

Minutes of the Regular Meeting of TCSD Board of Directors
Held at 203 Marin Drive, Mill Valley
January 13, 2010
7:00pm

1. **CALL TO ORDER.** The Work Session of the Tamalpais Community Services District Board of Directors was called to order by President Steffen Bartschat at 7:00pm on Wednesday, January 13, 2010.

2. **ROLL CALL.**

Board Members Present: The following members were present:

President Bartschat

Linda Johnson (L. Johnson)

Jim Jacobs

Gretchen Stagg

Rick Johnson (R. Johnson)

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

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

Others Present: Rob Schaaf, Jim Kasper

3. **APPROVE AGENDA.**

MOTION TO APPROVE AGENDA

M/S/C J. Jacobs/L. Johnson Ayes: 5 Nays: 0

4. **PUBLIC EXPRESSION.** President Bartschat invited public expression on non-agenda items, in response to which Superintendent Bob Bunce offered the Grease Collection Kits to any members of the public who were present.

5. **ELECTION OF OFFICERS.**

MOTION – NOMINATION OF STEFFEN BARTSCHAT AS BOARD PRESIDENT FOR 2010

M/S/C L. Johnson/R. Johnson Ayes: 5 Nays: 0

MOTION – NOMINATION OF JIM JACOBS AS BOARD VICE PRESIDENT FOR 2010

M/S/C S. Bartschat/G. Stagg Ayes: 5 Nays: 0

J. Jacobs was again appointed to represent TCSD with SMCSO and SASM with R. Johnson as alternate.

L. Johnson will continue as representative to the Gateway Committee and was also confirmed as representative to the Tam Valley Planning Area Bayfront Commission.

MOTION TO RENEW BOARD APPOINTMENTS TO BOARD COMMISSIONS

M/S/C

S. Bartschat/G. Stagg

Ayes: 5

Nays: 0

6. **COMMISSION REPORTS.** There were no official meetings for either commission in December. R&S Chair Rob Schaaf reported that the Firefence Project will be on the January R&S Agenda as well as the good neighbor award being distributed to Lester Kaufman.
7. **GENERAL BUSINESS.** It should be noted that GM Elam (and Staff) provided this work session's reports, financials, and other written materials.
 - A. Proposed letter to SMCSO Outlining the Board's Intentions Regarding Continuing Wastewater Treatment Services (Steffen Bartschat) – President Bartschat presented a draft of the letter TCSD will be sending to SMCSO for their review. This letter is to initiate financing option discussions with SMCSO to increase the financing period from 20 years to 30 years.

MOTION TO AUTHORIZE THE PRESIDENT TO SIGN THE LETTER TO SMCSO FROM THE BOARD REGARDING FINANCES

M/S/C

S. Bartschat/R. Johnson

Ayes: 5

Nays: 0

- B. Discussion and Review of the FY 2008-09 Financial Audit from Croce & Company (Jon Elam and Jerry Taylor) – J. Taylor presented the audit information packet from the accounting firm of Croce & Company. Regarding some of the suggestions outlined in the audit, R. Johnson suggested TCSD look into long-term online backup file storage options as an alternative to the current offsite tape backup storage. J. Jacobs also requested that the report be resubmitted with the accounting firm's contact information as well as CPA number.

MOTION TO ACCEPT CROCE & COMPANY AUDIT REPORT

M/S/C

S. Bartschat/R. Johnson

Ayes: 5

Nays: 0

- C. Rubicon Landscaping Services Proposal for 2010 (Jon Elam) – GM Elam presented the Board with the annual contract proposal from Rubicon Landscape Services that includes a 1% increase over the 2009 contract. The Board reviewed it and questioned the irrigation charges as this is a task already maintained by TCSD staff. GM Elam will ask for a revised agreement removing the irrigation costs. Board agreed to approve with the caveat that the proposal is adjusted accordingly. J. Jacobs asked to have the billing recap revised to adjust the cost of living increase to 1%. R. Johnson also asked to have the 2009 contract reviewed for potential refund of irrigation costs as well.

MOTION TO RENEW CONTRACT WITH RUBICON LANDSCAPING AMENDING WITH REMOVAL OF IRRIGATION TASKS AND DOLLAR AMOUNT

M/S/C

L. Johnson/S. Bartschat

Ayes: 5

Nays: 0

- D. Request the Board to Approve the Submission of a State Fire-Safe Grant for FY 2010-2011 (Jon Elam and Jim Kasper) Resident Jim Kasper was introduced and presented the Firesafe Plan for Tam Valley and requests the District and Board to support his application for a fire safe grant proposal. The proposal submission deadline is February

26, 2010 and Jim Kasper will present the final draft at the February 10, 2010 Board Meeting for approval. GM Elam thanked Jim Kasper for his tireless volunteer work to benefit Tam Valley.

MOTION TO APPROVE SUBMISSION OF STATE FIRESAFE GRANT FOR THIS FISCAL YEAR

M/S/C S. Bartschat/R. Johnson Ayes: 5 Nays: 0

R. Johnson asked if there are other grant opportunities that TCSD can apply for. GM Elam stated that TCSD needs to establish work tasks before researching grants to be applied for.

E. List of Unfinished/Ongoing Activities (Jon Elam) – GM Elam reviewed a list of pending projects that were not completed in 2009 and requested the Board’s direction. President Bartschat asked that the list be reviewed in the upcoming 2010 Board Planning Workshop scheduled for January 30, 2010.

F. Set Annual Date for Board Work Session for January 30, 2010 at Fernwood Cemetery’s Reception Room from 9:00am – 2:00pm (Jon Elam)

MOTION TO ACCEPT DATE OF JANUARY 30TH FOR BOARD WORK SESSION 2010

M/S/C S. Bartschat/L. Johnson Ayes: 5 Nays: 0

G. Report on 2009 Board of Directors Goals (Jon Elam) – GM Elam presented a review of the Board’s 2009 Goal and the Board has requested to discuss and review further at the January 30th meeting.

H. Cleaning Garbage Cans (Jon Elam) – GM Elam presented a proposal from a local company that would conduct a demonstration with 100 households to clean their refuse cans. The Board then discussed alternatives to this proposal including setting up fee-based cleaning services in-house. President Bartschat suggested an article for the Spring newsletter to judge resident feedback.

8. STAFF REPORTS.

- Bob Bunce– SSPSI database has made work on the laterals program easier and more efficient for TCSD. Bob Bunce will bring a demonstration map with hotspots, cleanings, and repair areas to the February 10, 2010 Board Meeting. He also reported that TCSD only had six (6) sewer stoppages in all of 2009 and none occurred in November and December.
- Carol Buchholtz – The Park and Recreation Department is exceeding projections from last year and has accumulated 81% of class revenue so far in this fiscal year. New classes are getting great response from the public and upcoming events include Spaghetti Bingo Night (1/22) and Murder Mystery and La Traviata performances in February. Park and Recreation is also working on a May Disaster Preparedness event to take place at the Community Center. Beverly Healey is working part time on publicity for P&R programs as well as organizing the 2010 Speaker Series and is looking into more “green” workshops for the public.

- Jerry Taylor – TCSD is up to date on outstanding invoices and short-term loans. Current negotiations with lenders is progressing with encouraging news based on our Proposition 218 hearing results. We have still not sent a payment to SMCSO as we are waiting for the revised amount. A reminder that Form 700 packets that were distributed need to be completed and returned to TCSD as soon as possible.
- Jon Elam – President Bartschat requested information regarding yearly ethics training for TCSD staff. Information will be distributed at the Board Workshop on January 27, 2010. J. Jacobs asked about the Anderson Lawsuit information distributed in the Board’s packets and if this was for informational purposes only or if the Board needed to act on it. GM Elam assured the Board that it was only for informational purposes. L. Johnson pointed out that this has been a good lesson for the District to get any and all liability issues in writing after any kind of spill.

9. BOARD REPORTS & COMMENTS.

- A. SMCSO Meeting Report December 7, 2009 – Jim Jacobs
- B. Mill Valley City Council Meeting December 7, 2009 – Steffen Bartschat – President Bartschat reported that he has been attempting to setup meetings with Andy Berman without success and will now attempt to meet with the Mayor of Mill Valley and potentially the Vice Mayor to discuss EDUs. President Bartschat will be approaching all five of the Districts to discuss EDU purchases over the next several weeks.
- C. SMCSO Meeting Report January 4, 2010 (Jim Jacobs) – Don Beers was elected President of SMCSO and Ann Arnott was elected Vice President.

10. COUNTY ISSUES.

L. Johnson reported that the Committee for Tam Community Planning Update was having their first meeting of 2010 on January 14, 2010.

11. CONSENT CALENDAR

- Monthly List of Checks and Disbursements Issued Approve
- Approve Minutes:
 - December 9, 2009 Regular Meeting Approve

MOTION TO APPROVE CONSENT CALENDAR

M/S/C J. Jacobs/G. Stagg Ayes: 5 Nays: 0

12. MEETING REVIEW – ITEMS FOR NEXT AGENDA

Items for the January 27th Working Session include:

- Nute Engineering Review
- EDU Pricing Review
- KJ Woods Claim
- Any additional items to be discussed with President Bartschat and the Board

13. ADJOURNMENT:

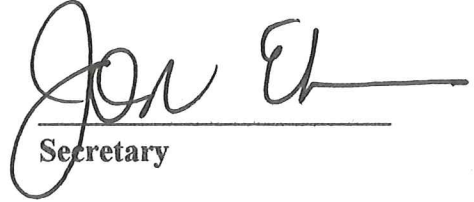
MOTION MOVE TO AJOURN
M/S/C L. Johnson/G. Stagg

Ayes: 5 Nays: 0

AJOURNED 9:12 p.m.



President



Secretary

Next Regular Board Meeting

Meeting: TCSD Board Work Session
Date: January 27, 2010
Time: 8:45AM
Location: TCSD Main Offices – 305 Bell Lane