



Tamalpais Community Services District

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**Minutes of the Regular Meeting of TCSD Board of Directors
Held at 203 Marin Avenue, Mill Valley
March 14, 2012
7:00 p.m.**

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 Wednesday, March 14, 2012.

2. ROLL CALL.

Board Members Present: The following members were present:

President Steffen Bartschat

Vice President Jeff Brown

Jim Jacobs

Linda Johnson

Gretchen Stagg

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

Staff Present: General Manager Jon Elam, Carol Buchholz, Director of Park & Recreation, Finance Director Jerry Taylor, Sewer Maintenance Supervisor Bob Bunce, and Recording Secretary Claudia Laughter

Others Present: Sharon Jackson-Marin General Hospital; Robert Reed-Sewer Rate Consultant; Nancy Miller-Tam Valley Resident; Sue Hayes-Park & Rec Commission Chair; Curry Eckelhoff, Nancy McDonald, Roberta Ricketts-Tam Valley Historical Society

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA:

M/S/C L. Johnson/G. Stagg AYES: 3 NAYS: 0 ABSENT: 2 (J. Brown, J. Jacobs)

4. PUBLIC EXPRESSION. President Bartschat invited public expression on non-agenda items, in response to which there was the following: None

5. COMMISSION REPORTS.

Park and Recreation – Commission Chair Sue Hayes reported that the Commission will not be meeting again until March 26th.

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

A. PRESENTATION OF GOOD NEIGHBOR AWARDS TO JANET MILLER AND JUDY SHERMAN - President Bartschat presented a Good Neighbor Award to Janet Miller and thanked her for her service

to the community. Ms. Miller will be delivering an award to Judy Sherman who could not attend the meeting.

B. PRESENTATION BY THE STAFF OF MARIN GENERAL HOSPITAL - Sharon Jackson presented an overview of the proposed rebuild project for Marin General Hospital.

C. PRESENTATION AND DISCUSSION OF A REQUEST FROM THE TAMALPAIS VALLEY HISTORICAL GUILD TO LOCATE A BUILDING TO HOUSE THEIR HISTORICAL MATERIALS AT THE SITE OF THE TAM VALLEY COMMUNITY CENTER - Vice President Brown asked to abstain from voting on this issue since he works with the TVIC (parent organization of the Historical Guild) in the Rhubarb Review. Curry Eckelhoff gave a brief background statement of the Guild's mission to the Board and requested that the Board first give their consent to placement of such a building on the Community Center site before discussion of financials. She also stated that the Guild was looking into grants to additionally fund this project as well as asking Supervisor Kate Sears for discretionary funds.

MOTION TO DIRECT STAFF TO WORK WITH THE TVIC/HISTORICAL SOCIETY GUILD TO EXPLORE PLACEMENT OF A HISTORY ROOM PROJECT ON COMMUNITY CENTER PROPERTY

M/S/C S. Bartschat/J. Jacobs AYES: 3 NAYS: 0 ABSTAIN: 2 (J. Brown/L. Johnson)

D. PRESENTATION AND UPDATE REPORT ON THE PROGRESS OF THE DISTRICT'S SEWER RATE STRUCTURE ALTERNATIVES - Mr. Robert Reed, the consultant retained by TCSD to perform a sewer rate study, presented an update to the Board based on working with MMWD and exploring potential rate structure management including water use data (see handout). Mr. Reed presented his findings and solicited input from the Board on what direction they would like the study to progress. Options included tiered usage system, system operational costs and usage figures, and potential discounts for clear lateral lines. Mr. Reed will continue his exploration of potential systems and will report back at the next Board Meeting.

E. PROPOSED MOTION TO CONSIDER APPROVAL OF THE FINANCING AGREEMENT DATED APRIL 1, 2012 BETWEEN THE SEWER AGENCY OF SOUTHERN MARIN (SASM) AND TCSD REGARDING AN ISSUANCE OF BONDS TO FUND SASM'S 2012 CAPITAL IMPROVEMENT PROGRAM - GM Elam reported to the Board that SASM was considering \$3 million in bonds to help manage finances and this would require each SASM agency to approve due to each agency having to pay their share of the bonds.

MOTION TO APPROVE THE FINANCING AGREEMENT WITH SASM DATED APRIL 1, 2012

M/S/C S. Bartschat/J. Brown AYES: 5 NAYS: 0

F. ACCEPT RECOMMENDATION OF NUTE ENGINEERING TO FILE A NOTICE OF COMPLETION OF THE BELL LANE PUMP STATION PUMP REPLACEMENT PROJECT - GM Elam reported that at the February 29th Board Work Session, Nute Engineering recommended filing a notice of completion for the work performed on the Bell Lane Pump Station.

MOTION TO APPROVE SENDING A NOTICE OF COMPLETION LETTER

M/S/C S. Bartschat/J. Jacobs AYES: 5 NAYS: 0

G. DISCUSSION AND REVIEW OF WARRANTY CLAIM FOR THE SEWER PUMP REPLACEMENTS WITH RECOMMENDATION TO FILE IT WITH PACIFIC INFRASTRUCTURE CORPORATION AND THEIR SURETY COMPANY FIRST NATIONAL INSURANCE COMPANY - GM Elam reminded the Board of the discussion at the February 29th Work Session that the issue with the recently replaced 15 hp pump is that despite the manufacturer's claims that it could process any rags that were in the system, it is failing to do so and must be manually cleaned every few days. Nute Engineering has recommended filing a warranty claim with the manufacturer to get a replacement for this pump.

MOTION TO FILE A WARRANTY CLAIM FOR THE 15 HP PUMP

M/S/C L. Johnson/G. Stagg AYES: 5 NAYS: 0

H. RECOMMENDATION TO PREPARE A LETTER OF INTENT TO PARTICIPATE IN THE CALIFORNIA PAINTCARE PAINT RECYCLING PROGRAM - GM Elam reported that the District can sign up for a paint recycling program which is the missing component in the District's recycling collection programs.

MOTION TO AUTHORIZE THE GENERAL MANAGER TO SIGN A LETTER OF INTENT FOR TCSD TO PARTICIPATE IN THE PAINTCARE PAINT RECYCLING PROGRAM

M/S/C S. Bartschat/G. Stagg AYES: 5 NAYS: 0

I. RECOMMENDATION TO ADOPT RESOLUTION 2012-01 - TCSD TO AMEND ITS PARTICIPATION AGREEMENT WITH THE CALIFORNIA STATE DISABILITY INSURANCE (SDI) PROGRAM TO INCLUDE OFFICE AND MANAGEMENT EMPLOYEES - GM Elam reported that it was recently discovered that office management and employees had not been signed up for the California SDI Program and is requesting the Board approve a resolution to allow employees to voluntarily sign up for it with no cost to the District.

MOTION TO ADOPT RESOLUTION 2012-01

M/S/C S. Bartschat/G. Stagg AYES: 5 NAYS: 0

J. REVIEW AND ACCEPTANCE OF BIDS FOR A SMALL GARAGE TRUCK AND PACKER - GM Elam presented an updated Staff Report with final bid figures for replacing a small garbage truck and packer. The funds for this truck are part of the refuse capital budget.

MOTION TO ACCEPT THE BIDS AS WRITTEN FOR THE PURCHASE OF A NEW GARBAGE TRUCK AND PACKER

M/S/C L. Johnson/J. Brown AYES: 5 NAYS: 0

STAFF REPORTS

- Park & Recreation - Director Carol Buchholz reported on the following:

- The tree for Gene Spake has been planted near the Learning Garden
- There will be another planting of two red maples in memoriam of Charles McGlashan on May 30th at 1:30pm in front of the Community Center
- Six cases of red wine were donated for Creekside Friday
- Sponsorship Applications are being distributed for the upcoming Creekside season
- Earth Day cleanup event is being advertised
- Newsletter should be mailed out the 2nd week of April
- The new website should go live by April 1st
- The last Spaghetti Bingo of the spring is scheduled for March 23rd
- Reminder that the Park & Rec Commission will have a dinner meeting with the Board on Monday, March 26th at 7:00pm at the Community Center

- Sanitation - Bob Bunce - Mr. Bunce reported that the four large garbage trucks have had their emission standards updated. The crew has also raised four local manholes that were below grade. The private lateral inspection program has received over 125 responses and the crew is working on the first 100 in Phase 1.

- Finance - Finance Manager Taylor Reviewed the disbursements and the fund reports.

- Refuse/GM Update - GM Elam reported on several items:

- 200 cubic yards of material was collected at the most recent chipper day
- Medical Waste/Shredding Day is scheduled for March 24th from 9:00am-1:00pm

BOARD REPORTS

- Gateway Meeting - February 21st - Linda Johnson - The latest Gateway meeting reviewed the multi-use path construction project, the traffic light installation at Shoreline and Tennessee Valley Road, as well as Supervisor Sears suggesting meeting bi-monthly going forward.
- SMCSD Contract Subcommittee - Steffen Bartschat - President Bartschat reported that the Subcommittee (including L. Johnson) and GM Elam met with SMCSD General Manager as well as Legal Counsel for both sides on March 13th to review the contract updates between SMCSD and TCSD. A few items are still being discussed and reviewed with a new draft of the contract to be distributed by the attorneys as soon as it is completed for further review.

CONSENT CALENDAR AND MINUTES APPROVAL

APPROVAL OF CONSENT CALENDAR AND MINUTES

M/S/C G. Stagg/S. Bartschat AYES: 5 NAYS: 0

ITEMS FOR NEXT AGENDA

- Financial Planning
- Set 2012 Goals Session Meeting

ADJOURNMENT

M/S/C L. Johnson/J. Brown AYES: 5 NAYS: 0

Meeting was adjourned at 9:57 p.m.

Next Scheduled Board Special Work Session with Park & Rec Advisory Committee

Date: March 26, 2012 Time 7:00 p.m.

Location: Tam Valley Community Center, 203 Marin Avenue, Mill Valley, CA

SA PA 4/19/12
 President Date

Jan E
 Secretary Date