



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS REGULAR MEETING MINUTES WEDNESDAY, May 10, 2023 7:00PM

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by Vice President Brown at 7:01 pm on Wednesday May 10, 2023.

2. ROLL CALL

President Steffen Bartschat (absent)

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

Staff Present: General Manager (GM) Garrett Toy; Assistant General Manager, Alan Shear; TCSD Clerk, Natalie Callahan

Others present: Jordan Muratsuchi, Sr Consultant with R3 Consulting Group, and Pippin Cavagnaro. PE, Nute Engineering.

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE / J. JACOBS AYES: 3 (J. BROWN, J. JACOBS, S. LEVINE) NAYS: 0

ABSENT: 2 (S. BARTSCHAT, M. McMAHON)

4. PUBLIC EXPRESSION

There were no public comments on items not on the agenda.

5. REGULAR BUSINESS: Board Actions

A. Conducted Proposition 218 public hearing to consider and adopt the proposed rate increases of Solid waste service charges for the next five years (FY23-24 through FY27-28) based on the 5-Year Rate Study and 10-Year Financial Plan prepared by R3 Consulting Group.

- Jordan Muratsuchi, Sr. Consultant with R3 Consulting Group, gave a brief overview of the proposed rate increases of solid waste service charges for the next five years based on the 5-Year Rate Study and 10-Year Financial Plan.
- VP Brown opened Proposition 218 public hearing. VP Brown asked if there were any comments from the public. There was no public comment.
- VP Brown asked to count protest votes. Ballot total for protest letters – 1 written protest letter received through mail.
- With no further public comments, VP Brown closed the Proposition 218 public hearing.

MOTION TO ADOPT THE PROPOSED RATE INCREASES OF SOLID WASTE SERVICE CHARGES FOR THE NEXT FIVE YEARS (FY23-24 THROUGH FY27-28) BASED ON THE 5-YEAR RATE STUDY AND 10-YEAR FINANCIAL PLAN PREPARED BY R3 CONSULTING GROUP WHICH INCLUDES ADOPTION OF RESOLUTION NO 2023-09.

**M/S: S. LEVINE / J. JACOBS AYES: 3 (J. BROWN, J. JACOBS, S. LEVINE) NAYS: 0
ABSENT: 2 (S. BARTSCHAT, M. McMAHON)**

B. Discussed/consider request from Palma Way residents regarding financial contribution for the repair/renovation of the Palma Way bridge project.

GM Toy gave a brief follow up from the last BOD meeting. GM Toy shared his findings from the Board minutes from 2015 stating what actions the Board took with regard to the reconstruction of the Palma Way sewer pipeline.

Mr. Cavagnaro, PE with Nute Engineering, gave an update on the Palma Way slide and the reinspection of the sewer line at Palma Way.

Nute Engineering has confirmed the sewer line is currently stable. However, Mr Cavagnaro, has concerns if the roadway on Palma Way crossing is left unrepaired, damage to the sewer may occur from heavy trucks crossing the road or future soil slides or floods due to the plugged culvert.

Mr. Cavagnaro stated from an engineering standpoint the preferred solution would be to rebuild the road as it was originally designed but with engineered backfilling of the soil and stabilizing the banks in such a way that the creek doesn't get eroded away. For sewer protection perspective, keeping the pipe buried in stable soil is the preferred option.

Board discussed and asked questions of Mr. Cavagnaro and staff.

Board gave direction to staff on the Palma way requests:

1. Talk with John Sharpe and let him know the level of contribution from TCSB could range from \$20K-\$25K, however, TCSB needs to see the plans first to make sure it's engineered to our standards to protect our pipe. Our engineer may need to ask for revisions.
2. TCSB needs a commitment for when the project will start and finish.
3. Agreement that it's a onetime contribution for the pipeline, and not for the road; TCSB is not responsible for road maintenance/repair; and the residents would waive any future claims against TCSB related to the project itself.

There was no public comment.

There were no Palma Way residents at the meeting.

C. Approve \$36,005 refund to Tam Junction Commercial Center per wastewater billing adjustment policy.

GM Toy discussed recommending a refund of wastewater overpayment in the amount of \$36,005, based on the revised refund policy.

The board discussed and asked questions of staff.

There was no public comment.

MOTION TO APPROVE TO APPROVE \$36,005 REFUND TO TAM JUNCTION COMMERCIAL CENTER WASTEWATER BILLING ADJUSTMNT POLICY AND AUTHORIZE THE GENERAL MANAGER TO DO EVERYTHING NECESSARY AND APPROPRIATE TO ISSUE THE REFUND.

**M/S: S. LEVINE / J. JACOBS AYES: 3 (J. BROWN, J. JACOBS, S. LEVINE) NAYS: 0
ABSENT: 2 (S. BARTSCHAT, M. McMAHON)**

D. Discussed/considered options for remodeling the Tam Community Center bathrooms.

Assistant GM Shear discussed the three bathroom design options for the Community Center.

Board discussed and asked questions of staff.

The Board gave staff the following direction:

1. Board recommends Option A
2. Maintain four toilets
3. Move the main entry doorway down closer towards the toilet
4. Look into whether we even need a door to the bathrooms
5. Look at center stall if the wall on the left side can be moved over 6 inches and make the window smaller

There was no public comment.

6. REGULAR BUSINESS: Information Items

A. General Managers report.

GM Toy shared with the Board that Hazardous Waste Day would cost around \$12K - \$18K.

B. Received Monthly Financial Reports.

There was no public comment.

C. Quarterly Treasurer's Report

MOTION TO CONTINUE ITEM 6C (TREASURE'S REPORT) TO THE NEXT MEEING IN JUNE.

**M/S: J. JACOBS / J. BROWN AYES: 3 (J. BROWN, J. JACOBS, S. LEVINE) NAYS: 0
ABSENT: 2 (S. BARTSCHAT, M. McMAHON)**

D. Received sewer treatment plant update reports: SASM and SMCSO

SASM: Dir Jacobs reported on the April 20, 2023, Annual Workshop Meeting.

Dir Jacobs shared with the Board and staff the following:

Of the total \$33,704,561 bond cash available from 2016, \$1,149,059 is the current remaining balance. After subtracting three projects pending completion which are in progress, \$62,627 is uncommitted. The objectives of the rehab plan have or will be completed on budget according to Mr. Levin.

TCSD issues:

During the SASM Annual Retreat, Todd Gates, Commissioner from Alto Sanitary District, asked Mark Grushayev, General Manager of SASM, about the TCSD rerouting of sewage event that was discussed previously. Dir Jacobs believes TCSD had a consultant review the issue, and his understanding from GM Toy was that the issue related to an insignificant volume of sewage.

Nonetheless, given the interest from Alto, Dir Jacobs suggest TCSD write a brief memo summarizing the findings from the consultant, and presenting the information with a conclusion of no further action, or bill TCSD for X amount of gallons of sewage, or some other remedy. GM Toy indicated TCSD sent memos to SASM addressing this issue.

SMCSD: Dir Levine reported on SMCSD May 2, Board of Directors meeting.

1. Board adopted the SMCSD Strategic Plan for the years 2023-2028. If interested, it is posted on the SMCSD website. Sixty pages long. Sets out the framework for decision making over the next 5 years.
2. Organizational changes: Eliminated the Operations Superintendent position and added a new Project Coordinator position, work previously performed by consultants, effective July 1. With most major projects complete, this position will work for the District Engineer and focus on smaller and more plant centric projects.
3. Board approved Service Excellence Awards for 7 staff members totaling \$30,000 or \$4,286 each.
4. GM presented the 2023/24 Salary Schedule which includes a 7.3% COLA increase per their Memorandum of Understanding (MOU). Increases are budgeted.
5. GM report:
 - a. No SSO's or blending events for April.
 - b. Projects:
 - Coloma Pump Station: complete except for permanent G&E power
 - Generator Reliability: complete
 - TCSD Flow Meter: scheduled to begin summer 2023

7. CONSENT CALENDAR

- A. Approve minutes of April 12, 2023, meeting
- B. Approve minutes of April 26, 2023, work session
- C. Approve Letter of Support for AB 557 (Hart)

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: S. LEVINE / J. JACOBS AYES: 3 (J. BROWN, J. JACOBS, S. LEVINE) NAYS: 0
ABSENT: 2 (S. BARTSCHAT, M. McMAHON)

8. FUTURE AGENDA ITEMS

A. Review of meeting

The Board agreed the meeting went well.

B. Board input for future Board Meeting Agendas

1. May 24, 2023, Budget Workshop meeting starts at 8am- 10am.
2. Possible update on Palma Way.
3. Look at results from Debris Day.

9. ADJOURNMENT

MOTION TO ADJOURN

M/S: S. LEVINE / J. JACOBS AYES: 3 (J. BROWN, J. JACOBS, S. LEVINE) NAYS: 0

ABSENT: 2 (S. BARTSCHAT, M. McMAHON)

THE MEETING WAS ADJOURNED AT 8:12 PM

Approved by Board on: June 14, 2023
Natalie Callahan