

Tamalpais Community Services District

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

Minutes of the Regular Meeting of TCSD Board of Directors Held at 203 Marin Avenue, Mill Valley April 20, 2011 7:00pm

1. CALL TO ORDER. The Session of the Tamalpais Community Services District Board of Directors was called to order by Vice President Jacobs at 7:02 p.m. on Wednesday, April 20, 2011.

2. ROLL CALL.

Board Members Present: The following members were present:

Vice President Jim Jacobs
Linda Johnson
Jeff Brown

Not Present: President Steffen Bartschat, Gretchen Stagg

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

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

Not Present: Bob Bunce

Others Present: Jim Jacobs

3. APPROVE AGENDA WITH CHANGES.

MOTION TO APPROVE THE AGENDA WITH THE FOLLOWING CHANGES:

- Update to address listed on the agenda (Marin Avenue instead of Marin Drive)
- Update to 5A Total amount (amount should read \$21,732 instead of \$23,254.06)

M/S/C J. Jacobs/J. Brown AYES: 3 NAYS: 0 Absent: 2

Vice President Jacobs then asked for a moment of silence in memory of Charles McGlashan

1. PUBLIC EXPRESSION. Vice President Jacobs invited public expression on non-agenda items, in response to which there was the following: Maureen Parton, Aide to Charles McGlashan expressed Charles' admiration and devotion that he committed to TCSD to create community

and serve the public. The Board thanked Maureen for her moving speech and asked to enter it into the official minutes (see attached).

2. COMMISSION REPORTS.

Revitalization & Safety Commission – R&S will meet next on May 3, 2011

Park & Recreation – Questions for P&R Director Buchholz from the Board as follows:

- L. Johnson: Regarding the lighting plan for the Community Center, is the Commission back to testing the sample lights again? Director Buchholz replied that the ballards were being tested to assure that there would not be a nuisance to the surrounding neighbors. She also reported that the application was being prepared for submission to the County for land-use review.
- L. Johnson: Are there different rules regarding inflatable jumees in private vs. TCSD – and if so, TCSD should develop a consistent policy.
- L. Johnson: Regarding Flamingo Park – a reminder to the Commission that it cannot be described formally as a park and that the majority of the property within that area does not belong to TCSD. Director Buchholz stated the Commission was aware of the restrictive verbage and that there are continual meetings with the surrounding neighbors regarding development of the area to including paths and horseshoe pits.
- L. Johnson: Regarding the Commission's discussion of a fitness center for community – is there a status update and doesn't Tam Valley Elementary already have a similar developed plan? Director Buchholz stated that the Commission was recommending exercise points along the trail paths and that it was still under discussion.

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

- A. **Request from Ed Parish for a Refund of Refuse and Sewer Charges for the Vacant Delano's Market site beginning November 9, 2010** – GM Elam – TCSD has received letters from Ed Parish (property owner of the now closed Delano's Market) requesting a fee refund since the store has been closed since November 2010. Vice President Jacobs inquired how this decision to refund fees would apply to other multi-unit owners who might also have vacancies. GM Elam stated that this was a special case as the Delano's site was not using any of TCSD's services (sewer and garbage) and that refuse fees can be stopped if a property is not occupied for a period of time as it is for a handful of residents who have requested it. Finance Manager Taylor suggested using the fees collected in December to cover pipe maintenance fees. Vice President Jacobs asked who is responsible for the private lateral pipes. GM Elam responded that private laterals are still the responsibility of the property owners.

MOTION TO APPROVE REFUND CHECK IN THE AMOUNT OF \$21,732

M/S/C J. Jacobs/J. Brown AYES: 3 NAYS: 0 Absent: 2

- B. Consideration of a Proposal from Vision Internet to Upgrade TCSD's Website – Ms. Laughter gave the Board a brief overview of the current website and what the changes and benefits will be to have it redesigned as the next step in TCSD's customer outreach.

MOTION TO APPROVE THE PROPOSAL WITH VISION INTERNET FOR TCSD'S INTERNET REDESIGN IN THE AMOUNT NOT TO EXCEED \$19,975

M/S/C J. Jacobs/L. Johnson AYES: 3 NAYS: 0 Absent: 2

- C. Resolution 2011-02 Proposing an Election to be held In TCSD's Jurisdiction and Request the Marin County Board of Supervisors to Consolidate its Election with any other elections conducted On November 8, 2011, and Requesting Election Services by the Marin County Registrar Of Voters – GM Elam reported that every election year, the District could hold its own elections if desired but that consolidation with other Marin County districts and management by the Registrar of Voters office has been the preferred method. The estimated cost for this year's board election is between \$6,000-12,000.

MOTION TO APPROVE 2011 BOARD ELECTION PROCESS TO BE GOVERNED BY THE MARIN COUNTY REGISTRAR OF VOTERS

M/S/C L. Johnson/J. Brown AYES: 3 NAYS: 0 Absent: 2

- D. **Accept Proposal from Miller-Pacific Engineering Group for Geotechnical Planning and Design Services for TCSD-owned Parcel Opposite 379 Countyview Drive for the Amount of \$5,900.** GM Elam presented the proposal for investigating the causes of the slide across from 379 Countyview Drive by Miller-Pacific Engineering Group.

MOTION TO ACCEPT PROPOSAL FROM MILLER-PACIFIC ENGINEERING FOR GEOTECHNICAL PLANNING AND DESIGN SERVICES FOR THE TCSD-OWNED PARCEL OPPOSITE 379 COUNTYVIEW DRIVE IN THE AMOUNT NOT TO EXCEED \$5,900

M/S/C L. Johnson/J. Jacobs AYES: 3 NAYS: 0 Absent: 2

- E. **Enforcement of TCSD Ordinance No. 81 Regarding Provision Requiring the Installation of a Sewer Cleanout Valve that Serves as an Overflow/Backup Relief Valve** – GM Elam reminded the Board that in the 1980s, the District approved an ordinance that all residences should have a cleanout/overflow valve installed, and while in the past it was not made a priority, the District has made it a priority over the past year. The District is contemplating offering either a revolving loan program for installation or giving residents six months go become compliant. After discussion, the Board suggested that staff create a lead story article for the September newsletter and to continue discussions on completion timelines.
- F. **Creation of a Spring Cleaning Reuse Event** – GM Elam presented a recent article to the Board regarding establishing a re-use event for the District. The goal would be to establish a drop off event where items could be then available at no cost to the public and/or charity organizations and possibly establishing a community exchange listing on the District's website.

- G. **New Proposed Rules Governing TCSD Sewer Collection System** – GM Elam reported that the rules that affect our sewer collection system are evolving with the State looking to revise them specifically regarding private sewer laterals and sewer spill cleanup conditions. These proposed changes will have a radical impact on non-staffed sewer systems such as Almont. A group called California Forward is spearheading these changes and consolidation measures. GM Elam will be sending a letter on behalf of the Board regarding these proposed implementations.
- H. **New SASM Operating and Management Agreement with the City of Mill Valley** – GM Elam reported that an important evolution of SASM has been the new agreement and clearer defined relationship with the City of Mill Valley. Vice President Jacobs reported that this new relationship will provide more accountability to the SASM Board.
- I. **Legislature View of Special Districts** – GM Elam presented an informational update from the CSDA legislative committee.

STAFF REPORTS

- Park & Recreation – Carol Buchholz – Director Buchholz reported that recent events included the Woolly Egg Ranch Tour, Earth Day Cleanups, and Worm Classes which were all well attended. She distributed the draft version of the gardening manual that is to be handed out at the upcoming Vegetable Gardening class. Other updates include:
 - o Creekside Fridays performer schedule has been set and distributed
 - o A new program called Dining with the Artists is scheduled for May
 - o New Gallery 305 exhibit has been installed
 - o Bike racks have arrived and will be picked up and installed soon
 - o Next Park & Rec meeting is to be held on April 25, 2011
 - o Rhubarb Review will begin on May 1st

 - Sewer – Bob Bunce – The District received a call from a resident on Pine Hill Road about a sewer leak – after investigating, it was discovered that the sewer line had settled and there was a 1.5” gap between the pipe fittings. TCSD immediately took action in containment, repair, and proper reporting of the spill with repair work begun immediately. Mr. Bunce has deduced that the line breakage came from the settlement of both sides of the bridge which sheared the cast iron pipe.
- At this point, Director Buchholz and Mr. Bunce left the meeting.
- Finance – Jerry Taylor – Mr. Taylor distributed a detailed line summary financial report to the Board reporting that TCSD has received its funds from the County and is on target for its financial projections. L. Johnson asked for a more realistic budget for overtime fees that are being spent. Mr. Taylor stated that it is in reference to employee Terry Johnson’s medical leave.

- Refuse – Jon Elam – GM Elam reported that there was a successful shredding and medical waste disposal day, that the Emergency Preparedness backpacks were selling well with the community, and that the refuse system is running smoothly.

BOARD REPORTS

- A. SASM Special Meeting – Jim Jacobs – March 29th – Discussion of the Mill Valley/SASM Workplan including updated O&M Agreement
- B. SASM Meeting – Jim Jacobs – March 30th – Discussion of final EPA fine payment, signing of the Mutual Aid and Assistance Agreement, discussion of correspondence from Richardson Bay
- C. SMCSD Subcommittee – Linda Johnson – April 20th

OTHER ISSUES

- REPORT WITH PHOTOS ABOUT EARTHQUAKE PREPAREDNESS
- NEXT MEETING – Change date of May BOD Meeting to May 18th to accommodate Jon Elam’s travel schedule

MOTION TO APPROVE THE CONSENT CALENDAR AND MARCH BOARD MEETING MINUTES

M/S/C L. Johnson/J. Brown AYES: 3 NAYS: 0


MOTION TO ADJOURN:

M/S/C J. Jacobs/J. Brown AYES: 5 NAYS: 0 Absent: 2

Meeting Adjourned at 9:03PM

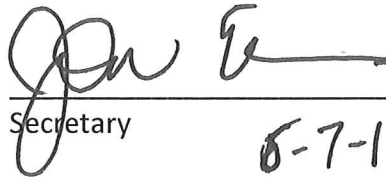
NEXT MEETING:

Meeting: TCSD Work Session
Date: May 25, 2011 Time: 8:45 a.m.
Location: 305 Bell Lane, Mill Valley

 5/18/11

President

Date



Secretary 5-7-11 Date

