



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, JULY 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, July 13, 2022.

2. ROLL CALL

President Steffen Bartschat

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

Staff Present: Assistant General Manager (AGM) Alan Shear; Finance and Programs Manager, Sarah Mehtar; Recording Secretary Cyndie Martel

Others Present: Jim Kasper, Tam Valley Firewise; Robert Mowry, Pickle Ball Instructor

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

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. Mowry introduced himself to the Board and commented that he had taught Pickle Ball for the last 2 years for Tam Valley and that he knows there are issues. He requested the signage be updated to include timing/scoring specific to Pickle Ball.
- Dir Levine commented Pickle Ball does bring money into the District.

5. REGULAR BUSINESS: Board Actions

A. Discuss TCSD Tentative Event Schedule for July 2022 thru May 2023

AGM Shear reviewed the tentative event schedule with the Board and asked for feedback.

The Board asked about Cars and Coffee. AGM Shear explained it was an informal gathering for car enthusiasts with no host and no cost to the District.

The Board had the following requests:

- Add the crab feed in January
- Change the ending time of Oktoberfest from 9pm to 8pm (update contract with bands to reflect earlier end time)

- Potentially add spaghetti bingo (2 in first half of the year, 2 in the second half of the year) once new events and communication coordinator was on board and up to speed
- Re-invent Earth Day to include volunteer appreciation
- Have debris day and shred day 2 times per year (one in the spring and one in the fall)

AGM Shear stated the plan was to hold Breakfast with Santa and asked if there was flexibility on the second holiday event. Dir McMahon stated whatever event was planned, consider the full community, not just Christian events. VP Brown stated there were 18 volunteers ready to go with Jolly Jingles. The Board also discussed Trivia Night and Wine and Paint night.

Public comment:

- Mr. Kasper suggested including something for seniors and the holiday tree pick up.
- AGM Shear stated Jack Schwartz, the senior coordinator was holding senior bingo 2 times per week from home and the holiday tree pick up was scheduled for the second week of January.

B. Discuss/consider Board priorities and tentative schedule for future work sessions and special meetings

AGM Shear reviewed the updated priorities and work session schedule with the Board and asked if staff had captured the Board's preferences. Dir Levine requested the tennis court issue with overuse and illegal parking be added to the Board's agenda. Dir McMahon stated this issue was discussed last summer with no action from the Board.

The Board agreed that spending two work sessions on park field trips was not needed and asked that a visit to both Eastwood and Kay be done on August 24 and to schedule a visit to the wastewater and solid waste departments on July 27.

Public comment:

- Mr. Kasper commented on the Board doing a tour of the open space parcels as well.
- The Board asked staff for a map that clearly outlined TCSD open space parcels.

C. Adopt resolutions approving purchasing/procurement policies and the Uniform Public Construction Cost Accounting Act Procedures for the construction of public projects

AGM Shear walked the Board through the two requested resolution approvals explaining that along with strengthening the District's purchasing process, Resolution 2022-12 would allow for one signature on checks under \$5,000 (80% of the District's checks were \$5,000 or less) and Resolution 2022-13 would update current bidding practices solely for construction projects to give the District more flexibility with vendors and contractors.

Public comment:

- Mr. Kasper commented there was no mention of services in the Purchasing Policy in items 1.10, 1.11, 1.12 or 1.13.
- AGM commented that item 1.14 was all inclusive with regard to services.

MOTION TO ADOPT RESOLUTION 2022-12 WITH PURCHASING POLICIES WITH ADDITION OF SERVICES LANGUAGE TO ITEMS 1.10 AND 1.11

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

AYES: 5

NAYS: 0

ABSENT: 0

The Board then discussed Resolution 2022-13 with regard to best practices for bidding construction projects. Other local agencies were using the UPCCAA and it was noted that doing so gave the District more negotiating flexibility.

MOTION TO ADOPT RESOLUTION 2022-13 THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT PROCEDURES FOR THE CONSTRUCTION OF PUBLIC PROJECTS

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

AYES: 5

NAYS: 0

ABSENT: 0

D. Approve events and communications coordinator job description

AGM Shear stated with the Board focusing more on events and event planning, the job description for the park and recreation coordinator was updated to reflect the change and asked for approval of the events and communication coordinator job description. Once the job description was approved, staff would start recruiting efforts. The Board noted there was no prior experience language in the job description.

Public comment:

- Mr. Kasper commented that a differentiation between this position and the director's position was that there were no direct reports.

MOTION TO APPROVE THE EVENTS AND COMMUNICATIONS COORDINATOR JOB DESCRIPTION ADDING LANGUAGE ABOUT 5-6 YEARS PRIOR EXPERIENCE

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

AYES: 5

NAYS: 0

ABSENT: 0

E. Proposed salary schedule and performance evaluation process for 5-step salary ranges for full-time permanent employees

AGM Shear introduced the Board to the proposed salary schedule and performance evaluation process for all full-time permanent staff. He stated all changes would be incorporated into the Personnel Policy and brought to the Board for approval by resolution. The Board asked clarifying questions.

There was no public comment.

6. REGULAR BUSINESS: Information Items

- A. General Manager report/updates including monthly capital improvement report (e.g., wastewater)**
AGM Shear presented the Board with the GM's report and asked for questions. He stated the District was working with Nute Engineering to provide a more regular report on remaining CIP phases. The next report was due in August.

The lid flip audit was completed. The District received only 5 phone calls regarding "oops" tags left to address contamination. The lid flip would be done on an annual basis and it satisfied SB 1383 requirements.

The second Creekside was completed and went more smoothly. Approximate attendance was 175. The Board would receive an accounting in September.

There was no public comment.

B. Financial reports

Ms. Mehtar presented the Board with the financials and asked for questions. Ms. Mehtar pointed out that disbursements to capital reserves was happening as planned.

There was no public comment.

C. Sewer treatment plant updates: SASM and SMCSO (oral report)

SASM: Dir Jacobs gave an oral report that after lengthy discussions SASM decided to revisit the EDU issue in 6 months to allow time for all parties to review. Mark Hildebrand did a good job presenting TCSO's stance.

SMCSO: Dir Levine gave an oral report that the flow meter project monitoring TCSO's wet weather flow would be complete by December. TCSO Board members asked staff to confirm that the Bell Lane pump station was the basis to determine flow, not the force main near TCSO district boundary where SMCSO was installing the flow meter. Other projects were on schedule. The SMCSO Board was interested in a presentation on the progress of the District's CIP. Dir Levine would not be able to attend the August 2 meeting, alternate Pres Bartschat would attend.

D. Board member Committee/Subcommittee reports

The Tam Valley Community Center Subcommittee would meet at the community center on Monday, July 25 at 9am. The subcommittee would report back at the August 10 meeting.

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 June 8 , 2022 Board meeting
- B. Approve minutes of June 22, 2022 Board work session
- C. Approve resolution regarding continued COVID-19 emergency and TCSO continuing public meetings via Zoom, if needed, pursuant to AB 361.

MOTION TO APPROVE THE CONSENT CALENDAR

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

AYES: 5

NAYS: 0

ABSENT: 0

8. FUTURE AGENDA ITEMS

- A. Board input for future Board Meeting Agendas
 - Short term tennis/pickle ball management planning
 - Dir McMahon and Pres Bartschat would miss the August 10, 2022 meeting. VP Brown, Dirs Jacobs and Levine stated they would attend.
 - Dir Levine would miss the July 27, 2022 work session.

- Dir Jacobs would miss the September 17, 2022 planning retreat. Pres Bartschat stated all Board members should attend the retreat and perhaps the retreat should be rescheduled.

B. Tentative schedule/topics for upcoming Board work sessions and special meetings

9. ADJOURNMENT

MOTION TO ADJOURN

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

AYES: 5

NAYS: 0

ABSENT: 0

MEETING ADJOURNED AT 9:02 P.M.



President



Secretary

NEXT TCSD BOARD WORK SESSION
July 27, 2022 – 8:30 AM
FIELD TRIP TO TCSD CORPORATION YARD (305 BELL LANE)

