



Tamalpais Community Services District

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Minutes of the Regular Meeting of TCSD Board of Directors

Monday – November 7, 2016

7:00pm

TCSD Main Office, 305 Bell Lane, Mill Valley

I. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Brown at 7:01 pm on Monday, November 7, 2016.

2. ROLL CALL

Present: Vice President Steven Levine; Directors Matt McMahon, Steffen Bartschat, and Jim Jacobs

Absent: President Jeff Brown

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

Staff Present: General Manager Jon Elam, Finance Manager Jerry Taylor, Park & Recreation Director Carol Buchholz, and Recording Secretary Claudia Laughter

Others Present: Mia Monroe-NPS, Robert Reed-Reed Group, Danny McDonald, Nancy McDonald, Andy Allen

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA WITH MOVING ITEM 5A FOR CLOSED SESSION TO AFTER THE OPEN SESSION ITEMS

M/S/C: J. JACOBS/M. McMAHON AYES: 4 NAYS: 0 ABSENT: 1 (BROWN)

4. PUBLIC EXPRESSION

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

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 TCSD at (415)-388-6393, x10. Notification 48 hours prior to meeting enables TCSD 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.

- Andy Allen – Mr. Allen addressed the Board about small District-owned parcels being offered for sale to adjacent property owners.
- Mia Monroe – Ms. Monroe, who works for the National Park Service (NPS), gave an update on Muir Woods.

5. GENERAL BUSINESS

- B. RECEIVE REPORT FROM MR. ROBERT REED REGARDING STRATEGIES FOR FY 2017/18 SEWER RATE PLAN** – Mr. Reed reviewed the strategies for the FY 2017/18 Sewer Rate Plan including meeting legal requirements, a rate structure that will generate funds for services, review of administrative requirements, and allocation of system-wide costs and individual demands on the system. After discussion, the Board requested Mr. Reed make the requested adjustments and present a more detailed analysis with the Board's input and to present at a future meeting.

PUBLIC COMMENT: None.

- C. REVIEW AND APPROVE INCREASE TO TCSD EMPLOYEE BOOT ALLOWANCE BY \$100 ANNUALLY** – GM Elam reported that the boot allowance had not been increased since 2005 and staff were requesting approval of an increase from \$150 to \$250 annually.

MOTION TO AUTHORIZE AN INCREASE TO TCSD EMPLOYEE BOOT ALLOWANCE TO \$250 ANNUALLY

M/S M. McMAHON/J. JACOBS

PUBLIC COMMENT: None.

M/S/C AYES: 4 NAYS: 0 ABSENT: 1 (BROWN)

- D. RECEIVE AND APPROVE PAY FOR PERFORMANCE ADJUSTMENTS FOR TCSD EMPLOYEES FOR 2016** – GM Elam reviewed the proposed pay for performance adjustments for staff after completing their reviews. GM Elam reminded the Board that all staff had received a 3.1% Cost of Living adjustment in July and that the remaining pool of funds was being distributed as noted in the staff report. GM Elam stated that the larger adjustments for some employees were for long-term improvements in their performance.

MOTION TO ACCEPT THE GENERAL MANAGER'S RECOMMENDATIONS FOR PAY FOR PERFORMANCE ADJUSTMENTS FOR TCSD STAFF FOR 2016

M/S J. JACOBS/S. BARTSCHAT

PUBLIC COMMENT:

- Nancy McDonald – Ms. McDonald stated this would divide the staff.
- Danny McDonald – Mr. McDonald supported Ms. McDonald's comments.

Director McMahan asked for clarification on the performance reviews for individual staff members and made a suggestion to table the item.

GM Elam stated that the Board had the option to make adjustments to the figures. Director Bartschat suggested changing David Bostian's percentage to 5%.

AMENDED MOTION TO ACCEPT THE GENERAL MANAGER'S RECOMMENDATIONS FOR PAY FOR PERFORMANCE ADJUSTMENTS FOR TCSD INCLUDING INCREASING DAVID BOSTIAN'S ADJUSTMENT TO 5%

M/S S. BARTSCHAT/M. McMAHON

PUBLIC COMMENT:

- Andy Allen – Mr. Allen asked about the adjustments annual schedule.
- Ms. McDonald stated this would divide the employees.

M/S/C AYES: 4 NAYS: 0 ABSENT: 1 (BROWN)

- E. REVIEW AND ADOPT RESOLUTION NO. 2016-05 TO REQUEST THE TREASURER OF MARIN COUNTY TO ADVANCE \$250,000 OF DISTRICT COLLECTIONS TO HELP THE DISTRICT MEET CASH FLOW OBLIGATIONS FOR FISCAL YEAR 2016-17** – Finance Director Taylor presented the Resolution for a short term loan from the tax revenue the District collects. This Resolution is requesting a smaller amount of \$250,000. Vice Levine asked what the interest would be for the advance. Mr. Taylor responded \$700.

MOTION TO APPROVE RESOLUTION NO. 2016-05 TO REQUEST THE TREASURER OF MARIN COUNTY TO ADVANCE THE DISTRICT \$250,000 OF COLLECTIONS TO HELP THE DISTRICT MEET CASH FLOW OBLIGATIONS FOR FISCAL YEAR 2016-17

M/S J. JACOBS/S. BARTSCHAT

PUBLIC COMMENT:

- Mr. Allen made a statement about the relationship between TCSD and SMCSO. Director McMahon stated the Board is approving this advance of the funds the District is set to receive mid-December.

M/S/C AYES: 4 NAYS: 0 ABSENT: 1 (BROWN)

6. BOARD REPORTS, REQUESTS, AND COMMENTS

- SASM Update – Director Jacobs gave an update from the October SASM meeting.
- SMCSO/TCSD Subcommittee Report – Directors Bartschat and McMahon gave an update on recent meetings with SMCSO to resolve contractual issues.
- TCSD Sewer Rate Subcommittee – The subcommittee referred to Mr. Reed's update earlier in the meeting.
- GM Search Subcommittee – Discussions will occur during the Closed Session.

7. STAFF DEPARTMENTAL UPDATES

- Park & Recreation – Director Buchholz gave an update on Park & Recreation events and classes.
- Finance – Finance Manager Taylor stated that the disbursement reports for October and November will be presented at the December regular meeting.
- Sanitation – GM Elam gave an update for Mr. Bunce.
- Refuse – GM Elam reported on tonnages for refuse.

8. CONSENT CALENDAR

Vice Levine moved onto approval of the minutes from the October meetings.

MOTION TO APPROVE MINUTES FROM OCTOBER 2016 BOARD MEETINGS

M/S M. McMAHON/J. JACOBS

PUBLIC COMMENT: None.

M/S/C AYES: 4 NAYS: 0 ABSENT: 1 (BROWN)

MOTION TO CONVENE INTO CLOSED SESSION – GM RECRUITMENT UPDATE FROM BOB MURRAY & ASSOCIATES AND GENERAL MANAGER ANNUAL REVIEW – Public Employment

M/S/C M. McMAHON/J. JACOBS AYES: 4 NAYS: 0 ABSENT: 1 (BROWN)

MOTION TO CONVENE INTO OPEN SESSION

M/S/C M. McMAHON/S. BARTSCHAT

REPORTABLE ACTIONS

- Schedule Special Closed Session on November 30, 2016 for GM Candidate Interviews
- Approval of 5% Pay for Performance Bonus for GM Elam

10. ADJOURNMENT

MOTION TO ADJOURN

M/S/C J. JACOBS/S. BARTSCHAT AYES: 4 NAYS: 0 ABSENT: 1 (BROWN)

MEETING ADJOURNED AT 10:32PM



President



Secretary