



TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168
info@tamcsd.org ♦ www.tamcsd.org

TCSO BOARD OF DIRECTORS MEETING

MINUTES

WEDNESDAY, OCTOBER 11, 2023, AT 7:00 P.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:01 pm on Wednesday, October 11, 2023.

2. ROLL CALL

President Steffen Bartschat

Vice president Jeff Brown, Directors Jim Jacobs, Steve Levine, Mat McMahon

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM), Alan Shear; Finance and Programs Manager, Sarah Mehtar; TCSO Clerk, Natalie Callahan

Others present: Mark Van Gorder, Brandon Liddell, Behnoud Kermani, PG&E Representatives

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: J. JACOBS / S. LEVINE AYES: 5 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE, M. McMAHON) NAYS: 0 ABSENT: 0

4. PUBLIC EXPRESSION

President 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. Received update from PG&E regarding relocation of transmission tower to a lattice steel pole in the TCSO parking lot.

Mark Van Gorder, PG&E Rep., shared with the Board and staff that neighbors directly adjacent to the pole relocation did not have substantial communication from PG&E's Outreach Specialist. There was a gap in communication with PG&E and neighbors. Mark Van Gorder, PG&E Rep., stated they will fix the gap of communication with neighbors.

Public comment: Mitchel Joe and his spouse, Ngaly, owners of 201 Marin Ave, shared their concerns with the relocation of the transmission tower and lack of communication with PG&E.

Mark Van Gorder, Brandon Liddell and Ben Kermani from PG&E addressed Mr. Joe's concerns.

The Board discussed and asked questions of PG&E Representatives.

B. Reviewed investment options with Wells Fargo.

Staff shared with the Board the benefits of investing in money market mutual funds with Wells Fargo:

- Better rate of return.
- Increased income
- Easy online management
- No management fees just transaction fees

TCSD's recommended funding strategy is to emulate the allocation plan similar to SMCSO of investing 2/3 of the reserve fund into U.S. Treasuries (Wells Fargo) and maintaining 1/3 of the funds in LAIF. Staff stated diversifying investment funds is a prudent investment strategy and provides another layer of protection for TCSD funds.

The Board discussed and asked questions of staff.

The Board agrees that they are interested in the Wells Fargo investment option, staff can return to a subsequent meeting with a resolution amending the TCSD Investment Policy authorizing the investment into the Wells Fargo Money Market Mutual Funds.

There was no public comment.

C. Discussed/consider authorizing the renewal of the master landscape maintenance contract with Jorge's Tree Service in an amount not to exceed \$66,780 for Kay and Eastwood Parks, Tam Valley Community Center, Cabin, McGlashan Trail and other TCSD properties.

The Board discussed and asked questions of staff.

There was no public comment.

MOTION TO AUTHORIZE THE RENEWAL OF THE MASTER LANDSCAPE MAINTENANCE CONTRACT WITH JORGE'S TREE SERVICE IN AN AMOUNT NOT TO EXCEED \$66,780.

M/S: S. BARTSCHAT / S. LEVINE AYES: 5 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. S. LEVINE, M. McMAHON) NAYS: 0 ABSENT: 0

6. A. General Manager Report

GM Toy shared data from Debris/Shred Day that was held on October 7, 2023.

GM Toy shared with Board that the vendor for Hazardous Waste Day indicated that they cannot staff the event on October 28. Staff is proposing the event to be held in Spring 2024 and the vendor has indicated that would work.

GM Toy shared with the Board that TCSD will be applying for a CalRecycle grant to cover the cost of the educational materials for the compost bins (efforts of TCSDs compliance with SB1383). The grant awards are not made until March 2024 and thus, will need to hold off on the materials until Spring 2024.

Staff and Board reviewed Oktoberfest data- food sales, revenue, expenses.

The Board agreed to hold a joint meeting with PARC at the Board October 25th Work Session to discuss the community survey content.

There was no public comment.

B. Received monthly financial reports.

There was no public comment.

C. Received the final design for remodeling the Tam Valley Community Center restrooms.

The Board discussed the matter and asked questions of staff. Staff indicated it will work with the Board's subcommittee on the type of fixtures and finishing materials (e.g. tile).

There was no public comment.

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

Director Jacobs attended SASM Board of Commissioners Meeting on September 21, 2023.

Director Jacobs reported there were no violations that occurred in the past month and there were no known NPDES limit exceedances or sanitary sewer overflows (SSOs) in September 2023.

Director Levine attended the SMCSO Board of Directors Meeting on October 3, 2023. Director Levine reported on his written report.

7. CONSENT CALENDAR

- A. Approve minutes of September 13, 2023, BOD Meeting
- B. Adopted Resolution No. 2023-17 Authorizing the submittal and acceptance of CalRecycle Grants.

MOTION TO APPROVE THE CONSENT CALENDAR

M/S: J. BROWN / J. JACOBS AYES: 5 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE, M. McMAHON) NAYS: 0 ABSENT: 0

8. FUTURE AGENDA ITEMS

- A. Review of meeting
The Board agreed the meeting went well.
Have the Chair of PARC attend Board Meetings occasionally with updates.
- B. Board input for future Board Meeting Agenda
Dir. McMahon will not be able to attend October 25, 2023, Work Session meeting due to work.
Start thinking about Board Retreat dates.
Schedule GM's review after November 8, 2023 Board meeting.
No Work Session Meetings in November and December 2023.

9. ADJOURNMENT

MOTION TO ADJOURN

M/S/C: J. BROWN / J. JACOBS AYES: 5 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE, M. McMAHON) NAYS: 0 ABSENT: 0

THE MEETING WAS ADJOURNED AT 9:08 PM

Approved by Board on: 11/8/23