



Tamalpais Community Services District

305 Bell Lane, Mill Valley, CA 94941 • 415 388-6393 • Fax: 415 388-4168
info@tcsd.us • www.tcsd.us

TCSD BOARD OF DIRECTORS WORK SESSION

MINUTES

WEDNESDAY – MAY 23, 2018, 8:30 A.M.

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVENUE, MILL VALLEY

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors work session was called to order by President Bartschat at 8:30 am on Wednesday, May 23, 2018.

2. ROLL CALL

President Steffen Bartschat

Directors: Jeff Brown, Steve Levine, Jim Jacobs

Absent: Vice President Matt McMahan

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

Staff Present: GM Heather Abrams; Finance Manager Jerry Taylor, Recording Secretary Cyndie Martel

Others Present: Danny McDonald

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

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. McDonald commented on his dissatisfaction with the absence of recent minutes and disbursement reports.
- Dir Levine commented on adding dog issues at Eastwood Park to a future agenda. Dir Jacobs suggested a public meeting on the topic instead. Pres Bartschat asked staff to make recommendations.

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.

5. REGULAR BUSINESS

A. Discuss Draft Fiscal Year 2018/19 Budget

GM Abrams stated the Board had done a tremendous amount of work getting the District in a more financially sustainable position. She reviewed the proposed budget line by line and answered the Board's questions.

Dir Brown asked how Muir Woods' fee was determined. Mr. Taylor stated they had a meter and a multiplier was applied.

Expenses

Personnel: Dir Levine asked at what point discussions would take place regarding using a consultant or hiring the ½ time split position. GM Abrams stated this issue was part of the staff succession planning on the agenda for the June 13 Board meeting, adding that once the budget was approved, money could be moved from salaries to the consultant line item. At Pres Bartschat's question on the policy to pay down the OPEB liability, GM Abrams stated a trust would be set up for the money to pay down. A new actuarial report would be done each year to update the amount to set aside.

Support Services: GM Abrams pointed out the proposed budget for professional services was now \$250,000 due to issues with SMCSO. The Board briefly discussed SMCSO's tunnel vision with regard to TCSO. Pres Bartschat commented on the sewer repair budget going from \$100,000 this year to \$500,000 next year. GM Abrams confirmed the District's commitment to starting sewer CIP projects. Pres Bartschat suggested updating the names of some line items to more clearly identify the use of funds.

Treatment Costs: Because TCSO did not have updated cost information from SMCSO, Mr. Taylor based TCSO's budget amount for SMCSO on their published budget. SASM's budget numbers were expected and their transparency appreciated.

Solid Waste: GM Abrams pointed out that revenues reflected new rates, and no budget income was included from recyclables, as it was expected TCSO, and other districts would be charged for recyclables going forward. GM Abrams stated the solid waste budget included the ½ time person needed for upcoming regulatory changes and community outreach.

Non Personnel: GM Abrams brought the Board's attention to vehicle repair costs, and stated R3 would be consulted to determine if leasing a new truck would be more cost effective.

Refuse Disposal Expenses: GM Abrams stated this category was broken out in new way, but comparable to the amount in the current budget. The changes take into account the increased costs for recycling, green waste processing and increased landfill fees, as well as taking on the cost of chipper days.

Park and Recreation: GM Abrams pointed out the District would receive a 6% increase or an additional \$51,000 from tax collection for park and rec.

Dir Levine asked about Friends of Tam Valley and how they were tied to TCSO. GM Abrams stated they were a non-profit who raised revenue by selling alcohol at TCSO events and in turn donated items to the District. GM Abrams pointed out many districts and cities had nonprofit groups associated with them, i.e., Friends of the Library. The Board reiterated their interest in having the Friends of Tam Valley present at a Board meeting, as well as TVIC. The Board was interested in researching ways to work more with both groups.

GM Abrams stated Measure A funds were accounted for in a different system as money could be transferred from one year to the next. Money was budgeted for the archive storage as agreed to with TVIC, as well as replacement of Kay Park play equipment and updates to the community center kitchen. In addition, staff found documentation that indicated TCSO owned and needed to maintain the Boardwalk. The Board suggested contacting the county office about replacing it should that be necessary, and TCSO's function should be that of simple maintenance.

The Board discussed a Park and Rec reserve fund and policy, and adding surplus dollars to the open space acquisition fund. Pres Bartschat asked that this issue be agendaized in the future and that the budget could be adopted on June 13 while completing the reserve policy and determining the allocation.

Comments: Dir Levine thanked staff for their work on the budget.

Dir Jacobs commented there may be start-ups or government programs available to add solar options to the District's open space.

6. FUTURE AGENDA ITEMS

- TCSO Budget Adoption, June 13
 - Pres Bartschat alerted the Board that the agenda would look different in line with suggestions by Dir McMahon to group items differently.
 - Jim Kasper would like to do brief FireWise update.
 - A closed session was also planned to receive a mediation review from Mr. Connor. Meeting was changed to 6:00pm.
- Subcommittee meeting was also planned for mediation prep.
- Discussion of Recreational Events and Review Financial Model
- Approve updated facility rental fees
- TCSO Staff Succession Planning

6. ADJOURNMENT

MOTION TO ADJOURN THE MEETING.

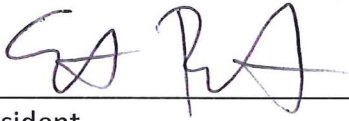
M/S/C: S. LEVINE/J. JACOBS

AYES: 4

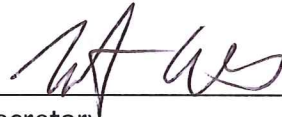
NAYS: 0

ABSENT: 1 (MCMAHON)

MEETING ADJOURNED AT 10:07 A.M.



President



Secretary

NEXT TCSD BOARD OF DIRECTORS MEETING AND CLOSED SESSION
June 13, 2018 – 6:00 PM CLOSED SESSION
7:00 PM REGULAR MEETING
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY