



# TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
info@tamcsd.org ♦ www.tamcsd.org

## TCSD BOARD OF DIRECTORS SPECIAL MEETING

### MINUTES

WEDNESDAY, JUNE 8, 2022, 7:00 PM

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Special Meeting was called to order by President Bartschat at 7:06 pm on Wednesday, June 8, 2022.

#### 2. ROLL CALL

President Steffen Bartschat

Vice President Jeff Brown, Directors Jim Jacobs, Steve Levine

Absent: Dir Matt McMahon

Staff Present: General Manager, Garrett Toy; Assistant General Manager, Alan Shear; Finance and Programs Manager, Sarah Mehtar; Parks Maintenance Worker, Josh Everhart; Recording Secretary Cyndie Martel

Others Present: William Ring, SMCSD Board Member; Jordan Muratsuchi, Project Manager, R3; Pippin Cavagnaro, Nute Engineering; John Wallace, AA Member; Jim Kasper, resident

#### 3. APPROVE AGENDA

**MOTION TO APPROVE THE AGENDA**

**AMENDED MOTION TO MOVE ITEM 5F AFTER ITEM 5A1 AND APPROVE THE AGENDA**

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

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (MCMAHON)**

#### 4. PUBLIC EXPRESSION

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

- Mr. Ring commented he had a good meeting with GM Toy regarding current events in each District and being ambassadors for their Districts.

#### 5. REGULAR BUSINESS: Board Actions

A1. Approve resolution regarding continued COVID-19 emergency and TCSD continuing public meetings via Zoom pursuant to AB 361.

Pres Bartschat explained why the Board meeting was moved to Zoom and that before proceeding the Board needed to approve Resolution 2022-10 pursuant to AB 361.

There was no public comment.

**MOTION TO APPROVE RESOLUTION 2022-10 REGARDING CONTINUED COVID-19 EMERGENCY AND TCSD CONTINUING MEETINGS VIA ZOOM PURSUANT TO AB 361**

**M/S/C: S. BARTSCHAT/S. LEVINE**

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (MCMAHON)**

Item 5F was presented at this time.

A. Adopt resolution approving the TCSO FY2022-23 budget

AGM Shear walked the Board through the budget presentation. At the May 11 Board meeting, the Board had an opportunity to review the FY2022-2023 budget and ask questions. He asked if the Board had any other questions and asked for adoption of Resolution 2022-09 to approve the FY 2022-23 budget.

For the FY 2023-2024 budget, staff would break out the Parks and Recreation budget into three overall funds:

- Facility rentals
- Parks and open space
- Programs

Also planned for inclusion next fiscal year would be more narrative/backstory, a budget message from the GM, and a graphical budget at-a-glance for quick reference. AGM Shear explained that in the budget Resolution, there was an assumption that by adopting the budget the Board was authorizing staff to make all large current annual payments. Any new obligation over \$25,000 would be brought to the Board for approval.

Mr. Cavagnaro addressed the Board about the status of the District's accelerated CIP and upcoming goals. It was recommended that once Phase C was completed, the District would have Mr. Cavagnaro back to address a work session.

AGM Shear added a brief overview of updates since the May meeting which included adding a 5% COLA increase to salaries, a 2% for one time performance payout and an additional \$25,000 in the wastewater budget for an agreement with Ross Valley for cross training and technical support.

Public comment:

- Mr. Kasper commented on giving feedback to residents on the CIP to communicate the phases were of benefit.
- Mr. Kasper commented that due to outside work not accounted for in the budget, revenue for Parks and Recreation should be increased by \$80,000-\$100,000 per year to maintain the 50 odd acres that TCSO owned. Outside work done for the District included Southern Marin Fire Department fire mitigation equivalent to \$30,000-\$40,000 per year and PG&E and CalTrans removing dead or dying trees. Unless residents understood what the District needed to maintain these parcels, they wouldn't understand the District's need for more funds in Parks and Recreation.
- GM Toy commented that in future budgets, with Parks and Recreation further broken down, the public would be able to see the revenue and expenses related to each area.
- Pres Bartschat commented that perhaps Measure A funds needed to be included in a consolidated statement now that it had passed again and was assured for the near future.

At Dir Jacobs' question on ADA work needed for the community center, AGM Shear said he received an ADA assessment of the community center with an estimate of \$65,000 to upgrade the bathrooms. Staff would bring it to the subcommittee for discussion and then to the Board for action.

**MOTION TO ADOPT RESOLUTION 2022-09 TO APPROVE THE TCSO FY2022-23 BUDGET**

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

B. Approve R3 proposal for solid waste financial plan and five-year rate study  
AGM Shear stated R3 developed the current solid waste financial plan in 2018, and with their breadth of knowledge about the District, they were asked to once again supply TCSB with a 10-year financial plan and five-year rate study. Mr. Muratsuchi reviewed R3’s proposal with the Board and asked for questions.

AGM Shear stated R3’s proposal did not include SB 1383 compliance work and that the District’s general contract with R3 included guidance to address the extra work due to SB 1383. The new 5-year financial plan would need to include the added cost to the District for the implementation of SB 1383. Staff would keep the Board apprised of discussions with R3.

There was no public comment.

**MOTION TO APPROVE THE R3 PROPOSAL FOR SOLID WASTE FINANCIAL PLAN AND FIVE-YEAR STUDY WITH R3 NOT TO EXCEED \$44,760**

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

C. Adopt master fee schedule to increase rental rates by CPI and establish new administrative fees  
GM Toy stated the District was asking the Board to reconfirm their previous adoption of increases in facility rental rates by CPI each year. In addition, staff recommended that the 2-day community center rental rate be replaced with a full day rate and to add a park rental rate for non-residents, commercial and non-profits. Staff also recommended the addition of administrative fees such as for copying and scanning. It was determined that some solid waste fees were service charges that had not been increased in some time. Staff would review and bring back recommendations at a future meeting.

The Board asked clarifying questions on the new administrative fees and requested the referendum filing fee be excluded and the language on the candidate filing fee be updated to say candidate was responsible to pay any required county and/or state fees.

There was no public comment.

**MOTION TO ADOPT RESOLUTION 2022-08 FOR A MASTER FEE SCHEDULE TO INCREASE RENTAL RATES BY CPI AND ESTABLISH NEW ADMINISTRATIVE FEES, UPDATED TO REMOVE REFERENDUM FEE AND CHANGE LANGUAGE TO CANDIDATE IS RESPONSIBLE TO PAY ANY REQUIRED COUNTY AND/OR STATE FEES.**

**M/S/C: S. BARTSCHAT/J. JACOBS**                                      **AYES: 4**        **NAYS: 0**        **ABSENT: 1 (MCMAHON)**

D. Discuss and vote for California Special District Association Board member  
GM Toy stated Seat B for the Bay Area Network of CSDA was up for election. Candidate information had been forwarded to the Board for review. GM Toy inquired if the Board wanted staff to vote, or if they had a candidate choice. The Board agreed to vote for Ryan Clausnitzer.

There was no public comment.

**MOTION TO VOTE FOR RYAN CLAUSNITZER FOR THE CSDA BOARD, SEAT B**

**M/S/C: S. LEVINE/S. BARTSCHAT**

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (MCMAHON)**

- E. Consider/discuss a flat rate rental rate or other fee for the use of the cabin by AA groups  
GM Toy gave the Board background information and stated at the request of AA member and former renter of the Cabin, John Wallace, the District was proposing a flat rental rate of \$20 per meeting for a maximum of 2 hours per meeting, to accommodate set up and clean up and asked for approval from the Board.

Staff addressed concerns from the Board that 1) AA groups should not be able to rent during high peak rental times 2) a term limit be added (TCSB would come back every 12 months to reevaluate), 3) AA groups would be asked to commit to general maintenance hours during the year and to an annual cleanup project, and 4) Tam Valley residents had to be members of the AA group.

Mr. Wallace stated he was comfortable committing to community service work but reminded the Board that at this time he was speaking only for himself which was why he set a time limit of 90 days to grow the group.

There was no public comment.

**MOTION TO APPROVE A FLAT RATE RENTAL RATE OF \$20 PER MEETING MAXIMUM TIME 2 HOURS PER MEETING FOR THE USE OF THE CABIN BY AA GROUPS**

**M/S/C: S. BARTSCHAT/**

**AMENDED MOTION THAT THIS INCLUDE ALL 12 STEP GROUPS**

**AM/S/C: J. BROWN/J. JACOBS**

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (MCMAHON)**

- F. Consider/discuss engineered wood fiber as an interim maintenance measure for the turf area in Kay Park (Item 5F was taken after Item 5A1)  
GM Toy requested the Board approve the use of engineered wood fiber (playground bark), at an approximate cost of \$2,000, as an interim maintenance measure for the turf area in Kay Park as the current turf was dead and with water restrictions in place the playground bark would serve to keep dust and dirt to a minimum until a permanent resolution could be approved.

Mr. Everhart explained the reasoning behind the request and answered questions from the Board.

There was no public comment.

**6. REGULAR BUSINESS: Information Items**

- A. General Manager report/updates

GM Toy gave the Board an update on District projects including zero SSOs, that Mr. Hildebrand was working with staff and SASM to change the capacity allocation formula for EDUs and regular curb side collections were occurring as planned. Staff was working with SCS Engineers on a lid flipping audit proposal. Park and Recreation was updating the Tree Inventory and Management Plan from 2019 and the goats were working their way through Marin View. Contractor Camille Espinosa was hired to coordinate Creekside Fridays and launch the e-newsletter.

After meeting with Board members, GM Toy offered his initial impressions of their priorities:

- Long range and short-term vision, priorities and goal setting
  - priorities for recreation programming and facilities
  - how to fill the vacancy in park & recreation
  - install kitchen to satisfy the health department
- Expand existing parks, facilities/create a main community gathering location
- Develop a park master plan
  - 5-year CIP with emphasis on park policy to focus on Eastwood courts, dogs off leash, explore potential locations for dog park
- Better communication with residents about CIP and how it is benefiting them
  - more robust communications with the community in general
- Find cost-effective ways to provide benefits for employees
- Keep improving the budget
- Update policies
- Clear definition of general manager and assistant general manager positions
- Discuss schedule and timing to address these topics

There was no public comment.

#### B. Financial reports

AGM Shear asked the Board for questions.

There was no public comment.

#### C. Sewer treatment plants updates: SASM and SMCSO

SASM: Dir Jacobs reported the SASM Board returned to Zoom meetings. They discussed the FY 2022-23 budget. The allocation of EDUs was discussed. Dir Jacobs read a statement that TCSO staff was available to help resolve and improve the annual process for reporting EDUs and were sure the District had not exceeded its annual capacity allocation. June 16 was the next meeting.

SMCSO: Dir Levine reported the SMCSO Board was made aware that TCSO hired Garrett Toy as General Manager and Alan Shear would resume his role as Assistant General Manager. Mr. Reiner and Kingston wanted to schedule a meeting with GM and AGM at their plant. The valuation of the retiree health benefit was accepted, base salaries were increased by 5.1% COLA and sewer charges were affirmed to increase by 3% according to the 5-year plan. FY 2022-2023 budget was approved. Projects were on time.

There was no public comment.

#### D. Board member Committee/Subcommittee reports

GM Toy stated he added this item to provide Board members an opportunity to report out on any committee or subcommittee meetings.

There was no public comment.



**7. 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 May 11, 2022 Board Meeting

There was no public comment.

**MOTION TO APPROVE THE CONSENT CALENDAR**

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

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (MCMAHON)**

**8. FUTURE AGENDA ITEMS**

- A. Reminder of June 22, 2022 2 hour work session

The work session on June 22, 2022 8:30am-10:30am was confirmed in person at the Tam Valley Community Center.

- B. Board input for July 13, 2022 Board Meeting Agenda

- o Eastwood Park management
- o Use of Zoom/remote access for in-person Board meetings
- o GM Toy would be on vacation for the June 13 meeting. AGM Shear would run the meeting.

There was no public comment.

**5. ADJOURNMENT**

**MOTION TO ADJOURN THE MEETING**

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

**AYES: 4**

**NAYS: 0**

**ABSENT: 1 (MCMAHON)**

**MEETING ADJOURNED AT 9:16 P.M.**

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President

\_\_\_\_\_  
Secretary

**NEXT TCS D BOARD WORK SESSION**  
**JUNE 22, 2022 – 8:30 AM**  
**Tamalpais Valley Community Center, 203 Marin Ave**