



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSD BOARD OF DIRECTORS MEETING

### MINUTES

WEDNESDAY, FEBRUARY 8, 2023, 7:00 PM

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:03pm on Wednesday, February 8, 2023.

#### 2. ROLL CALL

President Steffen Bartschat

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

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM) Alan Shear; Finance and Programs Manager, Sarah Mehtar; Events and Communications Coordinator, Camille Esposito

Others Present: Pauline Sanguinetti of Croce, Sanguinetti & Vander Veen; and Jim Kasper

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE/J. JACOBS

AYES: 5

NAYS: 0

ABSENT: 0

#### 4. PUBLIC EXPRESSION

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

- Jim Kasper spoke about the preliminary Board priorities and the upcoming retreat and suggested they review the Management Partners report from 2020 regarding the needs of the Parks and Recreation budget.

#### 5. REGULAR BUSINESS: Board Actions

##### A. Receive FY21-22 Financial Audit

Pauline Sanguinetti of Croce, Sanguinetti & Vander Veen, presented the Board with a detailed report on the FY21-22 audit report. The auditor issued an unmodified opinion, which is a "clean" opinion with no material misstatements findings to the financial statements.

The Board discussed the matter and asked questions of staff

There was no public comment.

##### B. Receive Mid-Year Budget Report

GM Toy began the discussion by stating a mid-year budget report is a formal review typical in municipal agencies as a check-in on revenues and expenditures at the mid-point of the fiscal year. It's also an opportunity to make appropriate adjustments if expenses are anticipated to exceed 5% of budget as staff would recommend adjustments to ensure the over-budget does not occur at the end of the year. Fortunately, revenues are projected higher than budgeted, so no adjustments are necessary at this time.

Finance and Programs Manager Mehta summarized the mid-year report PowerPoint presentation, which included an update on the current reserves for all three funds.

GM Toy summarized the revenues and expenditures from the special events that took place during FY22-23. Events and Communications Coordinator Esposito discussed the events from the past year and the upcoming events of Creekside and Oktoberfest.

The Board discussed the matter and asked questions of staff.

There was no public comment.

C. Receive monthly financial reports

The Board received the financial reports which included the check warrant for the months of December 2022 and January 2023.

The Board discussed the matter and asked questions of staff.

There was no public comment.

D. Approval to proceed with Proposition 218 process for solid waste service rates over the next five years.

GM Toy summarized the process and meetings to get to this point of recommending a 2% increase for solid waste rates every year during the next five years and how staff has returned with the proposed cover letter and notice to all property owners in compliance with Proposition 218. The notice also includes the dates of the community informal meeting on the proposed rates and the public hearing meeting to receive public input and hopefully adopt the rates.

The Board discussed the matter.

There was no public comment.

**MOTION TO PROCEED WITH THE PROPOSITION 218 NOTICING PROCESS FOR ESTABLISHING NEW SOLID WASTE (REFUSE) SERVICE CHARGES FOR FISCAL YEARS (FY) 2023-2024, 2024-25, 2025-26, 2026-27 BASED ON THE 5-YEAR RATE STUDY AND 10-YEAR FINANCIAL PLAN PREPARED BY R3 CONSULTING GROUP.**

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

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

E. Discuss/consider options for remodeling the Tam Community Center bathrooms.

AGM Shear summarized the three design options for the Tam Community Center bathrooms. All options meet ADA accessibility requirements.

The Board directed staff to look at another option creating three distinct restrooms with a communal sink.

There was no public comment.

F. Discuss/consider design options for the TCSB fence replacement project.

GM Toy summarized the design options for the TCSB fence replacement project. He reviewed the Prop 68 funding TCSB received in 2020 and the Board approved grant application that included replacing the perimeter fencing surrounding the Community Center complex.

The Board directed staff to speak with all the impacted neighbors and report back for further direction.

There was no public comment.

G. Discuss/consider adoption of vehicle replacement policy.

AGM Shear summarized the proposed vehicle replacement policy. Specifically, that the policy includes the replacement criteria for each type of vehicle in the TCSB fleet. Mileage, age, overall condition, annual maintenance cost, environmental impact per the California Air Resource Board are all elements of the evaluation criteria included in the proposed policy.

The Board discussed the matter and asked questions of staff.

There was no public comment.

The Board made the following changes to the policy:

1. (g) remove
2. (c) increase annual maintenance/repair costs threshold to \$25,000
- (f) remove (redundant)
- (h) increase vehicle body damage cost threshold to \$15,000
- (j) remove

**MOTION TO ADOPT RESOLUTION APPROVING THE VEHICLE REPLACEMENT POLICY**

**M/S: M. McMAHON/J. BROWN**

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

**6. REGULAR BUSINESS: Information Items**

**A. General Manager report**

GM Toy reviewed his report for the Board including that a postcard announcing upcoming events was produced and mailed to Tam Valley residents, a status on the remodel, signage for rules and regulations for the pickle ball courts and asked for questions.

There was no public comment.

- B. Review schedule for future work sessions, special meetings, and events  
GM Toy reviewed the attachments and asked the Board for questions.

There was no public comment.

- C. Receive Sewer treatment plant update reports: SASM and SMCSD  
SASM: Dir Jacobs reported on the January 19 SASM meeting that although the rain from the atmospheric river peaked on December 31, 2022 with a 24-hour peak period of 31 MGD, excess flow was diverted to the Equalization Basins until it could be returned when influent flows subsided. No blending or spills occurred.

SMCSD: Dir Levine reported on the January 10 meeting that the three large storms occurred in December resulting in a rain total of 12 inches for the month. The system and plant performed well and as designed during multiple storm events in December. Due to the significance of the largest storm operations responded to one sewer system overflow. The overflow was from a manhole near Princess Street Pump Station where the force main turns to a gravity main. Approximately 6,625 gallons was the total SSO. One blending event occurred starting 12/31 at 1pm. With the new plant upgrades a blending event is triggered when the plant effluent flow exceeds 9 MGD. Operations diverted flow over 9 MGD into the equalization basins, due to the intensity and duration of the storm both basins were filled. Once the basins were filled plant blending started over 9 MGD resulting in a blending total of 248,000 gallons.

The TCSB flow meter project was still awaiting PG&E and Caltrans permits.

There was no public comment.

- D. Board member Committee/Subcommittee reports  
There were no other Board reports.

## 7. **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 January 25, 2023 Board Work Session

### **MOTION TO APPROVE THE CONSENT CALENDAR**

**M/S: J. BROWN/J. JACOBS**

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

## 8. **FUTURE AGENDA ITEMS**

- A. Review of meeting

- B. Board input for future Board Meeting Agendas  
There was no public comment.

9. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 9:55PM

M/S: J. BROWN/J. JACOBS

AYES: 5

NAYS: 0

ABSENT: 0

Approved by Board on: 03/08/2023

*Natalie Callahan*