



Tamalpais Community Services District

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**Minutes of the Meeting of TCS Board of Directors
Held at 305 Bell Lane, Mill Valley
December 12, 2012
6:00 p.m.**

1. CALL TO ORDER

The Session of the Tamalpais Community Services District Board of Directors was called to order President Bartschat at 6:03 p.m. on Wednesday, December 12, 2012.

- 2. ROLL CALL:** President Steffen Bartschat, Vice President Jeff Brown, Directors: Jim Jacobs, Gretchen Stagg and Linda Johnson

Absent: None

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

Staff Present: General Manager Jon Elam; Finance Manager Jerry Taylor; Park and Rec Director Carol Buchholz, and Recording Secretary Claudia Laughter

Absent: Sewer Maintenance Supervisor, Bob Bunce

Others Present: Pauline Sanguinetti and Lyndsay George - Auditors from Croce & Company; Scot Candell, Attorney

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S/C: L. JOHNSON/G. STAGG

AYES: 5

NAYS: 0

4. PUBLIC EXPRESSION.

President Bartschat invited public expression on non-agenda items, in response to which there was the following: There the following: Scot Candell, an attorney representing a medical marijuana club introduced himself and stated that his clients were interested in opening a medical dispensary in Tam Valley and wanted to let the community know that they would like to meet with them and address any concerns they may have. They are currently in the process of permitting and he did not state where the dispensary would be located. President Bartschat thanked him for addressing the Board, stated that this is a Marin County matter but the Board would be willing to provide guidance.

5. GENERAL BUSINESS

A. RECOMMENDATION TO APPROVE AN AGREEMENT WITH THE SAUSALITO-MARIN CITY SANITARY DISTRICT TO PROVIDE WASTEWATER TREATMENT SERVICES TO TCS D FOR A PERIOD EXTENDING TO DECEMBER 12, 2042 -

GM Elam stated that the final version of the agreement was passed out to the Board with no change to the exhibits portion. Legal Counsel John Bakker had made suggestions for setting a formal adoption date as well as language clarifications. He stated this report was one of the most important items that the Board will handle and

that this will take the District through the next 30 years of treatment. This will also provide fiscal balance for future budgetary discussions. President Bartschat stated that he was pleased with the final agreement but that the Board will need to monitor any future SMCSO projects to ensure costs are inline with projections.

MOTION TO APPROVE TCSO BOARD PRESIDENT AND GENERAL MANAGER/SECRETARY TO SIGN THE NEW CONTRACT AGREEMENT FOR WASTEWATER TREATMENT BETWEEN TCSO AND SMCSO

M/S/C L. JOHNSON/G. STAGG AYES: 5 NAYS: 0

- B. AUDITOR'S PRESENTATION OF FY 2012/2013 FINANCIAL REPORT** - Pauline Sanguinetti and Lyndsay George, auditors from Croce and Company were present to address any questions the Board had about the final draft of their annual report. They reviewed the areas that TCSO needs to improve on including financial management cross training, developing a records retention policy, a fixed asset capitalization policy, and a disaster recovery plan. The auditors then went on to review the Management Discussion and Analysis Report. Director Jacobs requested that Ms. Sanguinetti and Ms. George put their name and their CPA credentials on the final version of the report to which they agreed that it would be present in the final version letter. GM Elam stated that the final version of the report would be on the January 9, 2013 Board agenda for final approval. The Board thanked Ms. Sanguinetti and Ms. George for their time and efforts working with the District.

Mr. Taylor left the meeting at 6:30pm during the Auditor's presentation.

- C. ETHICS TRAINING INFORMATION** - GM Elam reminded the Board that CSDA is offering free AB1234 Ethics Training beginning January 1, 2013 with renewal of the District's membership. As soon as the training information becomes available, it will be sent to each Board member for completion.

- D. PROPOSED CLOSING OF MAIN OFFICE FOR CHRISTMAS EVE (12/24) AND HALF DAY ON NEW YEAR'S EVE (12/31)** - GM Elam proposed adding to the personnel policy that the main office be closed on Christmas Eve and at 12pm on New Year's Eve for 2012 and going forward.

MOTION TO CLOSE THE MAIN OFFICE FOR CHRISTMAS EVE AND HALF DAY ON NEW YEAR'S EVE WITH AN AMENDMENT TO THE PERSONNEL POLICY

M/S/C L. JOHNSON/J. BROWN AYES: 5 NAYS: 0

6. STAFF REPORTS

A. Carol Buchholz - Parks and Recreation -

- Snow Day: The event sold out both seatings of Breakfast with Santa, had a great turnout for the snow portion of the afternoon and raised approximately \$6,800. There were also several sponsors this year including Mathnasium, West America Bank, and Friends of Tam Valley.
- Tam Jam: Tam Jam Winter Concert is set for December 15th - doors open at 6:00pm
- Newsletter - The newsletter should be delivered to residents by December 18th

B. Bob Bunce – Sanitation - Mr. Bunce was absent so no report was given.

C. Jerry Taylor – Finance - Mr. Taylor was not present.

D. **Jon Elam - Refuse/Miscellaneous GM Report** - GM Elam stated he did not have anything new to report from the Sanitation department.

7. BOARD REPORTS AND COMMENTS

No Board Reports were presented.

8. OTHER ISSUES

None.

9. 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.

RECOMMENDATION

- | | | |
|--|-------------------|---------|
| A. Monthly List of Checks and Disbursements Issued | | None |
| B. Approve Minutes: | November 14, 2012 | Approve |
| C. Approve Minutes: | November 27, 2012 | Approve |

CONSENT CALENDAR AND MINUTES APPROVAL

APPROVAL OF CONSENT CALENDAR AND MINUTES WITH A SPELLING CORRECTION ON NOVEMBER 14TH MINUTES AND A CHANGE OF L.JOHNSON ABSTAINING FROM ITEM 6B ONLY OBJECTING TO PERFORMANCE BONUS FOR EMPLOYEE TERRY JOHNSON

M/S/C L. JOHNSON/G. STAGG AYES: 5 NAYS: 0

11. MEETING REVIEW

- Board Work Session originally scheduled for December 26th will be canceled.
- President Bartschat requested Legal Counsel John Bakker to be available for legal strategy advice. GM Elam stated that he was already requested to attend the January 19th Board Goals Session.
- Director Buchholz stated that the Park & Rec Advisory Commission would like to address the Board at the January 9th meeting

11. ADJOURNMENT

M/S/C L. JOHNSON/J. JACOBS AYES: 5 NAYS: 0

Meeting was adjourned at 7:15 p.m.

Next Scheduled Meeting - TCSB Board Meeting

Date: January 9, 2013 Time: 7:00 pm

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

President 1/14/13
Date

Secretary Date

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 TCSB at (415) 388-6393, x10. Notification 48 hours prior to the meeting enables TCSB 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 205 Bell Lane, Mill Valley, California between the hours of 9:00 a.m. to 4:20 p.m. Monday through Friday.