



Tamalpais Community Services District

305 Bell Lane, Mill Valley, CA 94941 • 415 388-6393 • Fax: 415 388-4168
info@tcsd.us • www.tcsd.us

Minutes of the Regular Meeting of TCSD Board of Directors

Wednesday – September 14, 2016

7:00pm

Tam Valley Community Center - 203 Marin Avenue, Mill Valley

I. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Brown at 7:00 pm on Wednesday, September 14, 2016.

2. ROLL CALL President Jeff Brown; Vice President Steven Levine; Directors Matt McMahon, Steffen Bartschat, and Jim Jacobs

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

Staff Present: General Manager Jon Elam, Finance Manager Jerry Taylor (7:05pm), and Recording Secretary Claudia Laughter

Others Present: Jennifer Niserie, MCERA Staff-Jeff Wickman, Graham Schmidt, Jessica Tucker, and Michelle Hardesty; Pauline Sanguinetti, Lindsay George of Croce, Sanguinetti, and Van Der Veen Auditors, Danny McDonald and Nancy McDonald (7:07pm)

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

4. PUBLIC EXPRESSION

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

Special Needs: In compliance with the Americans with Disabilities Act (28 C.F.R. 35.102-35.104, ADA Title II) if you need special assistance to participate in this meeting, please contact the TCSD at (415)-388-6393, x10. Notification 48 hours prior to meeting enables TCSD to make reasonable arrangements to ensure accessibility. In compliance with Senate Bill 343 the law requires writings subject to the Public Records Act to be available for public inspection at the time the writing is distributed to the member of the legislative body

In compliance with Senate Bill 343 materials or writings subject to the Public Records Act is available for public inspection at 305 Bell Lane, Mill Valley, California between the hours of 8:00 a.m. through 4:30 p.m. Monday through Friday.

- Jennifer Niserie – Ms. Niserie addressed the Board and asked for their support for Measure E which would renew the parcel tax that goes to support Tam Valley schools. President Brown thanked her.
- Finance Manager Jerry Taylor introduced Pauline Sanguinetti and Lindsay George, the District’s independent auditors from Croce, Sanguinetti, and Van Der Veen.

5. GENERAL BUSINESS

- A. UPDATE ON MARIN COUNTY EMPLOYEES’ RETIREMENT ASSOCIATION** – Mr. Jeff Wickman from MCERA introduced his staff and reviewed a presentation about the District’s retirement plan information. Mr. Wickman reviewed the services MCERA provides, the benefit tiers specifically for the District, and the current contribution levels and funded and unfunded liabilities. President Brown thanked Mr. Wickman and his staff for their time and presentation and called a 5 minute break.

MCERA staff, Ms. Sanguinetti and Ms. George, and Mr. McDonald & Ms. McDonald left the meeting.

- B. REPORT FROM TCSB SEWER RATE SUBCOMMITTEE** – GM Elam reported that the sewer rate subcommittee had been working on a potential rate structure. Director McMahan then reviewed in detail the community based usage and winter water quarterly usage methodology that the subcommittee had been working on. After discussion, the Board agreed to try and develop a 5-year rate plan including analysis of revenue needs, to charge by dwelling and per unit basis, a 4-month billing cycle for winter water use, and was split on usage caps and ccfs. The subcommittee will take this direction and continue to work on a proposed future methodology.

- C. REVIEW AND APPROVAL OF RESOLUTION NO. 2016-04 AUTHORIZING SASM REVENUE BONDS AND FINANCIAL AGREEMENT** – GM Elam presented Resolution No. 2016-04 as requested by the SASM Board for the TCSB Board’s approval for a \$38 million bond measure for their plant upgrades. GM Elam also stated that a similar request will likely be sent by SMCSB for their plant upgrades as well.

MOTION TO APPROVE RESOLUTION NO. 2016-04 AUTHORIZING SASM REVENUE BONDS AND FINANCIAL AGREEMENT

M/S J. JACOBS/S. BARTSCHAT

PUBLIC COMMENT: None

M/S/C AYES: 5 NAYS: 0

- D. REVIEW OF TCSB RULES REGARDING PRIVATE SEWER LATERAL INSPECTIONS** – GM Elam reviewed the current regulations for private sewer lateral inspections which include remodels, property sales, and street paving. Director Levine requested changing the period of time for completion of any repairs to 120 days.

MOTION TO DIRECT THE GENERAL MANAGER TO SUBMIT ORDINANCE AMENDMENTS WITH THE MODIFICATION OF TIMELINE TO 120 DAYS TO LEGAL COUNSEL AND TO PRESENT THE CHANGES AGAIN FOR BOARD APPROVAL

M/S J. BROWN/J. JACOBS

PUBLIC COMMENT: None.

M/S/C AYES: 5 NAYS: 0

- E. PAYMENT OF FIRST QUARTER FY 2016/17 CHARGES TO SMCSD, FY 2014/15 RECONCILIATION AND CHANGE OF FINANCIAL PLANNING REPORT** – Director Bartschat reviewed the invoices from SMCSD and discussed the changes and omissions that the Subcommittee had directly questioned. Director McMahon stated that the subcommittee hoped to have SMCSD’s Board more involved in the issues the District was raising. After discussion, the Board agreed to amendments.

MOTION TO PAY THE FIRST QUARTERLY PAYMENT TO SMCSD EXCLUDING NPS O&M AND CAPITAL R&R

M/S M. McMAHON/S. BARTSCHAT

Public Comment: None

M/S/C AYES: 5 NAYS: 0

6. BOARD REPORTS, REQUESTS, AND COMMENTS

- SASM Update – Director Jacobs gave an update from the August SASM meeting.
- GM Search Subcommittee – The Subcommittee reported that Bob Murray & Associates were finalizing the GM brochure and have contacted previous applicants to reapply through their firm.

7. STAFF DEPARTMENTAL UPDATES

- Park & Recreation – Recording Secretary Laughter gave an update on Park & Recreation programs and parks.
- Finance – Finance Manager Taylor gave an update on department finance reports and reviewed the disbursement reports. He stated that the independent auditors were in the District’s office this week conducting the annual fiscal audit.
- Sanitation – GM Elam gave an update for Mr. Bunce on Sanitation.
- Refuse – GM Elam reported that there will need to be an additional closed session on September 28th to discuss the pending legal case regarding noise/yard use issues.

PUBLIC COMMENT: None.

8. OTHER ISSUES

President Brown stated that he would compose a letter of support for Measure E as requested.

9. CONSENT CALENDAR

President Brown moved onto the consent calendar.

**MOTION TO APPROVE THE CONSENT CALENDAR AND MINUTES
M/S S. LEVINE/J. JACOBS**

PUBLIC COMMENT: None.

M/S/C AYES: 5 NAYS: 0

The September 28th meeting will be a closed session to discuss the noise issue and yard use permit.

10. ADJOURNMENT

MOTION TO ADJOURN

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

MEETING ADJOURNED AT 10:15PM



President



Secretary