

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Tamalpais Community Services District
TCSD Offices – 305 Bell Lane, Mill Valley
November 17, 2009

The regular meeting of the Board of Directors of and for the Tamalpais Community Services District (“District”) was called to order by President Steffen Bartschat at 7:07p.m. on Tuesday, November 17, 2009, in the District’s offices at 305 Bell Lane.

1. ROLL CALL

DIRECTORS PRESENT: Board President Steffen Bartschat, Board Members Linda Johnson (“L. Johnson”), Jim Jacobs, and Gretchen Stagg; as four (4) of the five (5) Board Members were present at the commencement of the meeting, a quorum was constituted.

DIRECTORS NOT PRESENT: Rick Johnson

OTHERS PRESENT: Jon Elam-General Manager, Carol Buchholtz-Park & Recreation Director, Jerry Taylor –Finance Manager, Bob Bunce-Supervisor of Public Works, Jack Schwartz-Recording Secretary, Elaine Ginnold-County Clerk/Registrar of Voters, Sue Hayes-R&S Commission, and Claudia Laughter-Executive Assistant.

2. APPROVE AGENDA

MOTION: MOVE TO APPROVE AGENDA AS SUBMITTED

M/S/C: L. Johnson/Gretchen Stagg Ayes: 4 Nays: 0

3. OATH OF OFFICE -

Jim Jacobs was sworn in as a Director of TCSD by Elaine Ginnold-County Clerk/Registrar of Voters for a term through November 2013. Rick Johnson will need to be sworn in at a later date due to his absence at Ms. Ginnold’s offices in San Rafael.

4. PUBLIC EXPRESSION

No members of the public requested to speak on items not on the agenda.

5. COMMISSION REPORTS

a. Revitalization & Safety Commission:

Ms. Hayes briefly updated the Board on the agenda items covered at the meeting on October 20, 2009 including beautification plantings, water-wise gardening, bike classes, and the new Post Office annex. It

was agreed that there would be a mention in the January 2010 newsletter about the new Post Office Annex at Delano's Market.

- b. Park & Recreation Commission (Ms. Sue Hayes, Chair):
Ms. Hayes briefly updated the Board on the agenda items covered at the meeting on October 26, 2009, including development of new signs for the parks and the replaced windows at the cabin. Ms. Hayes also reported that Bob Dewalt will be resigning from the Commission due to his recent move outside of the area. President Bartschat suggested that a plaque or other item might be dedicated to him in one of the parks for his dedicated work. Ms. Hayes also reported that due to lack of fund, many projects will be put on hold. She also reported on the delayed status of the fire-safe landscaping project stating that while the plans have been completed, there is no project manager assigned.

6. GENERAL BUSINESS

- a. DISCUSSION/REPORT ON SANITARY SEWER TREATMENT OPTIONS
President Bartschat presented to the Board a Sanitation Flow Options Discussion Guide. In the discussion that followed, President Bartschat informed the Board that he will be attending all future LAFCO meetings to represent TCSD's interests.

- b. ADDITIONAL BOARD WORK SESSIONS

MOTION: MOVE TO APPROVE BOARD MEETING SCHEDULE

Board Work Session	November 19, 2009 – 8:45am
Board Work Session	December 1, 2009 – 8:45am
Board Regular Meeting	December 9, 2009 – 7:00pm

M/S/C L. Johnson/G. Stagg Ayes: 4 Nays: 0

- c. COST OF LIVING INCREASES

GM Elam presented the cost of living increase for TCSD Staff to the Board. GM Elam reminded the board that the 0.8% increase was already integrated into the original budget for 2009.

MOTION: ADOPTION ON 0.8% COST OF LIVING INCREASE

M/S/C L. Johnson/G. Stagg Ayes: 4 Nays: 0

- d. DRAFT DISASTER RESPONSE PLAN

GM Elam presented to the Board at the request of President Bartschat a draft version of a Disaster Response Plan. It was decided that a

manual should be developed for those first on-hand during an emergency that will be presented to the Board in January.

e. **SURVEY MONKEY**

GM Elam presented to the Board a public opinion survey website option called Survey Monkey. The staff will continue to develop questions for an initial survey to be represented to the Board in January as well as reporting on costs incurred with upgrading membership.

f. **GREASE COLLECTION**

GM Elam presented to the Board a potential grease collection bag program for residents in neighborhoods with heavy grease amounts discovered in their laterals. Mr. Bunce will identify these problem neighborhoods and TCSD will obtain 200 grease kits to offer residents in a pilot program.

g. **SOLAR STRATEGY**

GM Elam presented to the Board an article regarding a solar project in Berkeley that is similar in structure to TCSD's lateral project. The Board discussed the options and decided to revisit the topic at the January Board meeting.

h. **NEXT CHAPTER E.P.A. ORDERS**

GM Elam presented to the Board information about the next phase of the E.P.A. compliance project.

7. STAFF REPORTS

a. **CAROL BUCHHOLZT:**

Ms. Buchholtz reported to the Board on her recent accomplishments including the Speaker Series, Spaghetti Bingo nights, the Halloween Haunted House, and the Arts & Crafts Fair. She also reported on upcoming TCSD holiday events.

b. **BOB BUNCE:**

Mr. Bunce reported to the Board that the recent acquisition of an upgraded computer and second monitor is improving the efficiency of his work.

c. **JERRY TAYLOR:**

Mr. Taylor reported to the Board the following:

- TCSD had received \$130,000 from Bartle-Wells as outlined in Resolution 09-06
- TCSD arranged for advance \$112,000 from the County of Marin

- Cash flows are current with the exception of the payment to Sausalito/Marin City which will be distributed after December 15, 2009.

d. JON ELAM:

GM Elam reported to the Board that refuse rates had dropped 25% over last year.

8. BOARD REPORTS & COMMENTS

- a. SMCS D Meeting 11/2-Steffen Bartschat and Jim Jacobs
- b. SASM Meeting 10/15 - Jim Jacobs
- c. Gateway Meeting on 11/16/09- Linda Johnson

9. COUNTY ISSUES OF CONCERN

None reported.

10. CONSENT CALENDAR

MOTION MOTION TO APPROVE THE CONSENT CALENDAR AS
SUBMITTED

M/S/C L. Johnson/J. Jacobs Ayes: 4 Nays: 0

11. CLOSED SESSION - ANNUAL PERFORMANCE REVIEW OF JON ELAM

12. MEETING REVIEW - AGENDA ITEMS FOR NEXT MEETING

None.

13. ADJOURNMENT

MOTION MOTION TO ADJOURN MEETING

M/S/C L. Johnson/G. Stagg Ayes: 4 Nays: 0

BOARD WORKSHOP

**Tuesday, December 1, 2009 - 8:45a.m.
TCSD Offices - 305 Bell Lane, Mill Valley**

DECEMBER BOARD MEETING

**Wednesday, December 9, 2009 - 7:00p.m.
Tam Valley Community Center - 203 Marin Avenue, Mill Valley**