



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, JUNE 12, 2019

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 7:00 p.m. on Wednesday, June 12, 2019.

2. ROLL CALL

President Steffen Bartschat

Directors Jeff Brown, Steve Levine

Absent: Dir Jim Jacobs, VP Matt McMahon

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

Staff Present: General Manager Heather Abrams; Carol Buchholz, Director Parks and Recreation; Jerry Taylor, Finance Manager; Recording Secretary Cyndie Martel

Others Present: Joel Burzenski, local volunteer; Danny McDonald, Andy Allen

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S/C: S. LEVINE/J. BROWN AYES: 3 NAYS: 0 ABSENT: 2 (MCMAHON, JACOBS)

4. PUBLIC EXPRESSION

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

- Mr. Allen commented on fire mitigation.
- Mr. McDonald commented on the parks subcommittee.

5. REGULAR BUSINESS: Parks and Recreation

- A. Proclamation of appreciation for volunteer Joel Burzenski for providing the Cabin kitchen renovation
Ms. Buchholz introduced Mr. Burzenski and thanked him for his hard work renovating the Cabin kitchen with materials he had on hand and volunteering his time. Pres Bartschat read and presented Mr. Burzenski with a proclamation of appreciation with sincere thanks.

Public Comment: None.

- B. Informational presentation regarding National Parks Service activities near Tamalpais Valley
Ranger Monroe thanked the District for offering the community center as a meeting place and Dir Levine for attending the last meeting. She reported the National Parks Service continued to work diligently with regard to the Memorandum of understanding with the County of Marin. She reported that visitation was down at Muir Woods, which meant fewer tour buses and other traffic. She also reported on power pole work being done by PG&E.

Public Comment: Mr. Allen commented on the type of poles used by PG&E and their viability.

C. Parks and Recreation Update

Ms. Buchholz updated the Board on upcoming activities including confirmation that goats would start in late June in Marinview. The District was removing dead and dying trees with grant money obtained by volunteer Mr. Kasper. Asphalt bids were received and repair work on the Marin Avenue Boardwalk would begin soon.

Staff and volunteers were working to get Creekside ready. Pres Bartschat commended Ms. Buchholz and Ms. Zegart on their training techniques. There were 14 bakers ready for Cupcake wars next week. The Kay Park ribbon cutting was scheduled for June 20 at 3pm. Lastly, Ms. Buchholz presented the Board with her letter of notice of retirement. The July 24, 2020 Creekside Friday would be her last day. GM Abrams thanked Carol for her hard work for Tam Valley and acknowledged the scope of her decision.

Public Comment: Mr. Allen commented on the high cost of repair work.

D. Parks Subcommittee Meeting

Dir Levine gave the Board an update on the subcommittee's 4 main areas of interest: Kay Park, dogs and parking at Eastwood and Kay Parks, finding a location for a possible new town park and a 5 year Park and Rec financial plan.

Public Comment: Mr. Allen commented on the location of the Parish property.

7:43 pm Pres Bartschat called a 2 minute recess.

6. REGULAR BUSINESS: Administration

A. Adopt FY 2019/2020 Budget

GM Abrams reminded the Board they reviewed the budget at the last meeting. Mr. Taylor walked the Board through the budget and answered questions. GM Abrams alerted the Board that sanitation costs would increase to SASM next year due to a change in calculating EDUs. The impact would be about \$40,000 more per year. The budget for SMCSO proposed zero percent rate increase in EDU fees and small increases over the next few years.

Public Comment: Mr. Allen commented on the District's bidding process.

With regard to the solid waste budget, the Board discussed professional fees, electric trucks, and truck replacement in general.

Park and Recreation topics included facility improvements, Tia's program, Measure A funding, and future personnel.

MOTION TO ADOPT THE FY 19/20 BUDGET AS PRESENTED

M/S/C: J. BROWN/S. LEVINE AYES: 3 NAYS: 0 ABSENT: 2 (MCMAHON, JACOBS)

B. Financial and Disbursement reports

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

Public Comment: None.

C. Vote in 2019 Election for Special District Risk Management Association (SDRMA) Board of Directors
GM Abrams asked the Board to choose 3 of the 5 eligible candidates for the SDRMA election. The resolution ballot was due back by August 21, 2019. The Board discussed qualifications according to background information provided.

MOTION TO ADOPT THE RESOLUTION BALLOT FOR THE 2019 SDRMA BOARD OF DIRECTOR ELECTION VOTING FOR BOB SWAN, JESSE CLAYPOOL, AND PATRICK O'ROURKE

M/S/C: S. LEVINE/S. BARTSCHAT AYES: 3 NAYS: 0 ABSENT: 2 (MCMAHON, JACOBS)

Dir Brown asked if staff could bring back the results of this election.

Public Comment: None.

7. REGULAR BUSINESS: Sanitation

A. Approve and Certify 2019 Sewer System Maintenance Plan (SSMP)

GM Abrams advised the Board that the SSMP was due every 5 years. She stated that TCSB had succinctly addressed the requirements for the SSMP, and answered questions from the Board.

Dir Levine suggested the sewer emergency after hours phone number be added to the contact page.

Public Comment: None.

MOTION TO APPROVE AND CERTIFY THE 2019 SEWER SYSTEM MAINTENANCE PLAN

M/S/C: S. BARTSCHAT/S. LEVINE AYES: 3 NAYS: 0 ABSENT: 2 (MCMAHON, JACOBS)

B. Authorize payment of SASM biannual member agency assessment invoice

GM Abrams stated the FY 18/19 biannual invoice to SASM was due and that costs were expected to increase by \$50,000 due to a recalculation. Additionally, payments could also increase if TCSB was able to shift additional EDUs to SASM from SMCSB.

Public Comment: None

MOTION TO APPROVE PAYMENT OF THE FY 18/19 BIENNIAL SASM MEMBER AGENCY ASSESSMENT INVOICE IN AN AMOUNT UP TO \$93,000

M/S/C: S. BARTSCHAT/S. LEVINE AYES: 3 NAYS: 0 ABSENT: 2 (MCMAHON, JACOBS)

- C. Approve Notice of Acceptance of Completion for FY 2018/2019 Sewer CIP
GM Abrams stated after a very successful initial CIP, the District was ready for the Board to approve the notice of acceptance of completion as a formality.

Public Comment: None

MOTION TO APPROVE NOTICE OF ACCEPTANCE OF COMPLETION FOR FY 2018/2019 SEWER CIP

M/S/C: J. BROWN/S. LEVINE AYES: 3 NAYS: 0 ABSENT: 2 (MCMAHON, JACOBS)

- D. SASM Meeting – May 2019
In Dir Jacobs' absence, the Board acknowledged his written report.
- E. SMCS D Meeting – May 2019
In VP McMahon's absence, the Board acknowledged his written report.

Pres Bartschat reported on an idea for an information exchange and taking a tour of SMCS D's upgraded plant and to update their Board on the District's CIP. Mediation was rescheduled to August 26, 2019.

8. REGULAR BUSINESS: Solid Waste

- A. Authorize General Manager to enter into a contract with a hauler to collect the Good Earth grocery compactor in an amount not to exceed \$50,000
GM Abrams gave the Board background information on the need to select another hauler for this service and answered the Board's questions.

Public Comment: None.

MOTION TO AUTHORIZE GENERAL MANAGER TO ENTER INTO HAULING CONTRACT TO COLLECT THE GROCERY COMPACTOR AT GOOD EARTH, IN AN AMOUNT NOT TO EXCEED \$50,000

M/S/C: S. BARTSCHAT/S. LEVINE AYES: 3 NAYS: 0 ABSENT: 2 (MCMAHON, JACOBS)

- B. Solid Waste program updates
GM Abrams gave the Board an update on Solid Waste programs including the requirement to move to blue carts for recycling and black for garbage.

Public Comment: None

9. 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
 - May 1, 2019 Board of Directors Meeting
- B. Authorize regular budgeted payment of \$222,621.72 to City National Bank for two loans for previous sewer improvements – Heather Abrams, General Manager
- C. Authorize regular budgeted payment to SDMRA for FY 19/20 up to \$44,000 for workers compensation insurance and up to \$67,000 for property and liability insurance – Heather Abrams, General Manager
- D. Authorize deposit into OPEB trust in the amount of \$50,213 as per TCSO FY 2018/19 budget – Heather Abrams, General Manager

MOTION TO APPROVE THE CONSENT CALENDAR

M/S/C: S. LEVINE/J. BROWN AYES: 3 NAYS: 0 ABSENT: 2 (MCMAHON, JACOBS)

10. FUTURE AGENDA ITEMS

- A. Consider moving July TCSO Board Meeting to July 17, 2019
The Board discussed moving the next Board meeting to July 17 due to schedule conflicts. The decision was to move the meeting.

Dir Brown mentioned he was no longer available for the October 16, 2019 meeting.

MOTION TO MOVE THE JULY 10, 2019 BOARD MEETING TO JULY 17, 2019

M/S/C: S. BARTSCHAT/S. LEVINE AYES: 3 NAYS: 0 ABSENT: 2 (MCMAHON, JACOBS)

Public Comment: None.

- B. Consider moving Board Work Sessions to as needed, rather than regularly scheduled
GM Abrams asked the Board, due to the cancellation of every work session in 2019, whether they wanted to move work sessions to an as needed basis. The Board agreed.

MOTION TO MOVE BOARD WORK SESSIONS TO AN AS NEEDED BASIS AND REMOVE FROM POSTED CALENDAR

M/S/C: S. BARTSCHAT/S. LEVINE AYES: 3 NAYS: 0 ABSENT: 2 (MCMAHON, JACOBS)

Public Comment: None.

- C. Board suggestions for future agenda items and input on these future potential agenda items:
 - Parks use work session
 - Parks and Recreation Five Year Financial Plan
 - Sewer CIP discussion
 - Volunteer Commission joint meeting with Board

In addition to the above, Pres Bartschat suggested with kids going back to school that August might be a good time to look at the next generation programs.

Pres Bartschat asked the Board about the current format of the meeting agenda. Both Dir Brown and Levine stated they liked the current structure.

Dir Brown asked about moving the meetings to a paperless system. There was concern about using personal electronics. Staff was asked to do a cost/benefit analysis on issuing the Board laptops or iPads.

11. ADJOURNMENT

MOTION TO ADJOURN

M/S/C: S. LEVINE/J. BROWN AYES: 3 NAYS: 0 ABSENT: 2 (MCMAHON, JACOBS)

THE MEETING WAS ADJOURNED AT 9:14 P.M.



President



Secretary

NEXT TCSD BOARD WORK SESSION
JULY 17, 2019 – 7:00 PM
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY