



# Tamalpais Community Services District

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## **TCSD BOARD OF DIRECTORS MEETING AND CLOSED SESSION**

### **MINUTES**

**WEDNESDAY, JANUARY 23, 2019**

**6:15 P.M. – CLOSED SESSION; 7:00 P.M. – BOARD MEETING**

**TAMALPAIS VALLEY COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**

#### **1. CALL TO ORDER**

The Tamalpais Community Services District Board of Directors meeting was called to order by President Bartschat at 6:15 p.m. on Wednesday, January 23, 2019.

#### **2. ROLL CALL** President Steffen Bartschat

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

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

Staff Present: General Manager Heather Abrams, Recording Secretary Cyndie Martel

#### **3. APPROVE AGENDA**

**MOTION TO APPROVE THE AGENDA AS AMENDED (Public Expression was moved subsequent to the closed meeting)**

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

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

#### **4. PUBLIC EXPRESSION**

As indicated in Item 3, Public Expression was moved subsequent to the Closed Session.

**MOTION TO CONVENE TO CLOSED SESSION**

**M/S/C: S. BARTSCHAT/M. MCMAHON**

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

#### **5. CLOSED SESSION**

##### **A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Section 54956.9

Name of case: SMCSO v. TCSO; Case No. CIV1702745)

Others Present: Gale Connor, Miller Star Regalia (for Item 5.A. only)

##### **B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 case.

Others Present: John Bakker, Meyers Nave (via phone, for Item 5.B. only)

**6. ADJOURN TO OPEN SESSION**

**MOTION TO ADJOURN TO OPEN SESSION – PRESENT ANY REPORTABLE ACTIONS**

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

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

The regular Board meeting reconvened at 7:06 p.m.

The Board called a 3 minute recess.

Staff Present: Carol Buchholz, Director Parks and Recreation, Jerry Taylor, Finance Manager

Others Present: Deputy Sheriff Kenneth Cook; Alisa Perry, & Jasper Jacobs, CalPERS; Jim Kasper, Firewise

Tam Valley; Danny McDonald, Andy Allen

**REPORTABLE ACTIONS FROM CLOSED SESSION REPORTED BY THE PRESIDENT**

There were no reportable actions.

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

- Mr. Allen commented on the limited number of residents attending Board meetings, video and audio taping Board meetings and responsible spending.
- Dir Levine commented on constituting a park use task force or reconstituting the Park and Recreation Commission to mitigate dog related issues in the District’s parks.

Pres Bartschat asked staff to agendize the dog related item in the future.

**7. REGULAR BUSINESS: Administration**

**A. Neighborhood safety and crimes statistics**

Deputy Sheriff Cook gave a short bio and presented an update on crime statistics in the Tam Valley area. He suggested resident vigilance as a deterrent. The nonemergency Sheriff’s department phone number was 415.479.2311.

Pres Bartschat asked which government agency was responsible for emergency evacuations. DS Cook stated it was the fire department. Staff was asked to offer assistance with scheduling a Town Hall meeting to discuss evacuation plans.

Public comment: Mr. Kasper commented it was not clear which agency to call for assistance and suggested adding information on the Sheriff’s website to help.

Mr. Allen commented that the Tam Valley Sheriff substation phone number was difficult to find; the number was provided again.

**B. Appoint Board subcommittees, liaison roles, and board leadership roles**

**1. President**

Pres Bartschat called for nominations for Board President for 2019. Dir Brown nominated Steffen Bartschat. No other nominations were received.

**MOTION TO CLOSE NOMINATIONS M/S/C: J. BROWN/S. LEVINE**  
**VOTE TO ELECT STEFFEN BARTSCHAT TCSO BOARD PRESIDENT FOR 2019**  
**AYES: 4 NAYS: 0 ABSTAIN: 1 (BARTSCHAT)**

2. Vice President

Pres Bartschat called for nominations for Vice President for 2019 and nominated VP McMahon. No other nominations were received.

**MOTION TO CLOSE NOMINATIONS M/S/C: S. BARTSCHAT/J. JACOBS**  
**VOTE TO ELECT MATT MCMAHON TCSO BOARD VICE PRESIDENT FOR 2019**  
**AYES: 4 NAYS: 0 ABSTAIN: 1 (MCMAHON)**

3. Subcommittee Participants

- a. SASM Liaison & Alternate – Dir Jacobs will remain in his role as primary liaison with Dir Brown as alternate
- b. SMCSO Liaison & Alternate – VP McMahon was appointed primary liaison with Pres Bartschat as alternate
- c. SMCSO Ad Hoc Committee – VP McMahon was appointed primary liaison with Pres Bartschat as alternate
- d. Volunteer Commission Liaison – Dir Brown was appointed liaison

It was suggested that a proposal for a Park Use Subcommittee be presented to the Board at a future meeting and a liaison be selected should the subcommittee be approved. Dir Levine would write the park use proposal.

**MOTION TO ACCEPT THE LIAISONS AND ALTERNATES AS DESCRIBED ABOVE**  
**M/S/C: S. BARTSCHAT/M. MCMAHON**

Public Comment: None

**AYES: 5 NAYS: 0 ABSTAINS: 0**

C. Firewise Grant Update – Jim Kasper, Volunteer Commissioner

Mr. Kasper gave the Board an update on current Tam Valley Firewise grants and projects. A handout Mr. Kasper provided was included with these minutes.

Public comment: None

D. Approve agreement with CalPERS for OPEB trust account

GM Abrams explained to the Board how prefunding the OPEB account would ultimately save the District \$2.5 million. Ms. Alisa Perry introduced OPEB and walked the Board through a presentation highlighting the benefits of prefunding, including cost savings long term, and reduced liability.

With respect to risk management, the Board asked what other small districts were doing. Ms. Perry stated the vast majority were using Strategy 1.

**MOTION TO APPROVE AGREEMENT WITH CALPERS FOR OPEB TRUST ACCOUNT, SELECT INVESTMENT RISK LEVEL 1 AND CONFIRM INTENDED ANNUAL OPEB TRUST ACCOUNT DEPOSIT BUDGET AND DESIGNATE BOARD PRESIDENT, BOARD MEMBERS AND GENERAL MANAGER WITH THE AUTHORITY TO REQUEST DISBURSEMENTS**

**M/S/C: S. BARTCHAT/S. LEVINE**

Public Comment: Mr. Allen commented on the quality rating of investments.

**AYES: 5    NAYS: 0    ABSENT: 0**

**E. Financial and Disbursement reports**

Mr. Taylor reviewed the financials and disbursement reports with the Board and asked for questions. Pres Bartschat asked if the District was bringing in enough money to fund sanitation adequately. GM Abrams stated Bob Reed from The Reed Group would provide an update soon. Dir Levine asked about buying or leasing a new solid waste truck. GM Abrams stated the plan was to lease a new truck in the next fiscal year.

Public comment: Mr. McDonald commented on approval of disbursements. Dir Brown stated each disbursement was reviewed by staff and Board members before payment was made; a Director and the general manager both signed each check.

Mr. Allen commented on truck repair expenses.

**8. REGULAR BUSINESS: Solid Waste**

**A. 2018 quarter 4 disposal reporting system report to Marin County**

GM Abrams stated the District was not losing ground with recycling and composting, but also not gaining ground. Plans to update guides, re-stickering carts were under review, as well as getting additional support from Zero Waste Marin. The Board asked staff for additional trending information and ideas to get past the plateau and be a local leader in recycling.

**B. Holiday tree composting**

GM Abrams showed the Board pictures of the holiday tree chipping and stated 3 tons more trees were chipped over the previous year. Dir. Brown commented on TCSB's above average service offering.

**9. REGULAR BUSINESS: Parks and Recreation**

**A. Parks and Recreation Update**

The annual Crab Feed was sold out and Murder Mystery tickets were selling quickly. The Board was well represented at the crab feed. Kay Park play structure demolition had started.

**10. REGULAR BUSINESS: Sanitation**

**A. Oral update on FY18/19 Sewer CIP**

GM Abrams stated the CIP program was underway with letters sent to 7 residents. ECAST also hand delivered notices.

**B. Accept sewer quarterly report to EPA**

GM Abrams was happy to report zero spills in the recent quarter.

- C. Authorize GM Abrams to pay SASM biannual member agency assessment invoice

**MOTION TO AUTHORIZE GENERAL MANAGER TO PAY SASM BIENNIAL MEMBER AGENCY ASSESSMENT INVOICE**

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

Public Comment: None

- D. Approve agreement with The Reed Group including scope of work for update to interim sewer financial plan and possible rate study if needed, and authorize general manager to make payments.

GM Abrams reiterated the last study with The Reed Group produced an interim sanitation financial plan, and it was prudent to start work on a study for a more permanent plan. The Board was concerned that until the new agreement with SMCSB was completed, Mr. Reed may not have accurate information to perform the study. The Board asked that this item be agendaized on February 13.

Public Comment: None

- E. SASM Meeting – December 2018 (Cancelled), January 2019  
Dir Jacobs reminded the Board there was no meeting in December. He brought the Board up to date on items from the January meeting including their CIP, which was going well.

- F. SMCSB Meeting – January 2019  
VP McMahon did not attend the SMCSB meeting in January due to scheduling conflicts.

**11. 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
- December 12, 2018 Board of Directors Regular Meeting

VP McMahon requested that the minutes be pulled from the consent calendar, as the original packet contained minutes from the November 28, 2018 meeting in error. Approval of the December 12 minutes was moved to the February 13, 2019 meeting.

**12. FUTURE AGENDA ITEMS**

- A. Board suggestions for future agenda items and input on these future potential agenda items:
- President Bartschat reminded the Board that sexual harassment and ethics training were due again in 2019. The Board was required to take this training every 2 years.
  - In addition, Form 700 was also due.

- 2019 Meeting Schedule: Discussion of TCSD Board planning meeting 2019; Reschedule March Work Session due to Board Member schedules; Reschedule October 9 TCSD Board Meeting to October 16, 2019 to avoid Yom Kippur
  - Board Planning Session – March 30
  - Board Meeting moved from October 9 to October 16 to avoid Yom Kippur
  - Cancel November 27 – day before Thanksgiving
  - Cancel December 25 – Christmas Day
- Kay Park play structure ribbon cutting
- Archive Storage ribbon cutting ceremony – waiting for landscaping information
- Parks and Recreation Five Year Financial Plan – follow up planned with Dir Buchholz
- Park Use Proposal – Dir Levine to write
- Tam Valley Emergency Evacuation Planning/Town Hall Meeting – venue coordination and outreach to fire department
- Inter-government working group to address issues at Manzanita
  - Pres Bartschat would reach out to Kate Sears’ office
  - GM Abrams to send Pres Bartschat sea level information

**MOTION TO CHANGE THE BOARD MEETING SCHEDULE AS FOLLOWS**

Board Meeting moved from October 9 to October 16 to avoid Yom Kippur  
Cancel November 27 Board Work Session – day before Thanksgiving  
Cancel December 25 Board Work Session – Christmas Day

**M/S/C: M. MCMAHON/J. JACOBS                      AYES: 5                      NAYS: 0                      ABSENT: 0**


**13. ADJOURNMENT**

**MOTION TO ADJOURN**

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

**THE MEETING WAS ADJOURNED AT 9:10 P.M.**

  
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President

  
\_\_\_\_\_  
Secretary

**NEXT TCSD BOARD MEETING  
FEBRUARY 13, 2019 – 7:00 PM  
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**