



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSD BOARD OF DIRECTORS MEETING

### MINUTES

WEDNESDAY, APRIL 13, 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 7:00pm on Wednesday, April 13, 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; Finance & Programs Manager, Sarah Mehtar; Parks Maintenance Worker, Josh Everhart; Recording Secretary Cyndie Martel

Others Present: Bill Ring, SMCSO Board Member; Residents: Jim Kasper, Valerie Jordan

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

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

##### AMENDED MOTION TO REMOVE ITEM 5F

M/S/C: 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:

- Mr. Kasper commented on Firewise and fire mitigation activities coming up.
- Ms. Jordan commented on issues at Eastwood Park - dogs, parties, parking.
- Pres Bartschat commented on agendaizing Eastwood Park issues once the new GM was on board.
- VP Brown commented on staff following up and possibly fining the renter of the loud party.
- Dir Jacobs commented on staff brainstorming the concept of a dog park.
- Dir McMahon commented on possible Brown Act concerns.
- Dir Levine commented on developing a park management plan.

#### 5. REGULAR BUSINESS: Board Actions

- A. Consider authorizing an additional allocation of \$15,000 of Measure A Funds towards the purchase of a replacement pick-up truck for Parks and Recreation

IGM Shear stated the current park and rec pickup truck was past its expected life, and underpowered for completing necessary duties which also posed safety issues. Due to pricing changes and uncertain inventories, staff needed the flexibility to spend up to \$70,000.

At questions from the Board, Mr. Everhart replied the current vehicle had never been adequate for his needs, especially now with his expanded responsibilities. In addition, repair costs were far exceeding the value of the current truck.

There was no public comment.

**MOTION TO AUTHORIZE AN ADDITIONAL ALLOCATION OF \$15,000 OF MEASURE A FUNDS  
TOWARDS THE PURCHASE OF A REPLACEMENT PICK-UP TRUCK FOR PARKS AND RECREATION  
M/S/C: J. JACOBS/J. BROWN AYES: 5 NAYS: 0 ABSENT: 0**

- B. Receive update and discuss endorsement for Measure A on June 7, 2022 ballot  
IGM Shear updated the Board on the District's Measure A expenses and suggested, due to the importance of Measure A funds to the Park and Recreation budget, that the Board may want to endorse the measure in a letter to the county.

The Board discussed how the endorsement should be constructed. IGM Shear stated he was waiting to hear from the county about template letters. It was agreed the letter would state endorsement from the TCSD Board of Directors.

There was no public comment.

**MOTION FOR TCSD BOARD TO WRITE A LETTER TO THE COUNTY OF MARIN ENDORSING MEASURE A  
ON THE JUNE 7, 2022 BALLOT  
M/S/C: S. BARTSCHAT/S. LEVINE AYES: 5 NAYS: 0 ABSENT: 0**

- C. Adopt Resolution reaffirming commitment to completing funded projects under the Proposition 68 Per Capita Program  
IGM Shear stated with recent employee turnover and Covid delays, the District wanted to reaffirm their commitment to complete agreed upon projects with the state under the Per Capita Grant program.

There was no public comment.

**MOTION TO ADOPT RESOLUTION 2022-07 REAFFIRMING TCSD COMMITMENT TO COMPLETING  
FUNDED PROJECTS UNDER THE PROP 68 PER CAPITA PROGRAM  
M/S/C: J. BROWN/S. BARTSCHAT AYES: 5 NAYS: 0 ABSENT: 0**

- D. Discuss sending a letter to the county prohibiting overnight parking on Tennessee Valley Road  
IGM Shear stated with the increase in overnight parking throughout Marin County, the Board may want to send a letter to the county asking that overnight parking on Tennessee Valley Road be prohibited.

The Board discussed background on this issue and the potential safety, sanitation and fire issues with dry overnight parking on Tennessee Valley Road as well as other areas in Tam Valley. It was asked whether other Tam Valley parking issues should be added to the letter.

Public comment:

- Mr. Kasper commented that TCSD owns a parcel adjacent to the right-of-way at the southern end of Tennessee Valley Road which might also be impacted.

The Board agreed that overnight parking on Tennessee Valley Road was a known neighborhood issue and other parking issues could be addressed at a future time.

**MOTION FOR PRESIDENT BARTSCHAT TO WRITE A LETTER ON BEHALF OF THE BOARD TO THE COUNTY OF MARIN PROHIBITING OVERNIGHT PARKING ON THE TENNESSEE VALLEY ROAD CORREDOR**

**M/S/C: S. BARTSCHAT/J. BROWN**

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

**E. Discuss COVID-19 protocols for upcoming in-person events**

IGM Shear stated that with the return of indoor and outdoor events the Board may want to discuss and possibly adopt protocols for future TCSD events and asked for the Board's feedback.

The Board discussed current trends with masking and requiring vaccinations and ventilation in the community center. It was suggested that staff check with the county on their recommendations which have been to highly recommend wearing masks and being vaccinated.

Public comment:

- Mr. Kasper commented on making sure the cast and servers know what rules and regulations apply to the audience to anticipate concerns and give full disclosure.

**F. Consider and approve fee waiver for one time use of the Tam Valley Community Center for Ukraine fundraiser**

Item 5F was removed from the agenda.

**6. REGULAR BUSINESS: Information Items**

**A. General Manager update**

IGM Shear gave the Board an update on District projects including zero overflows, 5,000 linear feet of sewer main replaced and 14 notices to repair for private laterals. The District submitted the Initial Jurisdictional Compliance Report to CalRecycle for SB 1383, so was in compliance as of April 1, 2022. Earth Day was planned, Murder Mystery was planned, Creekside Fridays had bands booked and sponsors lined up, Oktoberfest was scheduled for Sept 24, 2022.

**i. Quarterly sewer report to EPA**

IGM Shear shared the results of the District's quarterly report to the EPA. Of importance was the District had no sewer system overflows.

There was no public comment.

B. Community Center Repairs Ad Hoc Subcommittee update

Dir Levine reported the subcommittee met on March 17, 2022 and identified the following priorities:

- Converting bathrooms to Unisex
- Adding an ADA lift to the stage
- Replacing the aging fire and security systems
- Upgrading the kitchen by replacing cabinets, countertops and dishwasher

The following next steps were assigned to staff:

- Meet with fire marshal to discuss fire and security systems
- Meet with kitchen remodel contractors to produce scope of work and cost estimates
- Meet with ADA consultant to determine needed repairs for ADA compliance
- Meet with roofing contractor to determine the condition of the roof and its remaining life expectancy

IGM Shear offered updates:

- The fire inspector gave high marks for the fire system and kudos to facilities maintenance
  - He did require that the fire extinguisher be replaced for one specifically for kitchens
  - He stated fire code requires annual inspections of fire alarms
    - An inspection consultant was hired and the alarms passed with flying colors
- Roof contractors reported good news in that the community center roof had at least 10 years remaining life
  - A few needed repairs were identified
- Discussion with an ADA consultant with a desire to make an appointment for the following week
- Contact was made with a kitchen cabinet supplier who would verify measurements

IGM Shear pointed out the cost of stainless steel had increased significantly since proposals were last received. That would need to be discussed by the subcommittee.

Public comment:

- Mr. Kasper commented on his concern that 80% of the property TCSD owned was not parks, but open space and the focus for spending Measure A money did not seem to be on those 40 acres. He asked the Board to consider the full aspect of what parks and recreation included, especially since there were no other sources except Measure A funds to do open space work.
- Dir McMahon commented the District needed to create a true 5 year plan for parks and rec to address prioritization of projects using Measure A funds.

- Mr Kasper commented on Mr Everhart's accomplishment getting PG&E to remove a large tree, saving the District \$13,000, which was a lot of money for the strapped park and rec budget.

C. Financial reports

Ms. Mehtar gave the Board a review of the financials with the following highlights:

- Sanitation: with 75% of the fiscal year over, the department was at 59% expenditures with treatment costs on the consent calendar.
- Solid waste: with 75% of the fiscal year over, the department was at 63% expenditures with dramatically rising fuel expenses. A new grant to assist with SB 1383 costs in the amount of \$20K would be used to hire contractors to put new labels on carts.
- Parks & Rec: received \$183,000 for Covid relief which could be transferred to reserves at year end. The department reallocated funds as needed to remedy broken fences, dangerous trees and the high cost of vehicle replacement.

There was no public comment.

D. Sewer treatment plants updates: SASM and SMCSO

SASM: Dir Brown reported the Board passed Resolution 2022-2 declaring an emergency and authorizing the replacement of a damaged digester without formal competitive bidding. Staff was asked to develop a plan to fund further emergency work.

SMCSO: Dir Levine reported there were no SSOs for the 43<sup>rd</sup> consecutive month and operations and projects continued as expected. The SMCSO Board was alerted about TCSD staffing changes.

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. Authorize regular budgeted payment of \$1,254,056.72 to SMCSO for April FY 21/22 payment
- B. Authorize regular budgeted payment of \$67,254.50 to SASM for biannual member agency assessment
- C. Approve Minutes of March 9, 2022 Board Meeting
- D. Approve Minutes of March 25, 2022 Board Special Meeting
- E. Approve Minutes of April 6, 2022 Board Special Meeting
- F. Approve resolution regarding continued COVID-19 emergency and TCSD continuing public meetings via Zoom pursuant to AB 361

**MOTION TO APPROVE THE CONSENT CALENDAR**

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

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**



**8. FUTURE AGENDA ITEMS**

A. Cancellation of April 27, 2022 Work Session

**MOTION TO CANCEL THE APRIL 27, 2022 WORK SESSION**

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

AYES: 5

NAYS: 0

ABSENT: 0

Pres Bartschat propose a closed session to discuss negotiations for the general manager. The Board decided on Monday, April 18, 2022 at 4:00pm with Tuesday at 4:30pm as back up. IGM Shear would confirm with Mr. Phillips.

B. Board input for May 11, 2022 Board Meeting Agenda

- Discuss the return of in-person meetings

The Board would have an in person meeting on May 11, 2022 and discuss how to hold future meetings.

- Sewer reserve rate update

- TCSD Draft FY 22/23 Budget

- Proclamation for Heather Abrams, outgoing general manager

Ms Abrams would attend the May 11, 2022 Board meeting and July 8 would be Heather Abrams day at Creekside Friday event.

- Recognition for Girl Scout Troop 10938

The Board reviewed the project completed by Troop 10938 and agreed to present them with a proclamation for their Silver Award activity.

- Eastwood Park – The Board agreed to postpone Eastwood Park discussions until the new GM was on board. IGM Shear would follow up with the specific items discussed earlier.

- Date and format for goal setting/planning session once the new GM was on board

**9. ADJOURNMENT****MOTION TO ADJOURN THE MEETING**


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

AYES: 5

NAYS: 0

ABSENT: 0

MEETING ADJOURNED AT 9:08 P.M.

  
\_\_\_\_\_  
President  
\_\_\_\_\_  
Secretary

**NEXT TCSD BOARD MEETING**

**MAY 11, 2022 – 7:00PM**

**Tamalpais Valley Community Center, 203 Marin Ave**