



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, MARCH 9, 2022, 7:00 PM

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:02pm on Wednesday, March 9, 2022.

2. ROLL CALL

President Steffen Bartschat

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

Staff Present: Interim General Manager (IGM) Alan Shear; Parks and Recreation Coordinator, Amber Van Meter; Recording Secretary Cyndie Martel

Others Present: Pippin Cavagnaro, Nute Engineering; Lee Budish, NRG

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S/C: S. LEVINE/J. BROWN

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:

- There was no public expression.

5. REGULAR BUSINESS: Board Actions

A. Discuss and approve adding NRG website link to the TCSD website

IGM Shear stated the Board had expressed an interest in providing the Neighborhood Response Group (NRG) a link to their website on the District's website. He stated because NRG offered important support during emergencies and coordinated with CERT for same, it was good planning to provide a link to their website on the TCSD website. He pointed out that TCSD already had an emergency preparedness section with a button on the landing page which could hold information on NRG events and the website link.

Public comment:

- Lee Budish thanked the Board for their consideration and commented the NRG had 2500 households and 90 block captains in the program.

MOTION TO APPROVE ADDING THE NRG WEBSITE LINK TO THE TCSD WEBSITE

M/S/C: S. LEVINE/J. BROWN

AYES: 5

NAYS: 0

ABSENT: 0

- B. Discuss and approve creating a Community Center Repairs Ad Hoc Subcommittee
IGM Shear stated in the interest of getting repairs to the community center reviewed, prioritized and presented to the entire Board in a timely, organized way, that an Ad Hoc Subcommittee be created.

The Board agreed the Ad Hoc Subcommittee had initial priorities from the February 9, 2022 meeting and would initially bring pricing information back for review from the full Board and subsequently review and prioritize the other projects.

There was no public comment.

**MOTION TO APPROVE CREATING A COMMUNITY CENTER REPAIRS AD HOC SUBCOMMITTEE
CONSISTING OF VP BROWN AND DIR LEVINE**

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

AYES: 5

NAYS: 0

ABSENT: 0

6. REGULAR BUSINESS: Information Items

- A. General Manager's update

IGM Shear presented the Board with the monthly update which included pump station flow through, CIP work, solid waste, general park maintenance, with specifics about the replacement of the tire swing at Eastwood Park.

He stated Park & Rec Coordinator Van Meter had been working diligently to schedule public events, including Earth Day in April at Eastwood Park, Murder Mystery in May, 4 scheduled Creekside Fridays in the summer and Oktoberfest in September.

Dir McMahon pointed out that most middle and high schools required community service hours and suggested she advertise for volunteers at these institutions.

There was no public comment.

- B. Update to the State Water Board Sanitary Sewer Systems General Order No. 2006-0003

IGM Shear gave the Board background on General Order 2006-0003 and stated the Board could comment on the order as the Board for TCSD or because TCSD was a member of SASM, they could stand with the comments of SASM. Mr. Cavagnaro provided feedback as a contractor including on the improbability of outside contractors assuming this liability. The Board asked numerous questions and directed staff to present comments on the District's behalf.

There was no public comment.

- C. Financial Reports

IGM Shear stated the financial reports would be available to the Board next month and would include February and March.

There was no public comment.

- D. Discuss the upcoming budget cycle and any modifications to financial reports and due dates
IGM Shear reviewed the basic timeline for budget preparation and adoption. The first draft would be presented at the May 11, 2022 Board meeting, with final adoption at the June 8, 2022 Board meeting and implementation starting July 1, 2022.

The Board discussed issues seen in past budget cycles and other issues that may come up.

1) it was challenging in past years to get clear financial information about the state of District's reserves, affecting decisions on rate increases. Specifically, how the reserves compared to the projections of the 5-year plan.

2) how staff allocations worked, especially with reported shortfalls in Parks and Recreation and was this in line with what the Board wanted.

3) Park & Recreation needed its own mini budget rather than a list of line items in the general budget.

4) add contingency percentages when budgeting keeping in mind the current high inflation rates.

There was no public comment.

- E. Update on hiring of new general manager

IGM Shear stated Mr. Phillips of Bob Murray and Associates gave the Board a review during the morning's special meeting.

There was no public comment.

- F. Sewer Treatment plants updates: SASM and SMCSO

SASM: The February Board meeting was cancelled due to lack of material.

SMCSO: Dir Levine stated projects were on target and once again there were no spills. There was a planned ceremony after the completion of the Coloma Pump Station in September or October.

The Board would discuss unfunded pension liabilities and how to invest those funds in April.

There was no public comment.

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 February 9, 2022 Board Meeting

- B. Approve resolution regarding continued COVID-19 emergency and TCSO continuing public meetings via Zoom pursuant to AB 361

MOTION TO APPROVE THE CONSENT CALENDAR

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

AYES: 5

NAYS: 0

ABSENT: 0

8. FUTURE AGENDA ITEMS

A. Cancellation of March 23, 2022 Work Session

MOTION TO CANCEL THE MARCH 23, 2022 WORK SESSION

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

AYES: 5

NAYS: 0

ABSENT: 0

There was no public comment.

Closed session in person meeting on March 25 at 8:30 a.m. for general manager recruiting.
Closed session in person meeting on April 6 at noon for general manager recruiting.

B. Board input for April 13, 2022 Board Meeting Agenda

- Measure A renewal update
IGM Shear stated the Marin County Board of Supervisors had approved the language in Measure A and he would bring a summary of that to the Board for review. Pres Bartschat suggested the Board make an endorsement of the measure.
- Recognition for Girl Scout Troop 10938
Girl Scout Troop 10938 worked on the McGlashen pathway, including adding non-slip tread for their Silver Star award. The Board would do a proclamation to recognize their hard work and contribution to the beauty of the area and the safety of residents who use the pathway.
- Discuss the return of in-person meetings
The Board discussed going back to in person meetings starting in May with masks being optional. It was suggested to do the Girl Scout recognition in May, in person.
- Planning meeting for Park and Recreation once the Planning Meeting was completed, once the general manager was hired.

9. ADJOURNMENT

MOTION TO ADJOURN THE MEETING

M/S/C: S. LEVINE/J. BROWN

AYES: 5

NAYS: 0

ABSENT: 0

MEETING ADJOURNED AT 8:36 P.M.



President



Secretary

**NEXT TCSD BOARD MEETING
APRIL 13, 2022 – 7:00PM
Tamalpais Valley Community Center, 203 Marin Ave**