



Tamalpais Community Services District

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**Minutes of the Working Session of TCSD Board of Directors
Held at 305 Bell Lane, Mill Valley
August 30, 2011
8:45 a.m.**

1. **CALL TO ORDER.** The Session of the Tamalpais Community Services District Board of Directors was called to order by President Bartschat at 8:51 a.m. on , August 10, 2011.

2. **ROLL CALL.**

Board Members Present: The following members were present:

President Steffen Bartschat
Vice President Jim Jacobs
Linda Johnson
Jeff Brown
Gretchen Stagg

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

Staff Present: General Manager Jon Elam, Carol Buchholz, Director of Park & Recreation, Bob Bunce Sewer Maintenance Supervisor, Finance Director Jerry Taylor, and Recording Secretary Claudia Laughter.

Others Present: Bob Simmons - General Manager SMCSO and Craig Justice - SMCSO

3. **APPROVE AGENDA**

MOTION TO APPROVE THE AGENDA:

M/S/C G. Stagg/L. Johnson

AYES: 5

NAYS: 0 ABSENT: 0

1. **PUBLIC EXPRESSION.** President Bartschat invited public expression on non-agenda items, in response to which there was the following: None

GENERAL BUSINESS. It should be noted that GM Elam (and Staff) provided this work session's reports, financials, and other written materials.

A. **PRESENTATION AND DISCUSSION OF SMCSO CAPITAL BUDGET FOR 2011/2012** - GM Simmons introduced Craig Justice to the Board. GM Elam asked President Bartschat to explain the Board's reasons for this work session. President Bartschat stated that the Board wanted to get an understanding of the status of the capital program at SMCSO and to have questions regarding the financial cost calculations explained in greater detail. GM Simmons then presented the Board with a PowerPoint presentation (see attached) and went on to review the proposed capital improvement projects in detail including infrastructure, pump stations, overflow storage, and plant works projects. The projects reviewed are to be completed by 2016. President Bartschat asked about the Headworks Project and what seems like a

miscalculation with the interest figure. GM Simmons said he would look at the figures and report back to the Board if there are any changes.

The minor projects include the following:

- Upgrade server computer equipment
- Affordable emergency generator at the Main Street pump station
- Surveillance & intrusion security systems
- Lab Equipment
- Hoist Truck (for pump replacements)

The Board agreed that the next steps would be to review the draft agreement. GM Simmons stated that the next issue for SMCS D will be finding loans and that they will require a debt coverage ratio with the net being 10-15% over. They will report back on the impacts of this information to TCSD's budget as soon as possible.

President Bartschat thanked GM Simmons and Mr. Justice for attending the meeting and they departed at 9:53 a.m.

OTHER ISSUES:

GM Elam proposed putting the contract review on the agenda for the September 22nd Board Meeting or have a workshop/subcommittee meeting to review. The Board agreed that a subcommittee meeting (consisting of L. Johnson and J. Jacobs) prior to the September 22nd meeting would be helpful in identifying specific discussion points.

Sewer Issue Use Charges Proposal - TCSD has received requests via the Public Freedom of Information Act for all sewer references from 2005 and how TCSD determines sewer fees. GM Elam reported that there is ongoing research into finding a consultant to help the District research a use rate system. President Bartschat requested that the topic be discussed at the September Regular Board Meeting. GM Elam stated that he will be sending consultant recommendations to the Board and will schedule a meeting to interview the candidates.

MOTION TO ADJOURN:

M/S/C L. Johnson/J. Brown

AYES: 5

NAYS: 0

ABSENT: 0

Meeting was adjourned at 10:14 a.m.

Next Scheduled Board Meeting:

Date: September 22, 2011 Time: 7:00pm

Location: Tam Valley Community Center - 203 Marin Avenue, Mill Valley

President

Date

Secretary

Date

[Signature]
Vice President

9/22/11

[Signature] 9-23-11