

Minutes of the Regular Meeting of TCSD Board of Directors
Held at 203 Marin Avenue, Mill Valley
May 18, 2011
7:00pm

1. CALL TO ORDER. The Session of the Tamalpais Community Services District Board of Directors was called to order by President Bartschat at 7:04 p.m. on Wednesday, May 18, 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

Not Present:

As five 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, Bob Bunce Sewer Maintenance Supervisor, and Recording Secretary Claudia Laughter.

Not Present:

Others Present:

3. APPROVE AGENDA WITH CHANGES.

MOTION TO APPROVE THE AGENDA:

M/S/C J. Jacobs/G. Stagg 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

2. COMMISSION REPORTS.

Park and Recreation – April 25th Meeting – Members are at the Lighting Parking lot plan to design review committee. An update from the Commission will be

given by Carol Buchholz during her Park and Recreation Report later in the meeting.

Revitalization and Safety – May 3rd Meeting – No update.

GM Elam expressed a hope to recruit new members for the R&S Commission.

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

- A. **PROPOSE TO APPROVE THE ADOPTION OF RESOLUTION NO. 2011-03 REGARDING MAINTENANCE OF DISTRICT SEWER EASEMENTS** – GM Elam presented a policy relating to the easements cleaning and repair; Resolution No. 2011-03 will be attached to a cover letter to be sent to residents who have easements adjacent to their personal properties and to reinforce the need for TCSD's accessibility to those easements. If property owners wish to make changes to any easements, they will need to go through a permitting process with the County of Marin.

MOTION TO APPROVE RESOLUTION NO. 2011-03

M/S/C L. Johnson/G. Stagg AYES: 5 NAYS: 0

- B. **DISTRIBUTION OF BOARD ELECTION INFORMATION PACKETS** – GM Elam presented the County candidate packets for Board members who are seeking reelection in the Fall of 2011. L. Johnson recommended that the Board run as a package/group.

- C. **REFUSE RATES USING A PAYT (PAY AS YOU THROW MODEL)** – GM Elam presented an article for a refuse model that bases fees on weight of refuse. He reminded the Board that the District's current refuse model is based on cart size and is limited to only the 32-gallon and 65-gallon. He stated that he is reluctant to add more size options of carts due to storage constraints within the Districts property.

- D. **GOVERNOR'S PENSION REFORM PROPOSALS** – GM Elam presented a proposal from the California Governor's Office that would require employees to pay for their portion of the pension. He also proposed inviting the new manager of the Marin County pension system to a future Board meeting to answer any questions and explain the proposal in more detail. The Board agreed that it would be beneficial to schedule it for a future meeting.

- E. **REVIEW MATERIALS FROM RICHARDSON BAY BOARD MEETING REGARDING AB 1232-** GM Elam reported that in April 2011, he attended

a meeting of the Richardson Bay Board of Directors where Jared Huffman was also present to discuss AB 1232. There was no definitive outcome of the meeting but GM Elam noted that there is a similar consolidation proposal for Los Angeles County.

F. **SET DATE FOR 2011-2012 WORK SESSION FOR BUDGET PLAN** – GM Elam requested available dates in June from the Board of Directors to schedule the 2011-2012 Budget Work Session Meeting. The following was decided:

- Budget Meeting: June 10th – 10:00 a.m.-12:00 p.m. at TCSD’s Offices at 305 Bell Lane (Vice President Jim Jacobs will be absent)

G. **REQUEST FOR REFUND OF SANITATION FEES FOR 622 EASTWOOD FOR OWNER STEVE SANTAGUIADA** – Jerry Taylor presented to the Board a request that was received from a realtor regarding 622 Eastwood. The property has been listed as three units on the County records and there is now evidence that it has only been one unit for a lengthy period of time. Mr. Taylor is therefore requesting a refund of not more than three years of overcharges for the two additional units.

MOTION TO APPROVE THE REFUND OF SANITATION FEES FOR 622 EASTWOOD FOR OWNER STEVE SANTAGUIADA

M/S/C S. Bartschat/J. Jacobs AYES: 5 NAYS: 0

STAFF REPORTS

- Carol Buchholz – Park and Recreation:
 - o Advisory Commission Update:
 - The Commission has been busy working on the plans for the Rhubarb Trail pathways and bridges with updates presented regularly by GM Elam
 - The lighting plan at the Community Center is progressing with a new lighting ballard being tested
 - After further discussion, it was agreed to not pursue an exercise course within the District as previously discussed
 - o Park and Recreation –
 - The lighting plan for the Community Center has been initially approved
 - Rhubarb Review was a great success for the TVIC
 - Seniors singing group performed at the Mill Valley Community Center

- Farmer's Market started this week – a change for this year is TCSD will not be paying for a jumpee which will instead be provided by the Farmer's Market organizers
 - Safe Routes to School/Bell Lane Sidewalk Widening Project – since the work will be continuing during the Farmers Market on June 14th, TCSD will need to divert traffic off Bell Lane and make access accommodations
 - A local Girl Scout Brownie troupe visited the refuse yard and learned about TCSD's recycling practices as part of their merit badge Had a Brownie visit a few weeks ago for a merit badge for recycling
 - The Community Garage Sale had to be rescheduled to the following Sunday due to weather
 - Full Moon hike postponed due to weather to May 15th
 - Speaker Series next Wednesday – "100 years of the Dipsea Race"
 - Tam Jam – 1st Friday in June
 - 6/5 – Philharmonic & Ice Cream Social
 - 6/13 – Volunteer Party at Cabin for Creekside Volunteers
 - 6/17 – Creekside Friday program begins
 - Looking for part time staff and kids entertainers for Creekside
 - Bike Racks have been installed at all parks
- Bob Bunce – Wastewater Management – Mr. Bunce reported that the #2 Pump Station has been having issues and has recently lost power. The issue turned out to be a volt box that was malfunctioning and is now repaired with the repair being so minor that we were not charged for the work. There was a report of water overflow on Ventura and Shoreline Highway and after examination it was discovered it was sewer stoppage and a broken water line. During the repair, RotoRooter also discovered another previously undocumented manhole. This had the potential of being another overflow but was caught and repaired in time. The Safe Routes to School Construction Project will be in three phases with the first phase being traffic will be routed to one lane down Marin Avenue to Tam Elementary with one-way traffic from Enterprise to Countyview. Work is scheduled to begin on June 13th. Mr. Bunce reported that there have been four sewer line repairs completed since his last report and that TCSD has renewed its annual encroachment permit. Linda Johnson asked for the status regarding the letter received from former Board member Rick Johnson's neighbor and the demand of the removal of his property's sewer line from her parcel. Mr. Bunce reported that Mr. Johnson has asked for an initial quote for work on the project.

- Jerry Taylor – Finance – Mr. Taylor presented a detailed budget and summary of balances for each fund and reviewed them with the Board. He reported that he is also in process of preparing reports for the proposed annual budget meeting in June.
- Jon Elam – Refuse:
 - o Refuse Report – Tonnage for garbage is going down; reduced 700 tons; green tonnage increased to 99 tons already; recycling tonnage down slightly; diversion rates continue to be up this year of over 60% for residential systems. Started first commercial food waste collection with Café del Sol.
 - o Copy of SASM annual report for review
 - o Emergency Prep Plan – Continuity of Operations is being finished
 - o Update on power use – sense of energy use for each facility
 - o LAFCO changed the map to reflect the true District boundaries; the election’s office has decided to use LAFCO maps to reflect the election boundaries – the maps have been corrected to include other areas
 - o CSDA Update – Special districts are the fastest growing areas in the state
 - o SMCSD agreement has not progressed

BOARD REPORTS:

- A. SASM Special Meeting – Jim Jacobs – April 21st – City of Mill Valley voted to approve the operating agreement between SASM and itself. The SASM Board agreed that the payment schedule should be updated to reflect the payments from the other member agencies and that the annual meeting should be scheduled at the end of April. During the Commissions open session, Mr. Abbott of Richardson Bay noted that recently Richardson Bay Board voted unanimously to seek indemnification from the City of Mill Valley for the spill event of 2008 possibly as a way to recover costs associated with the RWQCB fines. The next meeting is scheduled for May 19th.

OTHER ISSUES:

- Gretchen Stagg – Director Stagg reported that after the final performance of the Rhubarb Review, the Community Center was left with a large amount of debris and requested that TVIC either pay for a cleaning service or enforce their members to make sure the center is left in a clean state as is required with other renters.

CONSENT CALENDAR –MOTION TO APPROVE MINUTES -

M/S/C G. Stagg/S. Bartschat AYES: 5 NAYS: 0

NEXT MEETING AGENDA ITEMS –

- Board has requested a SMCSO contract update
- Request to move the June Board Meeting from the 8th to the 15th

MOTION TO APPROVE MOVING THE JUNE BOARD MEETING FROM JUNE 8TH TO JUNE 15TH

M/S/C S. Bartschat/G. Stagg AYES: 5 NAYS: 0

- 5/25 Board Workshop – Representatives from Miller Pacific will be presenting their findings on the erosion issue on Countyview

MOTION TO ADJOURN:

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

Meeting was adjourned at 8:52 p.m.

Next Scheduled Board Workshop:

Board Work Session

Date: May 25, 2011

Time: 8:45 a.m.

Location: TCSD Main Office – 305 Bell Lane, Mill Valley

SA RA 6/15/11
President Date

JW 6-15-11
Secretary Date