

AGENDA

TAMALPAIS COMMUNITY SERVICES DISTRICT
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MEETING OF THE TCSD BOARD OF DIRECTORS
Wednesday, April 8 at 7:00 PM
at 203 Marin Avenue, Mill Valley, California

1. **ROLL CALL:** President, Steffen Bartschat, Directors: Jim Jacobs, Linda Johnson, Rick Johnson, and Gretchen Stagg

2. **APPROVE AGENDA**

3. **PUBLIC EXPRESSION**

(Members of the public are invited to address the Board concerning topics, which are not listed on the Agenda. (If an item is agendaized, interested persons may address the Board during the Board's consideration of that item.) Speakers should understand that except in very limited situations, state law precludes the Board from taking action on or engaging in extended deliberations concerning items of business, which are not on the agenda. Consequently, if further consideration is required, the Board may refer the matter to its staff or direct that the subject be agendaized for a future meeting. The Board reserves the right to limit the time devoted to this portion of the Agenda and to limit the duration of speakers' presentations.)

Introduction of Cathryn Hilliard, New Southern Marin Fire District Member

4. **COMMISSION REPORTS**

- A. Park and Recreation Advisory Committee Report – February 23, 2009
- B. Revitalization and Safety Commission Report – March 24, 2009

5. **GENERAL BUSINESS**

- A. Resolution No. 2009-01 regarding “Proposing an Election be held within TCSD and requesting the Board of Supervisor’s consolidate any other election conducted on November 3, 2009 and requesting election services by the Registrar of Voters” – Jon Elam
- B. Draft Organic Material Diversion Proposal – Jon Elam
- C. Draft Proposal Ordinance on Private Sewer Lateral Management – Jon Elam and Aaron Brown
- D. Request AB 283 letter of Support for Extended Producer Responsibility – Jon Elam
- E. Sausalito Sewer Spill Report – Jon Elam
- F. Report on AB 1232 – Jon Elam
- G. Coastland Engineering Report on Sewer Project Costs – Jon Elam
- H. Staff Climate Activities – Jon Elam
- I. TCSD Sewer Pump Station Evaluation Report– Jon Elam
- J. Base Salary Adjustments – Carol Buchholz

6. STAFF REPORTS

- A. Carol Buchholz – Park and Recreation
- B. Bob Bunce – Sanitation
- C. Jerry Taylor – Finance Report
- D. Jon Elam, General Manager

7. BOARD REPORTS AND COMMENTS

- A. SMCSO Update – Steffen Bartschat

8. COUNTY ISSUES OF CONCERN

9. 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.

RECOMMENDATION

- A. Monthly List of Checks and Disbursements Issued. Approve
- B. Approve Minutes:
 - February 13, 2009 Work Session Meeting Approve
 - March 18, 2009 Regular Meeting Approve

10. MEETING REVIEW – DISCUSS THE BOARD MEETING

- A. Agenda items for next meeting.

11. ADJOURNMENT


NEXT MEETING: May 13, 2009

Date: April 8, 2009

ITEM # 5 A

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager 

Subject: Resolution No. 2009-01 regarding "Proposing an Election be held within TCSD and requesting the Board of Supervisor's consolidate any other election conducted on November 3, 2009 and requesting election services by the Registrar of Voters."

Marin County, during each election season, asks all Special Districts if they would like to hold their election along with the County Election, which this year will be held on November 3, 2009.

The alternative would be if the District wanted to hold a District only election and assume all the costs of doing so. Clearly, it is cheaper to participate in the consolidated election. Nevertheless, the County Elections Office needs to ask each district of it intentions.

This year's election is for two regular term (4 year) positions.

As of February 20, 2009, The Registrar Office estimates TCSD has 4,099 registered voters (out of an estimated population of 6,000 to 7,000.)

The Registrar Office provide all support services as well, including publishing individual candidate statements (for \$179.00), and provides mailing labels for the 4,099 registered voters at cost of \$200.00 a set.

The filing period for the Board position opens on July 13, 2009 and extends for four weeks (26 days) until August 7, 2009.

Each election cycle the District's budget includes funds to cover the cost of holding the election. This year the county is estimating that the cost will be between \$6,148.00 and \$10,247.00.

Attached are the materials we have received from the County.


Recommended Action:

Make a motion to approve Resolution No. 2009-01 regarding the November 3, 2009 election.

Date: April 8, 2009

ITEM # 5 B

STAFF REPORT

To: Board of Directors
From: Jon Elam, General Manager 
Subject: Draft Organic Material Diversion Proposal

TCSD has been approached by a start-up company, called Pacific Biogas Energy L.L.C., about our willingness to enter into an agreement to have our green-waste and future food waste hauled to them to process as Biogas energy.

They view our materials as a dependable "Feed-stock" for their new proposed Biogas Energy Production facility.

They would charge us a disposal fee similar to what we pay to Bolinas and the landfill (\$20 a yard).

In 2008, we generated a total of 1,079 ton of Green Waste Material or 89 ton/month

Clearly our tonnage is not adequate to support a biogas facility in Marin County by itself (they project they will require 2,750 tons/month) but they are identifying potential feed stock sources and looking for sites close to those supply lines.

Representatives of Pacific Biogas have requested a tentative agreement with TCSD and if they are able to put their plan together would formalize it. I could see this as a viable technology that is widely used in Europe.

The leader of their team is Mr. Aaron Brown who would like to review this proposal with the TCSD Board at this evenings meeting.

It is possible this proposal could be a part of the Marin Clean Energy Strategy to create "home-grown" energy strategy and provide some funding on it.


Recommended Action:
Discussion.

Date: April 8, 2009

ITEM # 5 C

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager 

Subject: Draft Ordinance on Private Sewer Lateral Management

Poor performing private sewer lateral lines expose the community to a couple of risks and costs.

The first relates that poor maintenance can result in line backups and overflows (spills). Even when a poor line is serviced it can result in the passing on of roots and grease flows into TCSD lines and has resulted in TCSD Sanitary Sewer Overflow (SSO's).

The other relates to higher I & I flows that can cause increased flows to the District's treatment plants and result in higher charges for all TCSD users. Studies have shown that nearly 50% of all excess flow comes from "leaky" private lateral lines.

Thus, the District faces two long-term issues beyond just maintaining its own 27 miles of pipe and pumps.

I have drafted a proposal that is pretty obvious and introduces the concept of a "Private Sewer Lateral Certificate." It would be something we would give to our users after they have had the private lateral videoed or replaced and lateral pipes are in satisfactory condition.

The most controversial part of this might be that the District would require that whenever a property sells that they would be required to obtain (if they hadn't already obtained one previously) the satisfactory condition certificate within say six month's from TCSD.

To get a certificate they would need to meet one of several conditions.


- 1 - They would have a video done showing the line is in good condition (cost \$200 to \$300 dollars)
- 2 - Have a Certificate or evidence that the line has been replaced or repaired within the past 20 years.

Date: April 8, 2009

ITEM # 5 D

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager 

Subject: AB 283 a Bill to Support Extended Producer Responsibility

TCSD is an associate with the California Product Stewardship Council an organization focusing on legislation to deal with the solid waste issue created by all the packaging waste generated which organizations like TCSD have to collect and dispose off.

It is interesting that private companies who have little responsibility for the cost and impact of disposal are not being asked to rethink packaging materials to support recycling and diversion.

The attached AB 283 is the lead legislation on this in this year's legislature. The author of this bill is the Committee Chair, our representative is a coauthor.

Ideas similar to this have been implemented in Canada and Europe and many manufactures are starting to cut back on plastics, particularly Styrofoam, but much remains to be done. One only has to look in the back of one of our garbage trucks to truly see how much is packaging.

TCSD as a provider of Solid Waste Service has been asked to write a letter of support on AB 283 and send it to the author.


Recommended Action:

Motion to direct the General Manager to write a letter on behalf of AB 283 and send it to our legislative representatives.

Date: April 8, 2009

ITEM # 5 E

STAFF REPORT

To: Board of Directors
From: Jon Elam, General Manager 
Subject: Sausalito Sewer Spill Report

On March 19th the District received a copy of the report submitted to the Regional Water Quality Control Board, regarding the February 17, 2009 sewer spill at the SMCSD's plant.

I believe the report did a complete job of detailing the spill and all the steps taken to address the repairs.

I am enclosing pages that might be of interest to the Board.

J - Plant Spill List
K - Funding Source of SMCSD
L - Average Sewer Fees
M -Repair Costs = \$219,050
 Engineering = 126,235
 Total = \$345,295

Note, 10% of all SMCSD O. & M. Capital Reserves were spent on just this spill repair.


A breakdown of SMCSD's Financial Summary.

Recommended Action:
Discussion.

Date: April 8, 2009

ITEM # 5 F

STAFF REPORT

To: Board of Directors
From: Jon Elam, General Manager 
Subject: Discussion of AB 1232 on LAFCO Policy

Assembly member, Jared Huffman, has introduced his annual Bill relating to local Sewer Systems. Although this Bill is more a LAFCO bill than a Sewer System Bill.

LAFCO every 3 or 4 years is required to conduct a "Service Review" on each Special District in the County. That includes looking at what is called a districts "Sphere of Influence" a term used often to project where future additions in annexations to a district might come from.

The proposals in AB 1232 would add a new requirement for LAFCO's would require during this service review that they study a districts infrastructure needs and project a written cost and any budget increases associated with new regulatory requirements, infrastructure replacement and upgrades.

As the TCSD Board has found the costs to analyze a system is not cheap and given that LAFCO does not have any trained engineering staff on board to do it is unclear who or how it might be done.

The bill suggests (probably its death) that any costs for doing this work will be considered a State Local Government mandate and this is a state reimbursable cost.

While I find it hard to imagine, the State would have any fiscal resources for this, it might also offer the opportunity for Districts to no longer do any form of long range planning since perhaps by not doing it would mean LAFCO would do it.

I put this on the agenda as an F.Y.I. item for discussion and any direction for staff to follow-up.


Recommended Action:
Discussion.

Date: April 8, 2009

ITEM # 5 G

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager 

Subject: Coastland Engineering Report on Sewer Construction Costs

The Board has on several occasions asked the staff to explore the billings from the 2007-2008 Sewer Improvement Program for costs that rightly should have been Marin County's.

Enclosed is that memo for Board discussion and direction.

Recommended Action:


Discussion and Direction to Staff.

Date: April 8, 2009

ITEM # 5 H

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager 

Subject: Staff Climate Activities

As the Board knows, I continue to be involved in a range of climate issues. I appreciate the Board's support and I believe it helps broaden TCSD's image and reputation and continues our work in this important area.

Specific activities include:

- Serving on the Air Resources Board "Tool Kit" workgroup.
- Work with a Marin carbon group on soil sequestration
- Serving on the County JPA for Waste Management
- Liaison with a large group of people worldwide that have evolved from the U.N. meetings I've attended in the past two years.

TCSD's actions are significant, for instance, I just completed a review of our energy use on District's facilities. In 2006, we used 60,642 KWH hours of electricity. In 2008, we reduced it to 48,933 KWH a reduction of 20%. In terms of natural gas our use had decreased from 3,648 TM in 2006 to 3,562. Not as much as the electricity but the same positive direction.

Remember, on top of this our redirected sewer flows and huge reduction in waste collected.


Together these are significant.

Recommended Action:
Discussion.

Date: April 8, 2009

ITEM # 5 I

STAFF REPORT

To: Board of Directors
From: Jon Elam, General Manager 
Subject: TCSD Sewer Pump Station Evaluation

The major section for compliance with the April 15, 2009 EPA Administrative Order's (CWA 209(a)-08-031 and CWA 309(a)-030) is the completion of the attached pump station evaluation report.

The specific requirements included:

1. By April 15, 2009 SMCSO, TCSD, and the City of Sausalito each shall submit to EPA a report describing the pump stations within its collection system, including number of primary and redundant pumps, pumping capacity, emergency generators, alarm systems, and estimated time to overflow in the event of station failure during peak dry weather flow.
2. By April 15, 2009 SMCSO, TCSD, and the City of Sausalito each shall certify to EPA that each pump station for which it is responsible is equipped for peak wet weather flows and continuous operation in the event of electrical failure, mechanical failure, or power outage.
3. If an agency is unable to certify that a pump station is adequately equipped, the agency by April 15, 2009 shall submit a plan, including a schedule and financial plan, for completing all repairs, renovations, and upgrades on each pump station and force main to ensure adequate capacity for peak wet weather flows and to ensure continuous operations.
4. By October 15 each year, SMCSO, TCSD, and the City of Sausalito each shall submit an annual report to EPA documenting pump station and force main renovations, and upgrades during the previous year and describing projects to be completed in the coming annual cycle.

The report is very helpful, and once again points out our system deficiencies (pages 17-19). The first is one that Bob has been working on and relates to certain improvements on the Bell Lane Pump Station, estimated cost - \$160,000 (details are in the report).


Next is the need to add Bell Lane pump redundancy, estimated cost \$560,000.

Date: April 8, 2009

ITEM # 5 J

STAFF REPORT

To: Board of Directors

From: Carol Buchholz, Parks and Recreation Director 

Subject: Base Salary Adjustments

BACKGROUND

In November of 2008 the TCSD Board of Directors deferred making a recommendation to adjust the base level salary of our Landscape worker/Refuse worker to reflect current same labor class salaries. At this time, staff recommends that the Board revisit this item and make those base level adjustments.

FISCAL IMPACT

Currently the rate of pay is 3.3 percent less (\$51,389 versus \$53,148) than others doing the same job. The difference in salary amounts to \$1759 per year.

RECOMMENDATION

Staff recommends that this salary be raised by \$1759 to reflect same work/same pay policy.

Attachments

1. Staff Report dated November 12-Mr. Elam recommendation for salary adjustment
2. TCSD Board minutes of November 12.