



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS MEETING 7:00PM

MINUTES

WEDNESDAY, JANUARY 13, 2021

TAMALPAIS VALLEY COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors meeting was called to order by President McMahon at 7:00 p.m. on Wednesday, January 13, 2021.

2. OATH OF OFFICE

A. Oath of Office to be taken by Board Members Matt McMahon, Steffen Bartschat, Steve Levine with Supervisor Moulton-Peters
GM Abrams introduced Supervisor Moulton-Peters. Supervisor Moulton-Peters administered the Oath of Office to Pres McMahon, Dir Bartschat and Dir Levine and thanked them for their dedication to their community. The Board and staff thanked Supervisor Moulton-Peters and wished her the best in her new role.

There was no public comment.

3. ROLL CALL President Matt McMahon

Directors: Vice President Jeff Brown, Steffen Bartschat, Steven Levine, and Jim Jacobs.

Staff Present: General Manager Heather Abrams, Recording Secretary Cyndie Martel

Others Present: Stephanie Moulton-Peters, Supervisor District 3; Mark Croce and Lyndsay George of Croce, Sanguinetti & Vander Veen, Inc.; Terry McMahon, Erin McMahon, Jim Firmender, Anne Jordt, Thom's, Lara Zegart, Ben Rosenfeld, Guest at 202.557.8687, Jemma Turner

4. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

AYES: 5

NAYS: 0

ABSENT: 0

5. PUBLIC EXPRESSION

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

There was no public comment.

6. 2021 OFFICES AND LIAISONS: Board Actions

A. Board designation of leadership roles and liaisons

GM Abrams stated the Board had made their nominations for Board leadership and subcommittee and liaison roles at the December 9, 2020 Board meeting which were as follows and the Board needed to confirm with a motion.

- i. President – Matt McMahon
- ii. Vice President – Jeff Brown
- iii. SASM representative – Jim Jacobs, alternate Jeff Brown
- iv. SMCSO liaison – Steve Levine, alternate Steffen Bartschat
- v. Baywork representative – Heather Abrams
- vi. Marin County Special Districts Association representative – Heather Abrams
- vii. Marin Zero Waste Local Task Force – Heather Abrams

There was no public comment.

MOTION TO ELECT BOARD LEADERSHIP, SUBCOMMITTEE AND LIAISON ROLES AS OUTLINED IN ITEM 6A

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

AYES: 5

NAYS: 0

ABSTAIN: 0

7. 2021 STATE OF THE DISTRICT PRESENTATIONS BY GENERAL MANAGER: Information Items

A. Annual State of the District Presentation

GM Abrams presented the Board with the annual state of the District, which included the following:

- Responding to the unique challenges of 2020 with Covid-19
 - Implemented safety measures and cleaning protocols
 - Transitioned to virtual Board meetings
 - Adjusted budgets and staffing to keep agency solvent
- Proactive steps taken to move District forward
 - Public financing for District's CIP which also saved \$520K in interest payments for the District
 - The CIP was ahead of schedule and underbudget and over the last 2 years, 4 years of work was accomplished
 - The District contributed to other post-employment benefits trust reducing the District's long-term liability of over \$1 million
 - Moved solid waste into a financially solid position enabling the District to finance 2 new solid waste trucks
 - Increased public communication about health issues, fire, PSPS, water danger, winter weather, sneaker waves and king tides with reaction to posts from a diverse set of residents
 - Completed new agreement with SMCSO at the beginning of 2020
 - Began park and rec planning

- Plans for 2021
 - Job number one was to provide operations-sewer, solid waste and park & rec-without fail and find better ways to measure performance
 - Continue to work around the challenges of Covid-19
 - Review the benefits program for employees, revise the personnel policy and continue staff transitions
 - Assess and respond to the community's changing ideas of the District's general fund focus
 - Clarify property lines near Hawk Hill
 - Concentrate on the five-year financial plan for park & rec
 - Adopt a 5-year rate plan for sanitation, a rate study was already adopted
 - Research AB 1383 which will move solid waste regulations to local governments by 2022
 - Reduce solid waste to have no more than 25% going to landfill, 75% to compost or recycle

GM Abrams answered questions from the Board.

There was no public comment.

B. Presentation of annual financial audit, and balance sheet presentation

GM Abrams introduced the audit team from Croce, Sanguinetti and Van der Veen and stated the 2019/2020 audit spoke well for the District's financial oversight.

Mr. Croce gave the Board background information on their company. He stated the District received a clean opinion, the highest level of assurance with no material errors or misstatements. He then went through the audit and answered questions from the Board. Pres McMahon remarked Note J needed to be updated with regard to payment obligations to SMCSD. The Board was pleased to see the District's progress and asked Mr. Croce to provide them with an addendum outlining the auditor's experience.

There was no public comment.

MOTION TO APPROVE THE ANNUAL FINANCIAL AUDIT PENDING CHANGES TO NOTE J

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

8. REGULAR BUSINESS: Information Items

A. General Manager's update

- i. Operations update, including COVID-19, X-mas Tree collection

GM Abrams provided the Board with a written update. There were no questions.

- ii. Financial reports

There were no questions from the Board.

B. Sewer treatment plants updates: SASM and SMCSD

SMCSD: Dir Levine stated the December 7, 2020 meeting summary was in the packet instead of the January 4, 2021 information. He gave the Board an oral summary of the January 4, 2021 which

included the Colma project and a presentation by UC Berkeley scientists on the epidemiology of wastewater and Covid-19.

SASM: Dir Jacobs summarized the December 17, 2020 meeting which included SASM's participation in the afore-mentioned U.C. Berkeley study to identify Covid-19 in wastewater.

9. REGULAR BUSINESS: Board Actions

A. Proclamation of Appreciation for Tia Smirnoff

Pres McMahon and the Board were honored to show their appreciation to Tia Smirnoff for her years of volunteering at TCSD and other events throughout Marin County, and for her tireless dedication to the children of Tam Valley at her afterschool program.

There was no public comment.

MOTION TO APPROVE THE PROCLAMATION OF APPRECIATION FOR TIA SMIRNOFF

M/S/C: S. LEVINE/J. JACOBS AYES: 5 NAYS: 0 ABSTAIN: 0

B. Approve Amendments to General Manager's Employment Agreement

Pres McMahon stated the Board had met in closed session to determine amendments to the GM's employment agreement. He summarized the changes by saying:

California Government Code section 54953 requires every legislative body of a local agency to orally report a summary of proposed actions on salaries, salary schedules, or fringe benefits of executive-level employees before approval. The following information satisfies this requirement. The General Manager's new contract will a) increase her salary by \$10,000 effective January 1, 2021, b) delete mention of PEPRA as MCERA has determined that she is a classic member, and c) delete mention of SDI in her employment agreement as TCSD does not participate in SDI. No other changes are being approved.

There was no public comment.

MOTION TO APPROVE AMENDMENTS TO THE GENERAL MANAGER'S EMPLOYMENT AGREEMENT TO INCLUDE A CHANGE TO THE FIRST SENTENCE IN ITEM 3A TO READ, AS COMPENSATION FOR SERVICES RENDERED THE GENERAL MANAGER SHALL RECEIVE AN ANNUAL SALARY OF \$202,774.40 EFFECTIVE JANUARY 1, 2021

M/S/C: M. MCMAHON/J. BROWN AYES: 5 NAYS: 0 ABSTAIN: 0

10. 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 December 9, 2020 Board Meeting

B. Approve Minutes of December 14, 2020 Special Board Meeting

MOTION TO APPROVE THE CONSENT CALENDAR

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

11. FUTURE AGENDA ITEMS


- A. Reminder of January 27, 2021 Work Session with SMCSB presentation
GM Abrams reminded the Board that SMCSB postponed this presentation which would be rescheduled for later in the year.
- B. Board input for February 10, 2021 Board Meeting Agenda
- The Board suggested the District acknowledge the passing of neighborhood iconic dog Sugarbear.
 - Work session from Management Partners on the District's park and rec department on February 24.
 - Work session on benefits.
 - Process for sewer rate update

12. ADJOURNMENT


MOTION TO ADJOURN

M/S/C: J. BROWN/S. BARTSCHAT AYES: 5 NAYS: 0 ABSENT: 0

THE MEETING WAS ADJOURNED AT 9:43 P.M.



President



Secretary

**NEXT TCSB BOARD MEETING
FEBRUARY 10, 2021 – 7:00 P.M.
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**

