



Tamalpais Community Services District

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TCSD BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, AUGUST 11, 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 7:00 pm on Wednesday, August 11, 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; Sarah Mehtar, Finance and Programs Manager; Lara Zegart, Part Time Temporary Park and Recreation Coordinator

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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

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. PROCLAMATION FOR MAUREEN PARTON UPON HER RETIREMENT

GM Abrams presented the Board with a proclamation honoring Maureen Parton upon her retirement after 28 years of service to the people of Marin County and Tam Valley. GM Abrams stated Ms. Parton was traveling at this time but would collect the proclamation upon her return.

The Board offered their sincere gratitude to Ms. Parton for her dedication to Tam Valley and the County of Marin.

There was no public comment.

MOTION TO APPROVE THE PROCLAMATION FOR MAUREEN PARTON UPON HER RETIREMENT

AMENDED MOTION TO APPROVE THE PROCLAMATION FOR MAUREEN PARTON UPON HER RETIREMENT WITH CORRECTIONS

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

AYES: 5

NAYS: 0

ABSENT: 0

6. REGULAR BUSINESS: Information Items

a. General Manager's update

GM Abrams presented the Board with statistics about sewer and solid waste, park and rec and admin activities. Upcoming events included Oktoberfest, and with the German Club moving their Oktoberfest to the same weekend, turn out may be smaller. The District was having difficulty finding a tent, beer and steins. Park and Rec was looking at alternatives to a tent. The Board was supportive of staff's efforts and made suggestions, including ending the event at 8pm instead of 9pm.

There was no public comment.

The Board and staff discussed Tia's Afterschool Program including that, at this time, there was no staff to assist Tia. The Board asked staff to develop contingency plans should the program not start, if the program should abruptly end mid semester, and a transition plan to sunset the program. Dir Levine stated he would speak with Tia about her plans. This item would be discussed in September.

There was no public comment.

i. Review and discuss TCSD's first Block Party

GM Abrams presented the Board with information on the first Block Party. She stated there were over 350 happy people who withstood the chilly windy evening to enjoy the music, food and drink, with 8 people being vaccinated at the clinic. The Board commented the first two events were well received and seemed appreciated by all in attendance.

There was no public comment.

ii. Review and discuss TCSD's National Night Out participation

TCSD received a request to host the area's National Night Out and welcomed valued partners Marin County Sheriff, Southern Marin Fire Department, Tam Valley Neighborhood Response Group and California Highway Patrol. As in past years Tam Valley attendance was low.

The Board asked staff to think of other ways to engage Tam Valley residents to meet their local agencies and valued partners.

There was no public comment.

iii. 2021 second quarterly disposal reporting to Marin County

GM Abrams stated each quarter TCSD was required to provide Disposal Reporting System Reports to the County of Marin, who on TCSD's behalf provided the information to the State of California and CalRecycle.

There was no public comment.

iv. Financial updates

GM Abrams presented financial updates to the Board and asked for questions. She indicated some items such as the CIP changed infrequently, so those reports would not change and were not included.

The Board expressed concern about the upcoming county surveys and discussions on Measure A funding distributions and how losing any allocations would affect park and rec. It was suggested that the District proactively contact the advocate to express the need for funds at the District. GM Abrams stated she had an appointment already in place with Max Korten, Director, Marin County Parks, and would advise the Board on her findings.

There was no public comment.

b. Sewer treatment plants updates: SASM and SMCSO

SASM: Dir Jacobs reported that Ms. Chris Choo, Principal Watershed Planner, Marin County Department of Public Works gave a presentation on flood planning and sea level rise. Reserves were discussed, ammonia exceedances were acknowledged, and a closed session took place with no reportable actions. He suggested placing information about the high cost of replacing equipment that had reached the end of its useful life on the website or in a newsletter article to explain to residents the high cost of needed upgrades and how that related to their rates. Next meeting was August 19, 2021.

SMCSO: Dir Levine reported on the August 2 meeting which included year end financials, adopted new meeting dates moving the meetings to the first Tuesday of the month at 12 noon, work on the Coloma pump station would be completed in March 2022, replacement of 4 District and 1 city owned end of life generators for a total of \$2.2 million, upgrades to the plant clarifier rehab and op center for a total of \$2.2 million. The Board discussed the incredibly high reserves SMCSO had and whether SMCSO's Board was engaged and inquiring why.

There was no public comment.

c. Review and discuss TCSO Workplan/priorities

GM Abrams stated in the past the Board attended an annual work session which was put on hold due to COVID-19. This was an opportunity for the Board to discuss workflow, priorities and allocation of limited resources. She stated she was presenting the table of items to the Board, not to prioritize the list, as all of the items would be completed each year, but to ask the Board for strategic planning with respect to other requests, including hiring.

The Board discussed this as a topic for the September 22, 2021 work session to discuss gaps in staffing and what position was required. The Board discussed creating an Ad Hoc committee and pre-nominated Dir Levine and Bartschat. The nomination would be finalized after the work session and the committee would bring information back to the full Board at the November 10, 2021 meeting.

There was no public comment.

d. Review and discuss possibility of hybrid in-person and online Board Meetings

GM Abrams stated that at the July Board meeting the Board decided to move to all electronic Board packets using iPads and Apple pencils. The state was slated to return to in person meetings in October and the Board was asked about having Zoom in the Room for hybrid meetings in the future. The Board directed staff to purchase a camera and small mixer and work with Dir Brown to experiment with Zoom in the Room and possibly uploading Board meetings to YouTube. This topic would be discussed again as the state moved back to in person meetings.

There was no public comment.

e. Review and discuss paper and electronic newsletter options

GM Abrams reviewed pros and cons to moving to an electronic newsletter and stated due to Park and Rec budget constraints, there would be tradeoffs to keep a paper newsletter. She asked for Board feedback. The Board was in agreement to reinstate paper newsletters, and asked staff to look at creative ideas to make that happen.

There was no public comment.

The Board took a 2 minute recess.

7. REGULAR BUSINESS: Requested for Board Action

a. Review and approve MOU with Marin County Sheriff for District property vehicle towing authority

GM Abrams stated the District had attempted a number of strategies to discourage and remove vehicles routinely left by neighbors in TCSO park parking lots after hours. After receiving numerous complaints and nuisance calls about illegally parked vehicles, she approached the Marin County Sheriff's department to obtain a Memorandum of Understanding (MOU) to tow nuisance vehicles. She asked for the Board's approval.

The Board stated this was a good plan to rid District lots of nuisance, illegally parked vehicles.

There was no public comment.

MOTION TO APPROVE THE MOU WITH MARIN COUNTY SHERIFF FOR DISTRICT PROPERTY VEHICLE TOWING AUTHORITY

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

AYES: 5

NAYS: 0

ABSENT: 0

b. Review and approve letter from TCSO Board to Senator McGuire and Assemblymember Levine regarding Caltrans' punctures of TCSO's sewer force main

GM Abrams stated at the last Board meeting staff was asked to prepare a letter to local legislators regarding the CalTrans contractor incident which punctured holes in the TCSO sewer force main which caused an SSO and traffic backups during repairs. She asked for Board feedback.

The Board preferred the second letter draft but suggested a dollar range of loss to the District be added to include being sued by Riverwatch, staff time, legal expenses, in addition to the direct costs,

as well as having to shift the CIP to include moving the force main now rather than during the Pay As Go time frame.

There was no public comment.

MOTION TO APPROVE LETTER FROM TCSD BOARD TO SENATOR MCGUIRE AND ASSEMBLYMEMBER LEVINE REGARDING CALTRANS' PUNCTURES OF TCSD'S SEWER FORCE MAIN TO INCLUDE EDITS AS DISCUSSED

M/S/C: M. MCMAHON/S. BARTSCHAT AYES: 5 NAYS: 0 ABSENT: 0

- c. Review and approve formation of Ad Hoc Financial Reporting Committee
GM Abrams stated that the Board had expressed an interest in creating an Ad Hoc Financial Reporting Committee. She asked for Board participation and goals for the committee. VP McMahon and Dir Bartschat felt there were gaps in financial reporting for the District and as the Board had a long term desire to have staff think through financial planning and analysis, that they were happy to lend ideas and expertise.

There was no public comment.

MOTION TO APPROVE FORMATION OF AD HOC FINANCIAL REPORTING COMMITTEE COMPRISED OF PRES MCMAHON AND DIR BARTSCHAT AND STAFF TO CLARIFY FINANCIAL REPORTING REQUIREMENTS TO THE BOARD

M/S/C: S. BARTSCHAT/S. LEVINE AYES: 5 NAYS: 0 ABSENT: 0

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 July 14, 2021 Board Meeting

MOTION TO APPROVE THE CONSENT CALENDAR

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

9. FUTURE AGENDA ITEMS

- A. Discuss return to in-person Board Meetings
This item was discussed earlier in the meeting at Item 6D.
- B. Reminder of August 25, 2021 Board Work Session
After discussion with the District consultant, GM Abrams stated cancelation of the August 25 work session was in order.

MOTION TO CANCEL THE AUGUST 25, 2021 WORK SESSION

M/S/C: S. BARTSCHAT/S. LEVINE AYES: 5 NAYS: 0 ABSENT: 0

- C. Board input for September 8, 2021 Board Meeting Agenda
Pres McMahon suggested the Board contact GM Abrams should agenda items come up and recommended that topics for future meetings be brought up during current meetings.

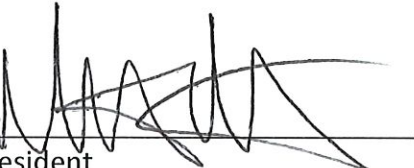
- D. Reminder of September 22, 2021 Board Work Session
A brainstorming discussion on gaps in staffing would be held followed by the creation of an Ad Hoc committee.

10. ADJOURNMENT

**MOTION TO ADJOURN THE MEETING
M/S/C: S. LEVINE/J. BROWN**

AYES: 5 NAYS: 0 ABSENT: 0

MEETING ADJOURNED AT 10:35 P.M.



President



Secretary

**NEXT TCSB BOARD MEETING
SEPTEMBER 22, 2021 – 7:00 PM
VIA ZOOM**