



# 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 – June 8, 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 7:03 pm on Wednesday, June 8, 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, Park & Rec Director Carol Buchholz, and Recording Secretary Claudia Laughter

Others Present: John Lynch, Greg Norby, Jim Kasper, Bret Andrews, Nancy McDonald, Danny McDonald, Andy Allen, Olivia Jacobs, and Steve Weber

### 3. APPROVE AGENDA

#### MOTION TO APPROVE THE AGENDA

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

- Andy Allen – Mr. Allen asked about options to sell small sections of TCSD property and commented on the timing of the local traffic lights.
- Bret Andrews – Mr. Andrews handed two pages to the Board and made comments about refuse charges and Mill Valley’s sewer rate methodology.
- Danny McDonald – Mr. McDonald thanked Staff for responding to his information request.

Director McMahon stated that the Board had looked into selling adjacent small parcels in 2015 to a neighbor who was interested in purchasing. He also pointed out that Mill Valley has been reevaluating their sewer rate structure and requested an update at the next meeting on their recent decisions to move to a more fixed rate system.

Mr. Andrews left the meeting.

## **5. GENERAL BUSINESS**

- A. REVIEW AND ACCEPT \$5,000 GIFT FROM MARINVIEW COMMUNITY ASSOCIATION FOR ANNUAL WEED AND BRUSH REMOVAL PROGRAM ON TCSD-OWNED PARCELS** – GM Elam gave a brief overview of the partnership TCSD has with the Marinview Community Association and the joint efforts on fire mitigation work. Mr. John Lynch addressed the board and thanked TCSD and Jim Kasper for fire mitigation grant work and continued weed abatement. Mr. Greg Norby also thanked the Board and stated the Marinview Community Associate also offers advocacy and outreach.

**MOTION TO ACCEPT \$5,000 GIFT FROM MARINVIEW COMMUNITY ASSOCIATION FOR ANNUAL WEED AND BRUSH REMOVAL PROGRAM**  
**M/S S. BARTSCHAT/S. LEVINE**

PUBLIC COMMENT: None.

**M/S/C AYES: 5 NAYS: 0**

- B. RECEIVE AND ACCEPT TCSD ANNUAL INDEPENDENT AUDITORS’ FINANCIAL REPORT FOR FY 2014-15** – GM Elam presented the FY 2014-15 Audit report stating that there were no findings of managerial concern and the report would be submitted to the State Auditor’s Office. President Brown asked how long the District has been working with this firm. GM Elam reported since 2007 and that generally there is a multi-year bid. The District is planning to bid out for Fall 2018. Director Bartschat asked about the discount rate for the pension plan and where that figure comes from. Finance Manager Taylor stated the figure comes from the County. GM Elam suggested having Jeff Wickham come and address the Board and give an update.

**MOTION TO ACCEPT THE AUDITORS REPORT FROM CROCE, SANGUINETTI, AND VANDER VEEN FOR FY 2014-15**  
**M/S J. JACOBS/S. LEVINE**

PUBLIC COMMENT:

- 
- Mr. Allen suggested putting the contract out to bid. GM Elam stated these are profession service agreements and did put it out to bid previously.

**M/S/C          AYES: 5          NAYS: 0**

- C. REVIEW AND APPROVE SDRMA ANNUAL INSURANCE PROGRAM FOR FY 2016/17** – GM Elam explained the special district insurance pool and this item is the \$5 million in excess liability with a \$25,000 deductible. The package is paid in a single payment within 30 days of budget approval and credits and adjustments will be made throughout the year as necessary.

**MOTION TO APPROVE SDRMA ANNUAL INSURANCE PAYMENT FOR FY 2016/17 IN THE AMOUNT OF \$36,218.49**

**M/S   S. LEVINE/M. McMAHON**

PUBLIC COMMENT:

- Mr. Allen made several statements about Ash Street.
- Danny McDonald – Mr. McDonald asked several questions about the Ash Street spill.

**M/S/C          AYES: 5          NAYS: 0**

- D. REVIEW AND DISCUSSION OF SASM'S FY 2016/17 BUDGET REPORT** – GM Elam presented this informational item updating the Board on SASM's capital and O&M budget plan. Director Bartschat asked about additional EDUs available. Director McMahan stated that even if TCSO had pursued transferring wastewater to SASM several years ago, the plant is getting ready to undergo \$64 million upgrade. Director Bartschat reminded the Board that SASM is a joint powers governance and there are no publicly elected officials overseeing it.

PUBLIC COMMENT:

- Mr. Allen expressed concern for the proposed Alzheimer's facility on Tennessee Valley Road.

- E. CONTINUED REVIEW AND DISCUSSION OF FY 2016/17 DISTRICT BUDGET** – GM Elam presented two additional requested information pieces from the previous meeting including review of retirement benefits and information on inventory and depreciation of the refuse vehicle inventory. GM Elam presented summary cost reports for retirement health benefits and reminded the Board that these benefits are for employees who have worked 20 years with the District.

GM Elam addressed the depreciation for refuse vehicle inventory stating funds were left off the budget and have been reinserted with most vehicles having a 5-year depreciation although the District receives more time from them. Refuse trucks can cost approximately \$250,000 and the trucks are measured by mileage not by age.

---

Finance Manager Taylor reviewed the budget sheets for Park and Recreation which did not include June or revenue and expenses from the initial Creekside Fridays. The final budget figures will be presented at the July meeting for approval of the TCSD FY 2016/17 Budget.

**PUBLIC COMMENT:**

- Mr. Allen suggested trimming programs that only seem to benefit a small percentage of the community.
- Mr. McDonald suggested deposit slips for each event. GM Elam suggested making the event budget sheets for presentation.
- Jim Kasper – Mr. Kasper stated that the programs do not restrict who can participate.

Mr. Allen, Ms. McDonald, and Mr. McDonald left the meeting.

**6. BOARD REPORTS, REQUESTS, AND COMMENTS**

- SASM Update – Director Jacobs gave an update from the May SASM meeting.
- TCSD/SMCSD Meeting – Directors Bartschat and McMahon discussed the NPS easement payment from the last subcommittee meeting. They will also be revisiting the peak wet weather flow rate.

Vice Levine had to leave the meeting.

- GM Search Subcommittee – Ms. Laughter reviewed the brochure and requested the Board to review and submit their requested changes. TCSD is to interview three recruitment firms at the end of June for potential contracting mid-August if a suitable candidate cannot be found by in-house recruitment efforts.
- Farmers Market – TCSD will host the Farmer’s Market in the Community Center Parking Lot beginning June 21<sup>st</sup>.

**7. STAFF DEPARTMENTAL UPDATES**

- Park & Recreation – Director Buchholz gave an update on Park & Recreation events.
- Finance – Finance Manager Taylor gave an update on department finance reports.
- Sanitation – GM Elam gave an update for Mr. Bunce on Sanitation.
- Refuse – GM Elam reported on tonnages, temporary staff absence due to surgery, and an update on the repairs for one of the large refuse trucks.

**8. OTHER ISSUES**

None.

**9. CONSENT CALENDAR**

President Brown moved onto the consent calendar and suggested a correction of the date on the May 16<sup>th</sup> minutes.

**MOTION TO APPROVE THE CONSENT CALENDAR AND MINUTES**

**M/S J. JACOBS/M. McMAHON**

PUBLIC COMMENT: None.

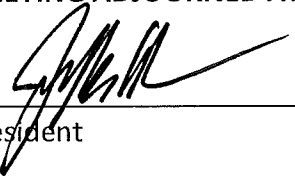
**M/S/C AYES: 4 NAYS: 0 ABSENT: 1 (LEVINE)**

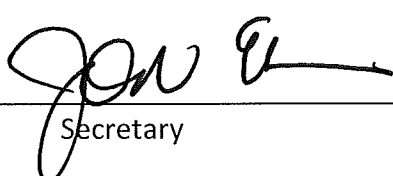
**10. ADJOURNMENT**

**MOTION TO ADJOURN**

**M/S/C M. McMAHON/J. BROWN AYES: 4 NAYS: 0 ABSENT: 1 (LEVINE)**

**MEETING ADJOURNED AT 9:55PM**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

