of Tam Valley about their interest in doing this project.

Public Comment: Mr. Allen suggested waiting years to install EVCs.

- E. Volunteer Commission Meeting  
Dir Brown reviewed highlights from the Volunteer Commission meeting on Wednesday, January 23, including a Firewise update, a discussion on the future of the commission, and getting community input on projects with a postcard survey.

VP McMahon asked about the term expiration of the commissioners. GM Abrams stated she would add that to the Board's agenda.

**9. REGULAR BUSINESS: Solid Waste**

- A. Informational discussion of electric refuse collection vehicle  
Ms. Mehtar reviewed information regarding procuring an electric refuse collection vehicle. She broke down the funding opportunities and explained the additional initial purchase cost would pay

for itself within 4 years from save fuel and maintenance costs. The Board asked many questions and expressed interest in proceeding.

Public comment: Mr. Allen commented on battery replacement and the strategies for using an electric truck on the hills in Tam Valley.

**B. CalRecycle 2017 Curbside Payment**

Ms. Mehtar explained to the Board that the District received payment from CalRecycle each year for an estimate on California Redemption items the District collects. The amount received for 2017 was \$688.13.

**C. Holiday tree composting in Marin County**

Ms. Mehtar reported the District received over 16 tons compared to 13 tons of holiday trees for chipping in 2019 and that Zero Waste Marin included the District in their annual flyer and paid for all chipping costs, the District just had to report tonnage information to them.

Public comment: Mr. Allen commented on residents not disposing of their own trees.

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

**A. Parks and Recreation Update**

GM Abrams reviewed the report from the Park and Recreation Department including the sold out shows of the murder mystery. GM Abrams described an updated plan to replace cabinets, countertops and the dishwasher. The department was also still looking into ADA compliance for reaching the stage. Dog issues were being discussed at the staff level. The Board also discussed dog issues at Kay Park.

**11. 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**

- December 12, 2018 Board of Directors Meeting
- January 23, 2019 Board of Directors Meeting

**MOTION TO APPROVE THE CONSENT CALENDAR**

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

**AYES: 4**

**NAYES: 0**

**ABSENT: 1 (JACOBS)**

**12. FUTURE AGENDA ITEMS**

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

- Parks use work session
  - Postponing while staff conducts individual stakeholder meetings
- Parks and Recreation Five Year Financial Plan
  - Staff were still working on plans
- Board Planning Meeting agenda for March 30

- Need to decide on format for the meeting.
- Board payment for bi-annual training
  - Amend policy to allow payment for long training sessions
  - Agendize Board service and compensation
- Volunteer commission appointments in March
- Cancel February 27 work session unless Mr. Reed needed Board feedback

**13. ADJOURNMENT**

**MOTION TO ADJOURN**

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

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (JACOBS)**

**THE MEETING WAS ADJOURNED AT 9:00 P.M.**

  
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President

  
\_\_\_\_\_  
Secretary

**NEXT TCSB BOARD WORK SESSION**  
**MARCH 13, 2019 – 7:00 PM**  
**TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**