



# Tamalpais Community Services District

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## TCSD BOARD OF DIRECTORS MEETING

### Minutes

Tuesday – January 16, 2018, 7:00 p.m.  
TCSD Main Office, 203 Marin Avenue, Mill Valley

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:02 pm on Tuesday, January 16, 2018.

#### 2. ROLL CALL

President Steffen Bartschat

Directors: Vice President Levine, Jeff Brown, Matt McMahon, Jim Jacobs

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

Staff Present: GM Abrams; Mike Quecke, Superintendent of Wastewater & Facilities; Recording Secretary Cyndie Martel

Others Present: Bob Reed, The Reed Group, Pippin Cavagnaro, Nute Engineering

#### 3. APPROVE AGENDA

**MOTION TO APPROVE THE AGENDA.**

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

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

#### 4. PUBLIC EXPRESSION

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

Public comment: There was no public expression.

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. Election of Board Officers for 2018

1. President

VP Levine opened and called for nominations for Board President for 2018. Dir Levine nominated Stephen Bartschat. No other nominations were received.

**MOTION TO CLOSE NOMINATIONS M/S/C: S. LEVINE/J. BROWN  
VOTE TO ELECT STEPHEN BARTSCHAT TCSD BOARD PRESIDENT FOR 2018  
AYES: 5 NAYS: 0 ABSTAINS: 0**

2. Vice President

President Bartschat called for nominations for Vice President for 2018. Dir Levine nominated Dir McMahon. No other nominations were received.

**MOTION TO CLOSE NOMINATIONS M/S/C: S. LEVINE/J. BROWN  
VOTE TO ELECT MATT MCMAHON TCSD BOARD VICE PRESIDENT FOR 2018.  
AYES: 4 NAYS: 0 ABSTAINS: 1 (MCMAHON)**

3. Subcommittee Participants

- a. SASM Liaison & Alternate – Dir Jacobs will remain in his role as primary liaison with Dir Levin as alternate
- b. SMCSO Liaison & Alternate – VP McMahon was appointed primary liaison with Pres Bartschat as alternate
- c. SMCSO Ad Hoc Committee - VP McMahon and Pres Bartschat were appointed
- d. Volunteer Commission Liaison & Alternate – Dir Brown was previously appointed primary liaison with VP McMahon as alternate

**MOTION TO ACCEPT THE LIAISONS AND ALTERNATES AS DESCRIBED ABOVE AND DISCONTINUE THE AD HOC COMMITTEE FOR THE VOLUNTEER COMMISSION**

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

PUBLIC COMMENT: There was no public comment.

**AYES: 5 NAYS: 0 ABSTAINS: 0**

B. Presentation on development of capital improvement program and sewer financial plan

GM Abrams introduced the item and stated it was the first of two financial planning discussions with Bob Reed.

Mr. Reed stated the purpose of the discussion was to evaluate risk, obligations, and assess and reduce financial uncertainty, as well as to improve rate setting abilities, and receive next steps from the Board.

Key sewer financial planning issues were not having a reserve policy, uneven cash flow, increasing debt service obligations, with a requirement of 1.25 times annual debt service coverage, significant capital replacement needs, and other costs associated with operating the collection system.

The Board asked questions, summarized their thoughts and asked Mr. Reed to bring back information on the following:

- Treating reserves as an agency as a whole, instead of individual departments
- Combining projects and financing them together
- Prepare comparison information from districts across the U.S.
- Bring back numbers on the current run rate to review the gap

A 3 minute break was called 9:02 am. Meeting reconvened at 9:05 am.

- C. Amend district personnel policies to include policy authorizing TCSO employees to donate sick and/or vacation time to another employee experiencing a critical illness or a catastrophic event  
GM Abrams introduced background for this item. Under certain circumstances, employees are permitted to donate their sick time to another employee on a voluntary basis. There were no tax consequences for the District or the donating employee.

**MOTION TO AMEND DISTRICT PERSONNEL POLICIES TO INCLUDE THE AUTHORIZATION FOR EMPLOYEES TO DONATE SICK AND/OR VACATION TIME TO ANOTHER EMPLOYEE EXPERIENCING A CRITICAL ILLNESS OR CATASTROPHIC EVENT**

**M/S: S. BARTSCHAT/J. JACOBS**

Public comment: There was no public comment.

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

- D. Approval of resolution 2018-01 authorizing TCSO to maintain consistent implementation of retiree medical payments with Marin County  
GM Abrams stated this resolution would cover retirees who moved out of the District's Kaiser area by paying up to the approved CA Kaiser amount with the employee responsible for the remaining balance.

**MOTION TO APPROVE RESOLUTION 2018-01 AUTHORIZING TCSO TO MAINTAIN CONSISTENT IMPLEMENTATION OF RETIREE MEDICAL PAYMENTS WITH MARIN COUNTY**

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

Public comment: There was no public comment.

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

- E. Consider changing next Regular Board Meeting date from February 14, 2018 to Monday, February 12, 2018

The next meeting was currently scheduled for Valentine's Day and Ash Wednesday. GM Abrams suggested the meeting be moved. She indicated there would be a closed session at 6pm.

**MOTION TO MOVE THE EXISTING REGULAR BOARD MEETING FROM WEDNESDAY, FEBRUARY 14 TO MONDAY, FEBRUARY 12, 2018 STARTING WITH A CLOSED SESSION AT 6:00 P.M.**

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

**6. STAFF AND DEPARTMENTAL UPDATES**

- GENERAL TCSB UPDATES – Heather Abrams, General Manager
  
- PARK & RECREATION – Carol Buchholz, Parks and Recreation Director
  - A. Discussion of Kay Park play structure replacement options and costs  
GM Abrams explained the Kay Park wooden structure was due for replacement. After preliminary research, the parks department thought the equipment could be replaced for around \$55,000 and another \$20,000 for installation and engineered fiber. Park and Rec Dir Buchholz was hoping to get community opinion at an upcoming meeting and shop vendors at the California Park & Recreation Society 2018 Conference. Dir Levine asked that recommendations be brought before the Board for review.
  
- FINANCE – Jerry Taylor, Finance Director  
At the Board's question about why the sanitation salary item was under the spending expectations, GM Abrams explained that the District budgeted for overlap of two retiring staff and two new staff, but only one of the two new staff has been hired. Pres Bartschat also asked about the professional services line item and YTD how much was related to SMCSB issues. GM Abrams agreed that the litigation with SMCSB would push professional services over the budgeted amount this FY.
  
- SEWER SYSTEM REPORT – Introduce Mike Quecke, Provisional Waste Water & Facilities Manager
  - B. Attached quarterly SSO report to EPA  
GM Abrams introduced Mike Quecke, who was in training to replace Bob Bunce who would retire in February. Mr. Quecke stated he had worked with the District for 23 years for emergency repairs and was excited to be here and grateful for the opportunity.
  
- SOLID WASTE REPORT – Heather Abrams, General Manager
  - C. Attached quarterly tonnage report

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

- SASM Meeting – December 2017 – Director Jim Jacobs  
Dir Jacobs stated SASM received a bid for the sewer plant upgrades from OVERAAA at \$17.3 million. SASM was very happy with this bid.
  
- SMCSB Meeting – December 2017 – Director Matt McMahon

VP McMahon reported on this meeting at the last meeting.

- SMCS D Meeting – January 2018 – President Steffen Bartschat  
GM Abrams and Pres Bartschat attended. After three months the car allowance issue for GM Kingston was finally resolved and determined to be a formatting error. VP McMahon commented this was indicative of the errors made by SMCS D and the subsequent denial and delay of explanation. Pres Bartschat stated GM Kingston’s compensation process was not transparent and he tried to get more information from the Board. As with past experience, no further information was forthcoming. The next meeting was February 5 at 6:00 pm.

**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
  - December 13, 2017 Board of Directors Regular Meeting
- B. Accept Financial Reports

**MOTION TO APPROVE THE CONSENT CALENDAR**

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

Public comment: There was no public comment.

**9. FUTURE AGENDA ITEMS**

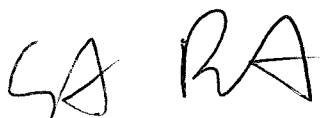
- Solid waste financial plan informational report
  - Discussion of recreational event financial information
  - Approve updated facility rental fees
  - Adopt TCS D Board goals for 2018
- GM Abrams stated the solid waste report would be presentation at the January 24 work session. 2018 goals would be adopted at the February 12 meeting.


**10. ADJOURNMENT**

**MOTION TO ADJOURN**

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

**MEETING ADJOURNED AT 9:41 P.M.**

  
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President

  
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Secretary