



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSO BOARD OF DIRECTORS MEETING AND CLOSED SESSION

MINUTES

WEDNESDAY, MARCH 10, 2021

CLOSED SESSION at 6:15 PM, REGULAR SESSION at 7:00PM

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors meeting was called to order by President McMahon at 6:22 p.m. on Wednesday, March 10, 2021.

2. ROLL CALL President Matt McMahon

Directors: Vice President Jeff Brown, Steffen Bartschat, Jim Jacobs, and Steven Levine
Staff Present: General Manager Heather Abrams, Recording Secretary Cyndie Martel
Others Present: Jordyn Bishop, Meyers Nave; Gale Connor, Miller Star Regalia

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA UPDATED TO TABLE ITEM 6C

M/S/C: M. MCMAHON/S. LEVINE AYES: 5 NAYS: 0 ABSENT: 0

MOTION TO CONVENE TO CLOSED SESSION

M/S/C: M. MCMAHON/S. LEVINE AYES: 5 NAYS: 0 ABSENT: 0

4. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9

Name of Case: Jimmy Greene, et al. vs. Steve Kenyon, et al. (CIV1801100)

ADJOURN TO OPEN SESSION

MOTION TO ADJOURN TO OPEN SESSION – PRESENT ANY REPORTABLE ACTIONS

M/S/C: J. JACOBS/S. LEVINE AYES: 5 NAYS: 0 ABSENT: 0

The Board called a recess.

The regular Board meeting reconvened at 7:03 p.m.

Staff Present: Mike Quecke, Superintendent, Facilities & Wastewater

Others Present: Colleen Haley, CSDA; Bob Reed, The Reed Group; Pippin Cavagnaro, Nute Engineering; Jordyn Bishop, Meyers Nave; Bill Ring, SMCSO Board; Lara Zegart, Part Time Park and Rec Coordinator; Molly Williams, co-owner 210 Stanford; Nirupam Singh, co-owner 303 Joyce; Sharon Rushton, Chairperson Sustainable Tam Valley/Almonte

REPORTABLE ACTIONS FROM CLOSED SESSION REPORTED BY THE PRESIDENT

There were no reportable actions.

5. PUBLIC EXPRESSION

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

- Ms. Rushton, Chairperson for Sustainable Tam Almonte commented on Marin County code amendment changes to the accessory dwelling unit (ADU) regulations.

6. REGULAR BUSINESS: Information Items

A. Presentation of Special District Leadership Foundation (SDLF) Certified Special District Manager (CSDM) to TCSB General Manager Heather Abrams

Ms. Haley introduced herself to the Board and explained the CSDM was a voluntary designation for those who strived to be the best in special district implementation and best practices. GM Abrams passed the 2-hour exam which documented and recognized a candidate's knowledge, skills and capabilities as a Certified Special District Manager. The Board congratulated GM Abrams.

There was no public comment.

B. General Manager's update

i. Operations update, including updates on COVID-19/Creekside

GM Abrams gave the Board an update on COVID -19 including when the District office may re-open. During a weekly countywide emergency call, the Marin County health officer stated no gatherings like Creekside were permitted. As the county continued to move through the tier system, it was expected that amended rules would be forthcoming. The Board thanked Ms. Zegart for her thorough report and asked staff to take another look at Creekside in the coming months.

ii. Financial reports

GM Abrams stated financials were in line with expectations and asked the Board for questions. The Board asked about Tia and how she was doing. The Board also asked staff to present its plans for spending Measure A money and how projections were set from last June.

There was no public comment.

C. Parks and Recreation Planning – Item 6Ci and 6Cii were tabled.

i. Outline of Contents to be Developed in 5-year Strategic Plan

ii. Discussion of Parks and Recreation Master Plan Creation

D. Sewer treatment plants updates: SASM and SMCSB

SASM: Dir Jacobs reported Comcast had been using a small portion of SASM land and no license could be located, therefore a new license agreement was negotiated. Work continued on the plant construction.

SMCSD: Dir Levine reported a closed session for significant exposure to litigation was held. The Strategic Plan review was discussed. Construction on the Beach Force main rehabilitation was scheduled for 2022-2023 as 19 homes were connected to an abandoned main, and staging had begun on Coloma, but they were still waiting for PG&E.

There was no public comment.

7. REGULAR BUSINESS: Board Actions

- A. Review and accept revised final sewer study and approve schedule for sewer rate noticing, community meeting and rate hearing

GM Abrams stated in 2017 the Board approved a 5-year sewer financial plan which was sunseting in 2021. Bob Reed presented a revised 5-year sewer plan and rate change to the Board, which accounted for the District's debt financing. GM Abrams asked the Board to accept the revised final sewer study and approve the schedule for sewer rate noticing (mid to late March), the community meeting (April 28, 2021) and the rate hearing (May 12, 2021).

The Board recommended having a sewer collection system 101 presentation for the community meeting to show how TCSO works in Tam Valley.

There was no public comment.

MOTION TO ACCEPT THE REVISED FINAL SEWER RATE STUDY AND APPROVE SCHEDULE FOR SEWER RATE NOTICING (BY MARCH 27, 2021), COMMUNITY MEETING (APRIL 28, 2021) AND RATE HEARING (MAY 12, 2021)

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

AYES: 5

NAYS: 0

ABSTAIN: 0

- B. Review and consider proposals for mitigating fence via land exchange at Hawk Hill with 210 Stanford

Conference with real property negotiator pursuant to Government Code Section 54956.8.

Property Location: A narrow portion of APN: 050-074-34 enclosed by fence with APN 050-074-33

Agency Negotiator: General Manager

Negotiating Parties: Molly Williams (resident), Tamalpais Community Services District

Under Negotiation: Price and Terms of Payment

GM Abrams stated after working with residents, attorneys and staff, Ms. Williams was presenting a land swap proposal which met the terms specified by the Board and benefited both TCSO (the public using Hawk Hill) and the residents of 210 Stanford. The Board asked that the 36" pine tree be excluded from the swap agreement.

There was no public comment.

MOTION TO APPROVE PROPOSAL FOR MITIGATING FENCE VIA LAND EXCHANGE AT HAWK HILL WITH 210 STANFORD CHANGING THE BORDER LINE TO EXCLUDE THE 36" PINE TREE, AND GIVING GENERAL MANAGER SIGNING AUTHORITY

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

AYES: 5

NAYS: 0

ABSTAIN: 0

- C. Review and consider proposals for mitigating fence via land exchange at Hawk Hill with 303 Joyce Way Conference with real property negotiator pursuant to Government Code Section 54956.8.
Property Location: A portion of APN: 050-074-34 enclosed by fence with APN 050-074-27
Agency Negotiator: General Manager
Negotiating Parties: Nirupam Singh and Jennifer Widjaja (residents), Tamalpais Community Services District
Under Negotiation: Price and Terms of Payment
GM Abrams stated after working with residents, attorneys and staff, Mr. Singh was presenting a land swap proposal which met the terms specified by the Board and benefited both TCSB (the public using Hawk Hill) and the residents of 303 Joyce.

There was no public comment.

MOTION TO APPROVE PROPOSAL FOR MITIGATING FENCE VIA LAND EXCHANGE AT HAWK HILL WITH 303 JOYCE WAY

M/S/C: S. BARTSCHAT/M. MCMAHON AYES: 5 NAYS: 0 ABSTAIN: 0

- D. Review and approve no cost updates to staff benefits
GM Abrams stated at the February 2021 Board meeting staff was asked to investigate alternatives to outdated benefits. Recommended for Board approval was the addition of WHA health insurance from the county, the removal of life insurance from 1975 and the addition of VSP vision plan. Also recommended was taking advantage of low-cost COBRA administration from the County of Marin. The Board asked if there were other updates in the works.

There was no public comment.

MOTION TO APPROVE NO COST UPDATES TO STAFF BENEFITS WHICH INCLUDED DELETING LIFE INSURANCE, ADDING VSP VISION AND WHA HEALTH INSURANCE, AND ADDING COBRA BENEFITS THROUGH THE COUNTY

M/S/C: M. MCMAHON/S. BARTSCHAT AYES: 5 NAYS: 0 ABSTAIN: 0

- E. Sewer Capital Improvement Program (CIP) bid approval
GM Abrams stated the bid opening process was completed on March 4, 2021 with the winning bid in the amount of \$948,972 and additive alternate bid of \$273,348 provided by D'Arcy & Harty Construction, totaling \$1,222,320 which was under budget. Nute Engineering provided a recommendation to accept the bid package.

There was no public comment.

MOTION TO APPROVE SEWER CAPITAL IMPROVEMENT PROGRAM LOWEST QUALIFIED BID FOR FY 20/21 PHASE B AND AUTHORIZE GENERAL MANAGER TO MAKE PAYMENTS IN ACCORDANCE WITH SIGNED CONTRACT

M/S: S. LEVINE/S. BARTSCHAT

AMENDED MOTION TO INCLUDE APPROVAL OF SEWER CAPITAL IMPROVEMENT PROGRAM BASE BID AMOUNT AND ADDITIVE ALTERNATE BID AMOUNT

M/S/C: S. LEVINE/S. BARTSCHAT AYES: 5 NAYS: 0 ABSTAIN: 0

8. 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 February 10, 2021 Board Meeting
- B. Approve Minutes of February 24, 2021 Board Work Session

MOTION TO APPROVE THE CONSENT CALENDAR

M/S/C: M. MCMAHON/S. BARTSCHAT AYES: 5 NAYS: 0 ABSTAIN: 0

9. FUTURE AGENDA ITEMS

- A. Reminder of March 24, 2021 Work Session

MOTION TO CANCEL MARCH 24, 2021 WORK SESSION

M/S/C: M. MCMAHON/S. BARTSCHAT AYES: 5 NAYS: 0 ABSTAIN: 0

There was no public comment.

- B. Board input for April 14, 2021 Board Meeting Agenda
 - Add tabled Item 6C.
 - Ask the NRG to report on the recent evacuation drill.
 - Add the issue with CalTrans to push forward the District’s stance.
 - Review community meeting content.

- C. Sewer Rate Community Meeting April 28, 7pm
The Board agreed the District should convey their position and offer Q&A time.

10. ADJOURNMENT

MOTION TO APPROVE ADJOURN

M/S/C: M. MCMAHON/J. BROWN AYES: 5 NAYS: 0 ABSENT: 0

Meeting adjourned at 9:30pm



President



Secretary

NEXT TCSO BOARD MEETING
April 14, 2021 – 7:00 PM Via Zoom

