



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
info@tamcsd.org ♦ www.tamcsd.org

TCSD BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, SEPTEMBER 9, 2020, 7:00 P.M.

1. CALL TO ORDER

The virtual Tamalpais Community Services District Board of Directors meeting was called to order by Pres McMahon at 7:00 p.m. on Wednesday, September 9, 2020.

2. ROLL CALL President Matt McMahon

Directors: Vice President Jeff Brown, Steffen Bartschat, Steve Levine, and Jim Jacobs.

Staff participating via teleconference: General Manager Heather Abrams; Analyst/Interim Finance Manager, Sarah Mehtar; Recording Secretary Cyndie Martel

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

Others Present: Juan M. Galvan, Jones Hall; Pippin Cavagnaro, Nute Engineering; Leslie Bloom, Raymond James; Wing-See Fox, Urban Futures Inc.; Ranger Mia Monroe; Tom Welch Deputy Chief, Fred Hilliard, Fire Marshall, SMFD; Jim Kasper, Tam Valley Firewise; Lara Zegart

4. PUBLIC EXPRESSION

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

- There was no public expression.

5. REGULAR BUSINESS: Information Only

A. Presentation from SMFD on Chipper Days and work with Neighborhood Response Group
GM Abrams introduced Deputy Chief Welch and Fire Marshall Hilliard who gave the Board a review of current and future neighborhood projects made possible by recently passed Measure U funds.

B. Update from Ranger Mia Monroe regarding National Park Service and Golden Gate Recreational Area topics

Ranger Monroe gave the Board a summary of recent local projects and answered questions.

C. Sewer treatment plants updates: SASM and SMCSO

SASM: Dir Jacobs reviewed topics from the recent SASM meeting including the financial plan through 2035 and capital improvement projects.

SMCSO: Dir Levine stated due to the Labor Day holiday the SMCSO board meeting was postponed until 9/14/20. He would report back at the next Board meeting in October.

D. General Manager's update

i. COVID-19 Shelter-In-Place update

GM Abrams reviewed the re-opening plan and answered questions from the Board.

ii. Power outage (PSPS) preparation

GM Abrams reported the District was prepared for local PSPS occurrences with an SPP to allow residents to use District power at predetermined locations to recharge phones and computers.

iii. Financial reports

GM Abrams highlighted a few items and asked the Board for questions.

6. REGULAR BUSINESS: Requested for Board Action

A. Review and approve authorization for payment of up to \$31,000 for parks and recreation planning project

As directed by the Board, GM Abrams presented a proposal from Management Partners for TCSO parks and recreation planning efforts and asked the Board for approval.

There was no public comment.

MOTION TO APPROVE AUTHORIZATION FOR PAYMENT OF UP \$31,000 FOR PARKS AND RECREATION PLANNING PROJECT

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

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

B. Review and approve revised final sewer financial plan and rate study including refinancing SMCSO CIP Deferrals

GM Abrams stated that as a result of the District's possible plan to refinance SMCSO CIP deferrals with upcoming certificates of participation funding, Mr. Reed revised the final sewer financial plan and rate study to reflect those possible changes. She asked the Board for approval.

There was no public comment.

MOTION TO APPROVE REVISED FINAL SEWER FINANCIAL PLAN AND RATE STUDY INCLUDING REFINANCING SMCSO CIP DEFERRALS

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

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

- C. Review and approve Resolution 2020-08 for the delivery and sale of wastewater revenue certificates of participation, not to exceed \$19,000,000
GM Abrams presented the Board with documentation to finalize the delivery and sale of wastewater revenue certificates of participation. The Board had reviewed and discussed the process over the previous months with Ms. Fox and Mr. Galvan. The Board asked final clarifying questions.

There was no public comment.

MOTION TO APPROVE RESOLUTION 2020-08 FOR THE DELIVERY AND SALE OF WASTEWATER REVENUE CERTIFICATES OF PARTICIPATION, NOT TO EXCEED \$19,000,000

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

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

- D. Review and approve engineering agreement with Nute Engineering and authorize General Manager to pay for engineering of first project in updated Capital Improvement Program (CIP) of FY 2020/2021
GM Abrams stated with the District's plans to receive certificates of participation the Board's next step was the approval of the agreement with Nute Engineering to start the bidding process for CIP work, and authorizing the GM to pay for services.

There was no public comment.

MOTION TO APPROVE ENGINEERING AGREEMENT WITH NUTE ENGINEERING AND AUTHORIZE GENERAL MANAGER TO PAY FOR ENGINEERING OF FIRST PROJECT IN UPDATED CAPITAL IMPROVEMENT PROGRAM (CIP) OF FY 2020/2021

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

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

- E. Review and approve authorization for payment of up to \$35,000 for annual financial audit services
GM Abrams reported that each year the District worked with a qualified auditor to review financial documents. Although the District has used Croce, Sanguinetti, & Vander Veen for the past 6 years, new California requirements means the District needs to work with a new audit partner from CSVV, while still having the expertise of the previous auditor. Mark Croce would be the District's new partner.

There was no public comment.

MOTION TO APPROVE AUTHORIZATION FOR PAYMENT OF UP TO \$35,000 FOR ANNUAL FINANCIAL AUDIT SERVICES

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

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

- F. Review and approve Resolution 2020-09 updated conflict of interest code
GM Abrams reported that should an agency's conflict of interest code need updating, the Political Reform Act of 1974 compelled it to do so, and asked the Board for approval of Resolution 2020-09, adding the superintendent to reporting officials.

There was no public comment.

MOTION TO APPROVE RESOLUTION 2020-05 UPDATED CONFLICT OF INTEREST CODE

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

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

- G. Review and approve updated code of ethics
GM Abrams explained that although a code of ethics was not required for public agencies, TCSO took the extra step to display its commitment to transparency and ethics on its website and wished to include a few updates.

There was no public comment.

MOTION TO APPROVE UPDATED CODE OF ETHICS

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

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

7. 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 August 12, 2020 Board Meeting
B. Approve Minutes of August 26, 2020 Board Work Session

MOTION TO APPROVE THE CONSENT CALENDAR

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

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

8. FUTURE AGENDA ITEMS

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

- Next Board Work Session: September 23, 2020 at 10 am via Zoom
 - Follow up materials for certificates of participation
- Input from Board Members on the next regular Board Meeting agenda for October 14, 2020

9. **ADJOURNMENT**

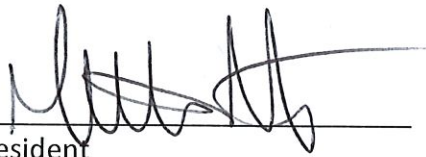
MOTION TO ADJOURN

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

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Levine Aye; Dir Jacobs Aye

AYES: 5 NAYS: 0 ABSENT: 0

THE MEETING WAS ADJOURNED AT 10:06 P.M.



President



Secretary

**NEXT TCSO BOARD WORK SESSION
SEPTEMBER 23, 2020 – 10:00 AM
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**

