



Tamalpais Community Services District

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Minutes of the Regular Meeting of TCSO Board of Directors

Wednesday – October 12, 2016

7:00pm

Tam Valley Community Center - 203 Marin Avenue, Mill Valley

I. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Brown at 7:00 pm on Wednesday, October 12, 2016.

2. ROLL CALL President Jeff Brown; Vice President Steven Levine; Directors Matt McMahon, Steffen Bartschat, and Jim Jacobs

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

Staff Present: General Manager Jon Elam, Finance Manager Jerry Taylor, and Recording Secretary Claudia Laughter

Others Present: Scott McMorrow-Marin Public Works; Nick Franceschine-North Bay Pensions; Danny McDonald, Nancy McDonald, Barry Bryson, Jim Kasper, Residents of Palma Way

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

4. PUBLIC EXPRESSION

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 TCSO at (415)-388-6393, x10. Notification 48 hours prior to meeting enables TCSO 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 305 Bell Lane, Mill Valley, California between the hours of 8:00 a.m. through 4:30 p.m. Monday through Friday.

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

- Jim Kasper – Mr. Kasper gave a brief status report of the tree work that is being completed.
- Palma Way Residents – Residents of Palma Way gave an update on their negotiations with CalTrans regarding the right of way and presented the Board with pictures of recent repairs completed by D&D Pipelines. The Board thanked them and referred the matter to Staff.

5. GENERAL BUSINESS

- A. RECEIVE PRESENTATION FROM MR. NICK FRANCESCHINE OF NORTH BAY PENSIONS REGARDING TCSD'S RETIREMENT HEALTH CARE PROGRAM** - Mr. Franceschine is an Actuarial Consultant with North Bay Pensions and reviewed a presentation with the Board on the District's Retirement Health Care Program. Mr. Franceschine discussed GASB 75 which goes into effect in 2017 which accrued liability will need to be recorded on the District's balance sheet. Mr. Franceschine also recommended the District review CERVT program offered through CalPers for fund development.

PUBIC COMMENT:

- Mr. Kasper asked about computation timelines and if it would be reviewed with employee changes.
- Scott McMorrow – Mr. McMorrow spoke of his experience with the CERVT program when he was a general manager.

- B. RECEIVE AND ACCEPT A PROPOSAL FROM R3 CONSULTING TO PRODUCE A STUDY ADDRESSING NOISE MITIGATION CONCERNS AT A COST NOT TO EXCEED \$15,000** – GM Elam presented a study proposal from R3 Consulting which was contacted to review the noise mitigation efforts for the TCSD yard. Director Bartschat asked if R3 would be able to address issues with Marin County, and GM Elam reported that they would. Director McMahon asked for background information on the proposal's initial request and what additional phases would be. GM Elam stated there would be additional phases presented as they are completed.
SI-responsibility to keep the operations here.

MOTION TO HIRE R3 TO PRODUCE A STUDY ON NOISE MITIGATION AND PERMIT CONCERNS
M/S S. BARTSCHAT

Director McMahon suggested an amendment to state **FOR THE PURPOSES OF PRESENTING A SET OF DIFFERENT OPTIONS AND ALTERNATIVES AND A COST ASSESSMENT OF DIFFERENT OPTIONS**
No second.

Director Bartschat presented **AMENDED MOTION TO ACCEPT THE PROPOSAL FROM R3 CONSULTING TO ADDRESS NOISE MITIGATION CONCERNS AS WELL AS USE PERMIT ISSUES IN AN AMOUNT NOT TO EXCEED \$15,000**
M/S S. BARTSCHAT/J. JACOBS

PUBLIC COMMENT:

- Barry Bryson – Mr. Bryson asked if the study was being completed due to one neighbors complaints and asked if this study would allow the District to receive permits for the current noise levels. Director McMahon stated that the Board was looking for a clear set of objectives and assessing the costs associated and community impact.
- Mr. McDonald made a statement about the foot traffic around the TCSD yard.

M/S/C AYES: 5 NAYS: 0

- C. REVIEW OF FLOOD CONTROL PROJECTS REPORT FOR TAM VALLEY IN FY 2016/17** – GM Elam introduced Scott McMorrow representing Zone 3 of Marin County Flood Control. He gave the Board a presentation on Zone 3 Flood Control Projects for Tam Valley including the Manzanita Flooding Issues.

Danny McDonald and Nancy McDonald left the meeting.

- D. REVIEW AND ADOPTION OF PERFORMANCE EVALUATION POLICY FOR THE GENERAL MANAGER POSITION** – GM Elam presented a performance review template for the GM position and requested it be added to the updates to the District’s Personnel Policies.

MOTION TO ADOPT A PERFORMANCE REVIEW POLICY FOR THE GENERAL MANAGER AND ADD TO THE DISTRICT PERSONNEL POLICIES

M/S J. JACOBS/M. McMAHON

PUBLIC COMMENT: None.

M/S/C AYES: 5 NAYS: 0

- E. REVIEW OF STATE LAW MODIFICATIONS TO DISTRICT’S SEWER CONNECTION CHARGES AND ADDITION OF NEW POLICIES TO DISTRICT ORDINANCE** – GM Elam reviewed new California State law SB 1069 which takes effect January 1, 2017 and addresses Accessory Dwelling Units (ADUs) and charges for them.

MOTION TO DIRECT STAFF TO MAKE ADDITIONS TO THE DISTRICT SEWER ORDINANCE TO INCLUDE NEW REGULATIONS RELATING TO ADUs IN COMPLIANCE WITH SB 1069

M/S S. LEVINE/M. McMAHON

PUBLIC COMMENT: None

M/S/C AYES: 5 NAYS: 0

- F. REVIEW OF TCSD PERSONNEL POLICY REGARDING EMPLOYEE SICK LEAVE CONVERSION UPON RETIREMENT** – GM Elam presented a request from a District employee who will be retiring in early 2017 who is requesting converting unused sick leave time to credit towards retirement. The District

currently has a policy that allows employees hired before 2001 to receive a payout of one-half of accumulated sick leave upon retirement. The Board discussed and did not request a change to existing policy.

G. REVIEW AND APPROVAL OF TCSB BOARD OF DIRECTORS' 2017 MEETING SCHEDULE – Ms. Laughter reviewed the 2017 schedule of Regular and Work Session Meetings with the Board. The Board requested changing Work Session start times to 8:30am instead of 8:45am.

MOTION TO APPROVE THE 2017 BOARD MEETING SCHEDULE WITH THE AMENDMENT OF WORK SESSION MEETINGS BEGINNING AT 8:30AM

M/S M. McMAHON/J. JACOBS

PUBLIC COMMENT: None.

M/S/C AYES: 5 NAYS: 0

6. BOARD REPORTS, REQUESTS, AND COMMENTS

- SASM Update – Director Jacobs gave an update from the September SASM meeting.
- SMCSB/TCSB Subcommittee Report – Directors Bartschat and McMahon gave an update on recent meetings with SMCSB to resolve contractual issues.
- TCSB Sewer Rate Subcommittee – The subcommittee requested placing the Reed Group proposal for rate study service on the upcoming October 26, 2016 Work Session.
- GM Search Subcommittee – The Subcommittee reported that Mr. Joel Bryden of Bob Murray and Associates will be giving a presentation of candidates at the November Regular Board Meeting.

7. STAFF DEPARTMENTAL UPDATES

- Park & Recreation – Recording Secretary Laughter gave an update on Park & Recreation programs and parks.
- Finance – Finance Manager Taylor gave an update on department finance reports and reviewed the disbursement reports. Mr. Taylor also stated that the District may need to complete a resolution for funds advancement before December.
- Sanitation – GM Elam gave an update for Mr. Bunce on Sanitation including a report that the annual EPA Report had been completed and there were no spills reported.
- Refuse – GM Elam reported on tonnages for refuse.

8. OTHER ISSUES

Due to Staff scheduling issues, the regularly scheduled Board Meeting for November 9th was requested to move to November 7th to take place in the TCSB Main Office due to the Community Center being setup as a polling place for the election. The Board also requested the December 6th Meeting begin at 6:00pm.

MOTION TO MOVE THE NOVEMBER 9, 2016 REGULAR BOARD MEETING TO NOVEMBER 7, 2016 AND TO CHANGE THE START TIME FOR THE DECEMBER 14, 2016 MEETING TO 6:00PM

M/S J. JACOBS/J. BROWN

PUBLIC COMMENT: None.

M/S/C AYES: 5 NAYS: 0

9. CONSENT CALENDAR

President Brown moved onto the consent calendar.

MOTION TO APPROVE THE CONSENT CALENDAR AND MINUTES

M/S S. LEVINE/J. JACOBS

PUBLIC COMMENT:

- Mr. Bryson commented that he felt the spending on sewer studies was excessive considering there had not been a large amount of feedback from the community on rate increases.

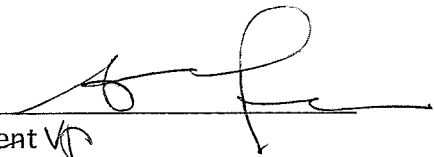
M/S/C AYES: 5 NAYS: 0

10. ADJOURNMENT

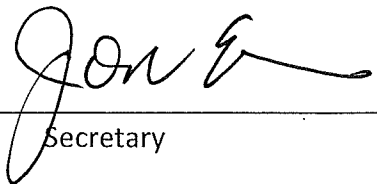
MOTION TO ADJOURN

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

MEETING ADJOURNED AT 9:45PM



President



Secretary

