



Tamalpais Community Services District

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TCSD BOARD OF DIRECTORS MEETING MINUTES WEDNESDAY, JULY 14, 2021, 7:00P.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President McMahon at 7:01 pm on Wednesday, July 14, 2021.

2. ROLL CALL

President Matt McMahon

Vice President Jeff Brown, Directors Steffen Bartschat, Jim Jacobs and Steve Levine

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

Others Present: Jim Kasper, Tam Valley Firewise

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

AYES: 5

NAYS: 0

ABSENT: 0

4. PUBLIC EXPRESSION

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

- There was no public expression.

5. REGULAR BUSINESS: Information Items

- Review and discuss TCSD Grant, Tam Valley Firewise & Related Activities, Volunteer Jim Kasper
GM Abrams stated the District was lucky to have a dedicated resident volunteer who worked tirelessly to write and obtain grants for fire mitigation for TCSD's open spaces.

Mr. Kasper summarized the last 3 years of fire mitigation grant work including chipper days, goats, and tree and vegetation management. The grant obtained in 2019 was now fully spent and had wrapped up in March of 2021. This grant included chipper days in 2019 and 2020 as well as fire mitigation with goats and the Marin County fire team.

He added the Wildfire Prevention Authority had webinars available on YouTube about fire safety and were offering a home evaluation with needs-based grants being offered later in the year. The State legislature was currently focusing on ensuring residents could obtain insurance in the wake of past catastrophic wildfires.

Pres McMahon asked in light of the District not obtaining grants as in the past, was this type of mitigation work accounted for going forward: GM Abrams stated the District had been able to take advantage of the grant obtained by Mr. Kasper and had benefited from work done by the Southern Marin Fire Department through their Measure U & C funds, but the District would need to find additional funding to keep up with the open space maintenance. Mr. Kasper submitted a new grant application for open space management which would help TCSD build on past parks and open space management information. The Board thanked Mr. Kasper for his dedication to fire mitigation in the Tam Valley area.

There was no public comment.

b. General Manager's update

GM Abrams introduced the Board to new reporting for the 3 TCSD divisions to better account for work accomplished and upcoming plans. She stated the Block Party planning was well underway with sponsors and bands scheduled.

i. State of CA/Caltrans denied TCSD's claim (oral report)

GM Abrams reminded the Board of the sewer force main puncture caused by a contractor hired by Caltrans back in 2019. She reported that Caltrans had denied TCSD's claim due to its complexity, with litigation as the only recourse. She recommended against filing litigation due to costs. The District would plan to move the force main on Shoreline as part of the CIP.

The Board suggested they send correspondence to local legislators on behalf of the District and residents about the dissatisfaction with this outcome. They requested staff write a draft and get input from the Board.

Public comment:

- Mr. Kasper commented to focus on Mike McGuire as he was more involved with Caltrans.

ii. Quarterly report to US EPA on sewer system

GM Abrams stated the District reported this information to the EPA due to an Administrative Order. She relayed that the District's Smart Covers had prevented possible SSOs. She also stated monitoring the monthly reports for the Bob Bunce pump station brought a large leak to light. After contacting owners in the area, including Peace Lutheran Church, it was determined that the church had a few serious water leaks and were thankful the District was able to alert them.

There was no public comment.

iii. Financial updates

GM Abrams introduced the Board to a few new reports which accounted for District reserves and CIP progress. Ms. Mehtar highlighted items in the budget and answered questions from the Board.

Park & Recreation rentals were picking up. Ms. Mehtar stated there was an error in the Fuel Expense, line item 5400. Fuel Costs were actually \$2,097.31 not \$16,184, which accounted for 49% of the budgeted amount. This would change the contribution to capital reserves to \$135,687.

The Board requested a quarterly draft report for the balance sheet, with account balances and possibly a cash flow report. Dir Bartschat suggested establishing an additional reserve account for operating expenses so the reserve balances equaled the balance sheet. Pres McMahon stated the Board would also like to see the amounts budgeted for transfer into reserves. GM Abrams stated staff was working with the District's auditors to account for this correctly. Lastly Pres McMahon suggested including budget to actuals for the CIP expenditures to see how each project was doing against expectations.

There was no public comment.

- iv. CAL FIRE Urban And Community Forestry Grant Funds update (to be distributed at the meeting)

GM Abrams stated she initially brought this grant to the Board's attention in June and stated a more complete assessment of District open space was one of the recommendations by Management Partners. This grant would be used to get a broader assessment of TCSD's forested land.

There was no public comment.

The Board revisited Item B which included the District's open status and current drop off appointments. The Board discussed COVID-19 break through cases and how current cases might affect the open status of the office and the upcoming Block Party.

- c. Sewer treatment plants updates: SASM and SMCSO

SMCSO: Dir Levine reported on the July 12 meeting in which he asked what impacts the MMWD requirement to use recycled water had on SMCSO. Mr. Kingston replied there was little effect as they used reclaimed water which was produced by their plant. Mr. Levine reported that other projects were on schedule without issue and the SMCSO Board meetings were scheduled to move to the first Tuesday of the month at 6pm, in person, starting in October. The upgrade project ribbon cutting was scheduled for September 21 from 11:00am-1:30pm.

SASM: Dir Jacobs reported that the SASM meeting in June was canceled. The next meeting was a planning meeting on July 15 at 6:00pm in the Cascade Room. He also attended an H2S odor control webinar with a speaker from Pima, AZ which had 3600 miles of sewer pipe, 67,000 manholes and real problems with odor control.

There was no public comment.

6. REGULAR BUSINESS: Requested for Board Action

- a. Review and approve updated solid waste bin rates and policies

GM Abrams stated the District offered 1.5 yard bins to residents who had extra trash or compost. Costs at the transfer stations used by TCSO had increased without an offsetting increase in bin fees at TCSO. She asked the Board to approve a \$10 increase in both debris and green bins and a \$10 increase in each dump and leave, with an annual increase of CPI each April going forward.

The Board discussed the viability of the current program even with a raise in pricing and keeping the rental to one week per rental fee with the option of a dump and leave for a fee within the week.

There was no public comment.

MOTION TO APPROVE UPDATED SOLID WASTE BIN RATES AND POLICIES

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

AYES: 5

NAYS: 0

ABSENT: 0

- b. Review and approve all electronic Board packets and tablets to be provided for Board Member's use
GM Abrams stated in the past the Board had received paper copies of the Board packet, which had a significant impact on staff time and paper resources. She stated costs for iPads for all Board members was not significant and suggested the cost savings in staff time and copy paper would be well worthwhile. In addition, if the Board planned to move to hybrid meetings having individual iPads would be necessary.

The Board discussed the need for monthly data service with Wifi available in the community center and implications of using personal devices. Dir Brown requested that first generation Apple Pencils be included with the devices for note taking.

There was no public comment.

MOTION TO APPROVE ALL ELECTRONIC BOARD PACKETS MOVING FORWARD STARTING WITH THE NEXT BOARD MEETING

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

AMENDED MOTION TO APPROVE ALL ELECTRONIC BOARD PACKETS MOVING FORWARD AS SOON AS WAS PRACTICAL

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

AYES: 5

NAYS: 0

ABSENT: 0

- c. Discuss and vote for California Special District Association (CSDA) Board Member
GM Abrams stated a Board position for Seat A was open with the CSDA and recommended either choosing a candidate based on the background information presented or delegating the voting responsibility to staff. After discussing the information provided, the Board decided on Cheryl Sudduth for the seat.

There was no public comment.

MOTION TO VOTE FOR CANDIDATE CHERYL SUDDUTH FOR THE CSDA'S BOARD'S SEAT A

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

AYES: 5

NAYS: 0

ABSENT: 0

7. 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 June 9, 2021 Board Meeting
- B. Approve Minutes of June 23, 2021 Board Work Session

MOTION TO APPROVE THE CONSENT CALENDAR

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

AYES: 5

NAYS: 0

ABSENT: 0

8. FUTURE AGENDA ITEMS

- A. Discuss return to in-person Board Meetings

GM Abrams stated returning to in person meetings was permitted at this time, and legally required in October. With the recent rise in COVID-19 cases, legislation was in the works to extend the legality of Zoom meetings. The Board decided to hold Zoom meetings on July 28 and August 11 and return to this topic again on August 11. Dir Levine requested staff investigate whether “Zoom in the Room” meetings would be required in the future.

- B. Reminder of July 28, 2021 Board Work Session – Parks and Recreation Possible Commission Design
The Board suggested it was more important to work on the organizational structure, the staffing plan and job descriptions, before entertaining work on the Parks and Recreation Commission.

MOTION TO CANCEL THE JULY 28, 2021 WORK SESSION

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

AYES: 5

NAYS: 0

ABSENT: 0

- C. Board input for August 11, 2021 Board Meeting Agenda

- Dir Jacobs stated he had been accepted into the Geology PhD program at UC Santa Cruz and his project would most likely relate to sea level rise issues at the Manzanita Interchange.
- Dir Bartschat asked that the newsletter strategy be revisited. GM Abrams stated staff was mailing out a post card of upcoming events which would also include a link to articles on the website. Dir Bartschat suggested getting statistics on click throughs to the web articles, costs for a printed newsletter including staff time, as well as topics for future articles.

- D. Reminder of August 25, 2021 Board Work Session – Solid Waste, Recycling, Organics Compliance Preparation

- Dir Bartschat stated he would not be available on August 25.
- Pres McMahon stated generally speaking, work sessions were for deep dives into topics which would come up for approval at a future meeting.
- GM Abrams stated the topic for the August 25 Board meeting was to discuss upcoming solid waste regulatory issues but would review the information to decide if the topic was more suited to a regular future Board meeting.
- Pres McMahon suggested the August 25 work session be dedicated to job descriptions.

5. ADJOURNMENT

MOTION TO ADJOURN THE MEETING

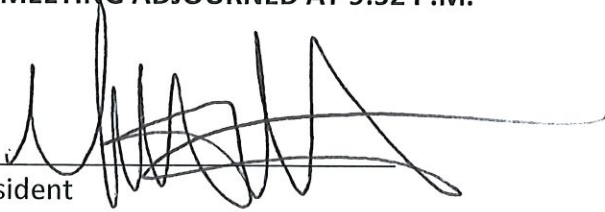
M/S/C: S. LEVINE/J. JACOBS

AYES: 5

NAYS: 0

ABSENT: 0

MEETING ADJOURNED AT 9:52 P.M.



President



Secretary

NEXT TCSB BOARD WORK SESSION
JULY 28, 2021 – 8:30 AM
VIA ZOOM