

Marin County Special Districts Association

An Organization to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Marin, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of Marin County that will result in benefit to the public.

NOTICE OF EXECUTIVE OFFICERS MEETING MINUTES

Tuesday, April 28, 2020

Tamalpais Community Services District /Hosted Zoom, Phone Call Meeting

CALL TO ORDER

President Heather Abrams called the meeting to order at 2:35 pm

ROLL CALL BY ASSOCIATION SECRETARY

Roll was taken and quorum was met. The following were in attendance:

*Officers Present Heather Abrams, President, General Manager, Tamalpais Community Services District
Bill Hansell, Vice President, District Manager, Alto Sanitary District
Shelley Redding, Secretary, Administrator, Inverness Public Utilities District
Craig K. Murray, Treasurer, Board Director, Las Gallinas Valley Sanitary District
Lew Kious, Officer At Large, Board Director, Almonte Sanitary District*

Officers Absent

None

Staff Present

Colleen Haley, CSDA

Public Present

Judy Schriebman, Board Director, LGVSD

AGENDA REVIEW

Craig Murray expressed his interest in maintaining the revised Agenda format for future meetings for consistency. Secretary Redding agreed and noted she is using the agenda format for the meeting minutes as well. Approved: M/S by Officers and to accept the Agenda. Ayes: Nays: Abstain: Motion approved unanimously.

OPEN FORUM/PUBLIC COMMENT

There were no public comments.

CONSENT CALENDAR ITEMS

1. Approval of Minutes for January 28, 2020 General Membership Meeting

Approved: M/S by Officers Hansell and Murray to accept the consent calendar. Ayes: Abrams, Hansell, Redding and Murray. Nays: None. Abstain: Kious.

REPORT FROM CHAPTER COMMITTEES

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- A. Nominating Committee: The Chapter does not currently have a Nominating Committee.
- B. Legislation Committee: The Chapter does not currently have a Legislation Committee.
- C. Local Government Committee: The Chapter does not currently have a Local Government Committee.
- D. Other Chapter Committees: Chapter Formation Committee
 - 1. By-Laws document: Craig Murray identified 3 items for edit in the Chapter By-Laws for the Marin County Special Districts Association, A Chapter of the California Special Districts Association:
 - a. Pg 3: the word Citizens should be capitalized
 - b. Pg 7, Art 5: Push Article 5 Heading to next page
 - c. Pg 12 the last line "By-Laws" should be hyphenated
 - 2. Membership Application Form – the document has been edited but not everyone received the edited copy so it will be added to the next meeting agenda.
 - 3. Sample Resolution for the Chapter members – the document will be edited and added to the next meeting agenda.

COMMUNITY PARTNER UPDATES

- 1. Lew Kious reported that LAFCo will have a Board Meeting on Thursday night, and they are going to vote to reduce fees to Districts in response to the economic hardships for most districts.

INFORMATIONAL ITEMS

Officer Kious gave an update on his review of the CSDA affiliation agreement and pointed out the following items that CSDA is asking of the Chapters:

- 1) Need to send a copy of the finalized and approved By-Laws to CSDA.
- 2) Appoint a Communications Liaison – add to agenda
- 3) Require a \$1,000,000.00-liability insurance or have each member of the chapter provide a Certificate of Liability Coverage form that shows activity of chapter are covered by each special district under their own district coverage. Next meeting the certificates should be completed and filed.
- 4) Not allowed to identify as "Marin CSDA" and take an opposing view against CSDA in legislative issues.

The committee acknowledged the items and a suggestion was made to sign the affiliation agreement.

Approved: M/S by Officers Kious and Hansel to accept the Informational Items. Ayes: Officers Abrams, Hansel, Redding, Murray and Kious Nays: None, Abstain: None Motion approved unanimously. 0

2. CHAPTER REPORTS

California Special Districts Association

Colleen Haley reported all meetings are being conducted by Zoom. Legislative days conference will be online. Secretary of State may attend as well to discuss voting during the next election. Lobbyists are working on getting answers on labor and EDD issues and reaching out on Federal issues. Special Districts currently do not qualify for any Payroll Protection or CARE Act funding. Best practices, policies in the time of COVID-19, being transparent to the public. Tamalpais Community Services District

Heather Abrams reported Tam Valley is employing all employees as they are essential. She is working with their uniform supplier for masks for employees and the uniform supplier will be able to launder them as well. They are experiencing issues related to park access in their District and weighing the needs of the public for access, while maintaining the County Health order guidelines. They are conducting Board Meetings using Zoom.

- 1. Alto Sanitary District
- 2. Bill Hansel reported he is communicating with consultants and maintenance staff via teleconference. Documenting the needs to following social distancing parameters for staff. They had a stoppage of a CIP project, but the contractor came back a week later and started up again, observing safe work practices, as it is time sensitive. They are exploring sharing services. Operations concerns they are documenting as a result of stay at home orders. Reviewing the

economic effects of the pandemic including tax revenue and budget planning for next year and potential cost increases.

3. Almonte Sanitary District
4. Lew Kious reported that he is continuing to work with contractors and reports halted CIP projects. Board of Director meetings have been a challenge online.
5. Las Gallinas Valley Sanitary District
6. Judy Schriebman reported their District received training from Zoom and she has been training staff on the use of Zoom. Offered her assistance to anyone who needed help with it.
7. Inverness Public Utility District
8. Shelley Redding reported that she is working remotely. The water services are essential, and the District has had to adjust staffing to maintain social distancing while keeping operations running. The District is covering wages up to each FTE and tracking the hours worked and not worked. The Volunteer Fire Department has received PPE from Marin County Fire and the department responds to emergencies as secondary to Marin County Fire. Since some volunteers are in the higher risk category for infection, they are being asked to not respond first to scene, unless called. Budget work is being done with consideration for potential economic impacts.
9. Las Gallinas Valley Sanitary District
Craig Murray shared a flyer from the California Water Environment Association and recommended looking at their website, CWEA.org. They have a webinar scheduled for April 30th about how to manage staffing needs. They are coping well in their District. The offices have moved, and the facilities have been closed to public access because of the construction project and the county health order.

3. Board Requests

4. Treasurer Murray requested agenda setting:
 - a. Liability Insurance Certificate Form
 - b. Sample Resolution
 - c. Formal Affiliation Agreement
 - d. Chapter membership application form
 - c. Chapter Website hosted on CSDA.net/Chapters & Networks

Officer Announcements and Requests

Adjournment Tuesday, July 7, 2020 2:30 P.M..

M/S by Officers Hansel and Murray to adjourn the meeting. Ayes: Officers Abrams, Hansel, Redding, Murray and Kious Nays: None, Abstain: None. Motion approved unanimously.

Meeting adjourned at 3:40pm

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