



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSD BOARD OF DIRECTORS SPECIAL MEETING AT THE CABIN

MINUTES

WEDNESDAY, SEPTEMBER 10, 2025, AT 7:00 PM

7:02 pm President Bartschat offered comments and called for a moment of silence in memory of 9/11 and all victims of violence.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:04 pm on Wednesday, September 10, 2025.

2. ROLL CALL

President Steffen Bartschat

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

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

Others Present: Kevin Conger, Doug Jones and Colette Bartschat with CMG Landscape Architects; Marin County Supervisor Moulton-Peters; County Executive Derek Johnson, District Aide Jennifer Imbimbo; PARC Commissioner Erin Rosenblatt

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE/J. BROWN AYES: 4 (S. BARTSCHAT, J. BROWN, S. LEVINE, M. MCMAHON)

NAYS: 0 ABSENT: 1 (J. JACOBS)

4. PRESENTATION BY MARIN COUNTY SUPERVISOR MOULTON-PETERS

Marin County Supervisor Moulton-Peters introduced Derek Johnson, the new County Executive. County Executive, Derek Johnson, shared with the Board what's new in the county and the approaches they are taking.

Derek Johnson shared the following with the Board:

- County's vision for the future.
- First year observations.
- Creating strategic leadership for modern challenges.
- Marin County 2025-26 budget highlights.
- Community priorities.
- Community & economic vitality.
- Transfer agreement for the Cabin.
- Bothin Marsh project.
- 156 Shoreline project.

- Disaster preparedness.

Supervisor Moulton-Peter acknowledged John Elam for all his contributions to the community. The Board asked questions of Derek Johnson.

The Board and the public shared their biggest county related issues of Tam Valley. The biggest issues shared were:

- Residents want a voice in what happens in Tam Valley and to participate in solutions and see results.
- The state of Tam Valley roads is a concern.
- Evacuation plan needed.
- Improve traffic flow in Tam Valley.
- Safer bike paths.

5. PUBLIC EXPRESSION

Pres Bartschat invited public expression on non-agenda items, in response to which there was the following:

Director Levine announced that Director Jeff Brown has been awarded the prestigious Milley Award for creative achievement.

6. REGULAR BUSINESS: Board Actions

- A. Receive/discuss presentation from CMG Landscape Architecture (CMG) regarding 3 conceptual site plans for the Cabin and community input received from the September 5th Creekside Unplugged event.

Received a presentation from Doug Jones, Associate Principal with CMG Landscape Architects. Mr. Jones shared with the Board that today's focus is to get a preferred scheme and approach of what the Board would like to do with the Cabin.

Mr. Jones shared with the Board the Community Center Master Plan, Cabin site observations, Cabin site opportunities, Cabin project goals. See below.

Cabin Site Observations:

1. ADA Access needs to be improved
2. Vehicle access takes up excess space and could be improved for safety.
3. The site has beautiful natural character that could be enhanced.
4. The site is well used for private event rentals and community events.
5. The site is a well used amenity along The Bay Trail.

Cabin Site Opportunities:

1. Optimize vehicle circulation layout for efficiency and pedestrian safety.
2. Reconsider how the Cabin is used and its purpose to the site, while solving for ADA issues.
3. Highlight the natural character and ecology of site.
4. Improve site for private event and community event uses.
5. Improve site for every day, passive uses along The Bay Trail.

Cabin Project Goals:

1. Fix ADA violations and create a site with equal access.
2. Identify cost effective, yet high impact improvements that can be made to enhance existing uses of the site (community & private events, passive recreation).
3. Define how improvements to the Cabin site can complement uses of the Community Center site.

Mr. Jones shared with the Board the feedback they heard at the last Creekside Unplugged (9/5/25) community event:

1. Preserve the Cabin but include renovations that will encourage more use of the building.
2. Replace the Cabin with a new building or enclosed pavilion that is purpose-built and more desirable as a rental space than the Cabin.
3. Remove the Cabin and keep the site as a park, with significant improvements to event spaces and activities focused at the Community Center.

Mr. Jones went over the three conceptual site plans for the Cabin.

Concept A: The Cabin

Feedback from the community:

- It is important to the community that the Cabin is preserved
- The Cabin is the only affordable rental space in the area but is underutilized. Renovations should improve the space to encourage greater use.

Concept B: Pavilion

Feedback from the community:

- The Cabin is well-loved but underutilized, there is community support for replacing the Cabin with a pavilion to improve the site for events and private gatherings.
- An enclosed pavilion may be preferred over an open-air pavilion to provide protection from wind.

Concept C: Park

Feedback from the community:

- It is not as well supported by the community to remove the Cabin entirely.
- Across concepts, the community appreciated ideas to reduce the parking lot, improve safety for children, enhance the natural character of the site, and add in general park amenities.

Mr. Jones went over the rough order of magnitude (ROM) cost estimates for the three concepts.

- Cabin concept - \$2,386,860 - \$3,580,290
- Pavilion concept - \$1,917,700 - \$2,876,550
- Park concept - \$877,640 - \$1,316,458

Mr. Jones also shared what they heard from the community regarding support efforts or measures to generate additional funding to help implement the Cabin upgrades. 30 community members voted yes that they would be supportive of fund raising, donations and/or municipal bonds to support the Cabin project. One community member voted no.

Tam Valley residents asked questions of Mr. Jones.

The Board and Tam Valley residents shared their opinions on the 3 conceptual site plans for the Cabin.

Mr. Jones summarized the feedback and shared the next step:

- Most of the feedback was in favor of Option B: Pavilion.
- Majority would like more of an enclosed space and rustic design that is more in line with the Cabin character.
- Present a refined proposal on the Cabin masterplan at the October 8th Board meeting.

9:06 pm The Board took a 4-minute break and resumed at 9:09 pm.

- B. Receive PARC oral report including proposed improvements such as signage and a mural in the Rock Garden at Flamingo Rd.

Commissioner Rosenblatt shared with the Board the following ideas to improve Flamingo Park:

- New bench
- Planters
- Nice signage
- Add colorful artistic beautification

Commissioner Rosenblatt shared with the Board two concepts that they are considering to add colorful artistic beautification to Flamingo Park. The Board shared their feedback regarding the proposed art concepts (e.g., discuss with other artists, subject to graffiti) and improvements.

Public comment: Resident asked if it was possible to do artificial turf in the Rock Garden.

- C. Adopt resolution authorizing the General Manager to enter into a one-year joint use agreement with the Mill Valley School District (MVSD) to provide an after school public recreation youth program at Tam Valley Elementary School for the 2025-26 school year.

Assistant GM Shear gave the Board a brief background on Tia's After-School program.

Mr. Shear shared with the Board that Mill Valley School District reached out to TCSO towards the end of 2024-25 school year inquiring about an agreement between Mill Valley School District and TCSO for Tia's After-School program. Mill Valley School District stated they required a current agreement for Tia to continue to use the portable classroom to provide the after-school program. The agreement must meet all Mill Valley School District and state standards for after care programs. Mr. Shear shared the requirements with the Board.

Mr. Shear shared with the Board the joint use agreement allows TCSO to use the portable classroom for an after-school program. However, TCSO does not have the staffing and/or infrastructure to support such an endeavor that meets the MVSD standards. Therefore, the next step after the agreement with MVSD is to re-establish an after-school program option for Tam Valley families that

involves Tia, and for TCSD to enter into an agreement with a third-party operator to provide such a program.

Mr. Shear shared with the Board the joint use agreement is for one year. The goal is after the 2025-26 school year, West America After Care, or another operator, will enter into a joint-use agreement with MVSD to provide an aftercare program. TCSD will no longer be involved in any aftercare program.

Mr. Shear also shared that West America After Care will be responsible for paying the \$1,000 rent to MVSD for the use of their facility as well as the program costs.

The Board discussed and asked questions of staff.
There was no public comment.

MOTION TO ADOPT RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A ONE-YEAR JOINT USE AGREEMENT WITH THE MILL VALLEY SCHOOL DISTRICT TO PROVIDE AN AFTER SCHOOL PUBLIC RECREATION YOUTH PROGRAM AT TAM VALLEY ELEMENTARY SCHOOL FOR THE 2025-26 SCHOOL YEAR.

**M/S: S. BARTSCHAT / S. LEVINE AYES: 4 (S. BARTSCHAT, J. BROWN, S. LEVINE, M. MCMAHON)
NAYS: 0 ABSENT: 1 (J. JACOBS)**

- D. Adopt resolution authorizing the General Manager to enter into a one-year agreement with West America After Care to provide an after-school program at Tam Valley Elementary School for the 2025-26 school year.

The Board did not require a staff presentation since the previous presentation and Q&A covered the salient points of this agreement.

There was no public comment.

MOTION TO ADOPT RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A ONE-YEAR AGREEMENT WITH WEST AMERICA AFTER CARE TO PROVIDE AN AFTER-SCHOOL PROGRAM AT TAM VALLEY ELEMENTARY SCHOOL FOR THE 2025-26 SCHOOL YEAR.

**M/S: S. LEVINE / J. BROWN AYES: 4 (S. BARTSCHAT, J. BROWN, S. LEVINE, M. MCMAHON)
NAYS: 0 ABSENT: 1 (J. JACOBS)**

- E. Approve contract with Nute Engineering to provide design and engineering services for Phase F Sewer Line Replacement Project (various streets around Pine Hill Northeast of shoreline Hwy) in an amount not to exceed \$119,000.

GM Toy shared with the Board Phase F will include streets around Pine Hill, Northeast of Shoreline Hwy. Phase F replaces approximately 3,000 linear ft. of pipeline and will inspect an estimated 55

private laterals.

GM Toy also shared the total not-to-exceed amount is \$119,000 for Phase F. The bid scope of work will also include a new requirement for the contractor to conduct a CCTV warranty inspection 11 months after project completion. This will verify the work was satisfactorily completed and allow TCSD an opportunity to request repairs during the warranty period.

The Board discussed and asked questions of staff.

There was no public comment.

MOTION TO APPROVE CONTRACT WITH NUTE ENGINEERING TO PROVIDE DESIGN AND ENGINEERING SERVICES FOR PHASE F SEWER LINE REPLACEMENT PROJECT (VARIOUS STREETS AROUND PINE HILL NORTHEAST OF SHORELINE HWY) IN AN AMOUNT NOT TO EXCEED \$119,000.

**M/S: S. LEVINE/M. MCMAHON AYES: 4 (S. BARTSCHAT, J. BROWN, S. LEVINE, M. MCMAHON)
NAYS: 0 ABSENT: 1 (J. JACOBS)**

- F. Authorize General Manager to sign all real estate documents required for the settlement agreement between Kenyon and Greene.

GM Toy shared with the Board the recommended action will clarify that staff has the authority to sign all the required real estate documents as reviewed and approved by TCSD legal counsel.

Public Comment: Mr. Greene commented that this was important and he was here to ensure this authority was granted.

MOTION TO AUTHORIZE GENERAL MANAGER TO SIGN ALL REAL ESTATE DOCUMENTS REQUIRED FOR THE SETTLEMENT AGREEMENT BETWEEN KENYON AND GREENE.

**M/S: J. BROWN / S. LEVINE AYES: 4 (S. BARTSCHAT, J. BROWN, S. LEVINE, M. MCMAHON)
NAYS: 0 ABSENT: 1 (J. JACOBS)**

7. REGULAR BUSINESS: Information Items

A. General Manager report

GM Toy gave an update on the upcoming Oktoberfest (September 20).

GM Toy shared that there will be a virtual meeting with PG&E and County staff on September 17 to discuss the next steps on the transmission tower.

There was no public comment.

B. Receive Sewer treatment plant update reports: SASM and SMCSO

No one was available to attend SASM's August 21, 2025 meeting.

Director Levine attended the SMCSO Board of Commissioners meeting on September 2, 2025.

Director Levine reported on his written report.

There was no public comment.

C. Board member Committee/Subcommittee reports

There were no other Board reports.

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. Received monthly financial reports
- B. Approve minutes of August 13, 2025, special meeting

MOTION TO APPROVE THE CONSENT CALENDAR.

M/S: J. BROWN / M. MCMAHON AYES: 4 (S. BARTSCHAT, J. BROWN, S. LEVINE, M. MCMAHON)

NAYS: 0 ABSENT: 1 (J. JACOBS)

8. FUTURE AGENDA ITEMS

- A. Review of meeting.
Board liked the County Executive's presentation.
- B. Board input for future Board Meeting Agendas
 - September 24 Board Work Session canceled.
 - October 8, 2025 Board meeting topics: CMG, SMCSD, PG&E (6pm special meeting), report card for the flow metrics, status of TCSD's goals.

There was no public comment.

9. ADJOURNMENT

MOTION TO ADJOURN

THE MEETING WAS ADJOURNED AT 10:08 PM

Approved by Board on: 10/8/25