



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS SPECIAL MEETING

MINUTES

MONDAY, MAY 11, 2022, 7:00 PM

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:00 pm on Wednesday, May 11, 2022.

2. ROLL CALL

President Steffen Bartschat

Vice President Jeff Brown, Directors Jim Jacobs, Steve Levine, Matt McMahon

Staff Present: Facilities and Wastewater Superintendent, Mike Quecke; Finance and Programs Manager, Sarah Mehtar; Parks & Recreation Coordinator, Amber Van Meter; Recording Secretary Cyndie Martel

Others Present: Ranger Mia Monroe, GGNRA; Mark Hildebrand, Hildebrand Consulting; Pippin

Cavagnaro, Nute Engineering; William Ring, Board Member, SMCSO; Mick Laugs, Improv Instructor;

Lucy, Brit, Greg & Paige Ryan, Alexis Paras, Amanda & Michael Mauzy and Lorriana Leard of Girl Scout

Troop 10938; Heather Abrams, Town Manager, Town of Fairfax; John Wallace, and residents who did not sign in

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

AYES: 5

NAYS: 0

ABSTAIN: 0

4. PUBLIC EXPRESSION

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

- Mr. Ring commented that it was good to be working with TCSD.
- Mr. Laugs commented on consideration by the Board to allow an improv event as a TCSD sponsored event with a 65/35 split, at the community center, to attract students to a proposed improv class and asked that this item be agendized for the June 8, 2022 meeting.
- VP Brown commented that staff consider the improv show a TCSD sponsored event.
- The Board commented that staff handle Mr. Laugs request.
- Mr. Wallace commented on consideration by the Board to allow a daily AA group to rent the cabin at a reduced rate for 90 days until the group could grow its size by which it could afford the regular rate and asked that this item be agendized for the June 8, 2022 meeting.

5. PROCLAMATIONS & PRESENTATIONS

- A. Proclamation of Appreciation for Girl Scout Troop 10938
Pres Bartschat read the proclamation to Lucy Ryan, Alexis Paras, Amanda Mauzy, and Christa Sasso (not present) of Girl Scout Troop 10938 in appreciation of the completion of their Silver Award project: placing non slip paint on the McGlashen Bridge.
- B. Proclamation of Appreciation for Heather Abrams
Pres Bartschat read the proclamation to Ms. Abrams, previous general manager for the District. The Board once again thanked her for her hard work over the last five years and dedicated July 8, 2022 Heather Abrams day at Creekside Fridays.
- C. National Park Service Update – Mia Monroe, Marin Community Liaison NPS
Ranger Monroe gave the Board an update on GGNRA projects which included:
- Opening the upgraded Tennessee Valley parking lot.
 - Working closely with the county on other road improvements: adding no parking signs, improving the shoulders and road pull outs.
 - Removing an old dam in Tennessee Valley.
 - Improving the Muir Woods shuttle system.
 - Collaborating with members of the community on fire fuel reduction.
 - Continuing to move young fish in drought conditions to Fort Baker to serve as a food supply for Coho salmon.

There was no public comment.

6. REGULAR BUSINESS: Board Actions

- A. Appoint new general manager and approve General Manager Employment Agreement
IGM Shear stated an offer of employment for general manager was extended to Garrett Toy, who accepted, and he asked the Board to appoint the new general manager and approve the employment agreement.

Pres Bartschat stated the Board and staff had met numerous times leading up to the offer in closed sessions and were bringing the topic back to open session for approval as required.

There was no public comment.

MOTION TO APPOINT GARRETT TOY AS THE NEW GENERAL MANAGER FOR TCSD AND TO APPROVE HIS EMPLOYMENT AGREEMENT

M/S/C: M. MCMAHON/S. LEVINE

AYES: 5

NAYS: 0

ABSTAIN: 0

- B. Date and format of annual goal setting meeting
Pres Bartschat stated with the onboarding of the new general manager, a date could be set for the annual goal setting meeting and asked the Board if they wanted to keep the format from past planning meetings.

The Board discussed that the format used in the past had worked well and they would continue its use. The date for the goal setting meeting, pending availability at Fernwood Cemetery, would be Saturday, September 17, 2022, from 9:00am to 2:00pm.

The Board asked GM Toy to meet with each Board member in preparation for an initial work session to set objectives for the next 90 days. The Board agreed to meet on June 22, 2022 from 8:30-10:30am.

There was no public comment.

**MOTION TO HOLD A GOAL SETTING SESSION ON SATURDAY, SEPTEMBER 17, 2022 FROM 9AM-2PM
PENDING CONFIRMATION OF DATE WITH FERNWOOD CEMETERY**

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

AYES: 5

NAYS: 0

ABSTAIN: 0

7. REGULAR BUSINESS: Information Items

A. Review and comment on the 2022 sewer system financial plan update

Mark Hildebrand of Hildebrand Consulting provided the Board with updated information on the current 5-year sewer system financial plan, stated the District was on track with the financial plan of 2019 and recommended the District stay the course with current adopted rates through FY 25/26. The Board asked clarifying questions.

There was no public comment.

B. Review Draft FY 2022-23 proposed budget

IGM Shear and Finance and Programs Manager Mehtar walked the Board through the proposed operating budget for FY 22/23. The Board would be asked to approve the budget on June 8, 2022 and it would take effect on July 1, 2022. IGM Shear noted the budget did not include CPI which from April 2021 to April 2022 was 5%.

IGM Shear reviewed budget assumptions for the District's 3 divisions including an anticipated 3% increase in property tax and ERAF funds, the anticipated passage of Measure A in June and projecting parks and recreation at 65% of pre Covid revenue. He stated wastewater was on target to hit budgeted amounts, contributing \$118,000 to operating reserves. Solid Waste was also on track with the financial plan and would contribute \$194,000 to operating reserves. Parks and recreation had surpassed budget with \$908 available for operating reserves.

At Dir Levine's question regarding staffing requirements for SB 1383, IGM Shear stated the District was reaching out to consultants, gathering information and would have more details for the Board at a future date.

Dir McMahon stated the Board may want a work session to discuss allocation of the one-time Federal Covid funds of \$182,000 received and prioritize how to spend Measure A funds.

Ms. Mehtar walked the Board through the draft budget and answered questions. At a question about a possible \$700,000 surplus in wastewater, Mr. Cavagnaro pointed out that the District would need funds for Pay as Go capital projects when the COP was complete, for instance putting significant effort into the Bell Lane pump station, replacing of the aging generator and moving the sewer force main from Shoreline Hwy. The Board agreed the District was on track.

There was no public comment.

C. General Manager update

IGM Shear gave the Board an update on District projects including zero SSOs, regular curb side collections occurring as planned and the purchase of a new truck for Parks & Recreation. He stated another jurisdictional report was due on October 1, 2022 which was more complex than SB 1383. The District was looking at consultants for lid tipping of 2% of green carts in Tam Valley, or approximately 50 carts. Residents who had contamination in their green carts would receive educational materials. The District would inform residents of the required spot check.

There was no public comment.

D. Financial reports

As the Board had just received the budget presentation, Ms. Mehtar asked if they had any specific financial report questions.

There was no public comment.

E. Sewer treatment plants updates: SASM and SMCSO

SASM: Dir Jacobs reported that SASM received presentations on Resilience and Sustainability Planning with a focus on sea level rise, SASM NPDES permit renewal, challenges and considerations, and plant upgrades. A budget adjustment was approved for contract changes in the amount of \$68,141.

SMCSO: Dir Levine reported that litigation had been settled against SMCSO, a 5-year strategic plan was adopted for 2022-2027, plant and operations continued without issue and projects were on schedule. Pension plan contributions were approved to lower liability.

Mr. Hildebrand stated TCSO was notified by SASM that the District was above their allocation for the first time. He did not agree with the way the EDUs were calculated and would work with staff to prepare a response.

There was no public comment.

8. 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 April 13, 2022 Board Meeting

- B. Approve Minutes of April 18, 2022 Board Special Meeting
- C. Authorize regular planned payment of \$311,798.85 to U.S. Bank National Association for June 24, 2022 wastewater debt service payment

MOTION TO APPROVE THE CONSENT CALENDAR

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

9. FUTURE AGENDA ITEMS

- A. Cancellation of May 25, 2022 Work Session

MOTION TO CANCEL THE WORK SESSION ON MAY 25, 2022

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

- B. Board input for June 8, 2022 Board Meeting Agenda
 - Dir McMahon alerted the Board he would not attend the June 8, 2022 Board meeting
 - Use of Zoom/Remote Access for in-person Board Meetings
 - Discuss and approve updated AA meeting fees at the cabin
 - Budget approval

Future Board meeting/work session agenda items

- Park and Recreation priorities
 - Eastwood Park management

There was no public comment.

10. ADJOURNMENT

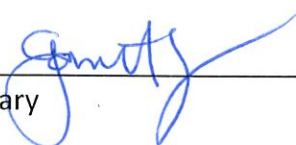
MOTION TO ADJOURN THE MEETING

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

MEETING ADJOURNED AT 9:25 P.M.



President



Secretary

NEXT TCSD BOARD MEETING
JUNE 8, 2022 – 7:00 PM
Tamalpais Valley Community Center, 203 Marin Ave

