

# Tamalpais Community Services District

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## AGENDA

### TAMALPAIS COMMUNITY SERVICES DISTRICT MEETING OF THE TCSD BOARD OF DIRECTORS

Wednesday, July 6, 2011

7:00pm

Tam Valley Community Center  
203 Marin Avenue, Mill Valley

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

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 added to an agenda 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.*

4. **COMMISSION REPORTS**

- A. Park and Recreation Commission Report – June 27, 2011
- B. Revitalization & Safety Meeting – (Next scheduled meeting July 19, 2011)

5. **GENERAL BUSINESS**

- A. WELCOME NEW DISTRICT 3 SUPERVISOR KATHRIN SEARS – JON ELAM
- B. PUBLIC HEARING AND PRESENTATION OF THE DISTRICT'S 2011/2012 BUDGET – MOTION TO ADOPT THE DISTRICT'S 2011/2012 BUDGET– JON ELAM
- C. CONSIDERATION OF PROPOSED ORDINANCE NO. 92 TO RESTATE AND AMEND TCSD ORDINANCE NO. 84 THAT ESTABLISHES SOLID WASTE POLICIES AND STANDARDS FOR REFUSE COLLECTION AND ESTABLISHES FEES FOR THE ADMINISTRATION OF TCSD'S PROGRAM – JON ELAM

Special Needs: In compliance with the Americans with Disabilities Act (28 C.F.R. 35.102-35.104, ADA Title II) if you need special assistance to participate in this meeting, please contact the TCSD at (415)-388-6393, x10. Notification 48 hours prior to meeting enables TCSD to make reasonable arrangements to ensure accessibility. In compliance with Senate Bill 343 the law requires writings subject to the Public Records Act to be available for public inspection at the time the writing is distributed to the member of the legislative body  
In compliance with Senate Bill 343 materials or writings subject to the Public Records Act is available for public inspection at 305 Bell Lane, Mill Valley, California between the hours of 8:00 a.m. through 4:30 p.m. Monday through Friday.

- D. PROPOSAL TO ADOPT A MOTION TO UPDATE TCSD GUIDELINES GOVERNING SOLID WASTE, RECYCLING AND GREEN WASTE SERVICES – JON ELAM
- E. MOTION TO ADOPT ANNUAL CHARGES FOR SANITARY SEWER COLLECTION SERVICES AND SOLID WASTE COLLECTION AND SUBMIT CHARGES TO MARIN COUNTY AUDITOR'S OFFICE FOR COLLECTION WITH FY 2011-12 PROPERTY TAX BILLS – JON ELAM
- F. MOTION TO ADOPT TCSD COST OF LIVING SALARY ADJUSTMENTS AT A RATE OF 2.82% EFFECTIVE JULY 1, 2011 – JON ELAM
- G. CSDA ELECTION FOR BOARD OF DIRECTORS – JON ELAM

**6. STAFF REPORTS**

- A. Carol Buchholz – Parks and Recreation
- B. Bob Bunce - Sanitation
- C. Jerry Taylor – Finance
- D. Jon Elam - Refuse

**7. BOARD REPORTS AND COMMENTS**

None

**8. OTHER ISSUES**

**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.*

		<u>RECOMMENDATION</u>
A. Monthly List of Checks and Disbursements Issued		Approve
B. Approve Minutes:	June 15, 2011 – Board Session	Approve

**10. MEETING REVIEW – DISCUSS THE BOARD MEETING**

- A. Agenda items for next meeting

**11. ADJOURNMENT**

**NEXT MEETING:**

Meeting: TCSD Board Work Session  
 Date: July 27, 2011 Time: 8:45 am  
 Location: TCSD Offices - 305 Bell Lane, Mill Valley

Special Needs: In compliance with the Americans with Disabilities Act (28 C.F.R. 35.102-35.104, ADA Title II) if you need special assistance to participate in this meeting, please contact the TCSD at (415)-388-6393, x10. Notification 48 hours prior to meeting enables TCSD to make reasonable arrangements to ensure accessibility. In compliance with Senate Bill 343 the law requires writings subject to the Public Records Act to be available for public inspection at the time the writing is distributed to the member of the legislative body  
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Date: July 6, 2011

ITEM # 5A

**STAFF REPORT**

**To:** Board of Directors

**From:** Jon Elam, General Manager 

**Subject:** Welcome Kathrin Sears – New District 3 Supervisor to TCSD

Attached is a biography for newly appointed Supervisor Kathrin Sears who will join the meeting

Date: July 6, 2011

ITEM # 5B

**STAFF REPORT**

To: Board of Directors

From: Jon Elam, General Manager 

Subject: Proposed Adoption of The District's 2011-2012 Budget and Financial Plan

**SUMMARY**

	REVENUES	EXPENSES
SANITATION	\$2,696,700	\$2,510,695
REFUSE	\$1,278,200	\$1,305,260
PARK & RECREATION	\$836,200	\$892,168
TOTAL	\$4,811,100	\$4,708,168

These reflect a reduction in revenues of \$15,093 or 0.3%. Budgeted expenditures have been reduced by \$116,514 or 2.4%. Staff remains constant with a compliment of 12 full-time employee positions distributed as:

Sanitation	2.56
Refuse	6.17
Park & Recreation	3.27

With census reports issued in Spring 2010, TCSD's population remains at approximately 7,000 and the District provides services to 2,550 housing and commercial properties.

**PERSONNEL COSTS**

	2010/2011	2011/2012
LABOR COSTS	\$857,169	\$881,740
BENEFITS	\$582,903	\$527,130
TOTAL	\$1,440,072	\$1,408,870

This year's budgeted personnel costs are lower by \$31,202 which is due to reduced costs in the retirement program for a second year in a row by \$53,511.

Major cost areas for each program include:

<b>SANITATION</b>		
	Labor	\$208,847
	Benefits	\$125,872
	Sewer repairs	\$200,000
<b>WASTEWATER TREATMENT</b>		
	SMCSD	\$700,758
	SMCSD Capital	\$487,793
	Debt Service	\$446,407
<b>REFUSE</b>		
	Labor	\$436,531
	Benefits	\$278,785
	Fuel	\$40,000
	Truck Maintenance	\$88,000
	Disposal Fees	\$213,000
<b>PARK &amp; RECREATION</b>		
	Labor (Part & Full Time)	\$294,462
	Benefits	\$156,745
	Maintenance, Supply and Repair of Equipment	\$48,000
	Landscape Contract	\$47,000
	Special Events	\$51,000
<b>REVENUES</b>		
	Sanitation Fees (\$1,013/year)	\$2,694,110
	Refuse (\$373/year for basic service)	\$1,240,000
	Park & Recreation Property Tax Levy	\$625,000

<b>PROPOSED CAPITAL PROJECTS</b>		
<b>SANITATION</b>	Bell Lane Pump Replacement	\$150,000
<b>REFUSE</b>	New Truck	\$125,000
	Diesel Truck Retrofits	\$100,000
<b>PARK &amp; RECREATION</b>	Community Center Parking Lot Lighting Project	\$50,000
	Countyview Slide Repair	\$50,000
	Rhubarb Trail Bridges	\$20,000

**DEPRECIATION**

<b>BUDGETED CONTRIBUTIONS</b>	
<b>SANITATION</b>	\$80,000
<b>REFUSE</b>	\$91,000
<b>PARK &amp; RECREATION</b>	\$60,000
<b>TOTAL</b>	\$231,000

In addition, the Sanitation fund is anticipated to generate an additional positive surplus of \$184,640.

TCSD's key financial challenge has been to rebuild its sewer fund balances which at the end of 2009/2010 were a deficit of \$400,007. Fund balances for Refuse were \$450,753 and Park & Recreation \$497,900.

The key to restoring sanitation fund balance has been renegotiating the District's treatment cost agreements with the Sausalito-Marin City Sanitary District. Those costs which are projected in this budget to be \$1,188,552 are the driver of the District's high sewer rates.

Recommended Action: Discussion

Date: July 6, 2011

ITEM #5C

**STAFF REPORT**

**To:** Board of Directors

**From:** Jon Elam, General Manager 

**Subject:** Open a Public Hearing for Consideration of Ordinance No. 92 that restates and amends Ordinance No. 84, a TCSD ordinance that establishes solid waste policies and solid waste removal standards and fees for the collection and administration of TCSD's Refuse Collection Program

On a regular basis, TCSD Staff review the core policy documents (ordinances) that govern its operations. Attached is proposed Ordinance No. 92 which amends Ordinance No. 84 regarding clarifications of the adoption of our food waste program, defines the proper placement of collection containers along curbside of a residence or commercial site. The fee section defines our fee structure for collection based on the amount of material collected and adds an elective fee to carryout a driveway collection option. The remaining additional sections of the ordinance are included in the existing policy.

**Recommended Action:**


- Motion to Open a Public Hearing Regarding Amendment to Ordinance No. 92
- Close the Public Hearing and make suggestions for Staff and continue the proposal for a Second Reading at the August 10, 2011 Board Meeting

Date: July 6, 2011

ITEM #5D

**STAFF REPORT**

**To:** Board of Directors

**From:** Jon Elam, General Manager 

**Subject:** Motion to Adopt Updated TCSD Guidelines Governing Solid Waste, Recycling, and Green Waste Services Carried out by District Refuse Crew

**Recommended Action:** Motion to Approve Updated Policy Guidelines Governing the Collection of District Solid Waste, Recycling, and Green Waste Services




Date: July 6, 2011

ITEM #5E

**STAFF REPORT**

**To:** Board of Directors

**From:** Jon Elam, General Manager 

**Subject:** Motion to Adopt Resolution No. 2011-05 Charges for Sanitary Sewer and Refuse Collection Services for FY 2011/2012 and Authorize Submission of Charges to Marin County Auditor's Office for Collection with Fiscal year 2010/2011 Property Tax Bills

Each year after the Board adopts its annual budget and establishes its fees for sanitary, sewer and refuse collection it is asked to formalize these actions by adopting a resolution.


**Recommended Action:** Motion to Adopt Resolution 2011-05 Establishing Charges for Sewer Collection and Refuse Services for FY 2011/2012 and Authorizing Submission of the Charges to the Marin County Auditor's Office for posting on Fiscal Year 2011/2012 Property Tax Statements for TCSD Area Parcels.

Date: July 6, 2011

ITEM # 5F

**STAFF REPORT**

**To:** Board of Directors

**From:** Jon Elam, General Manager 

**Subject:** Consider a Motion to Adopt TCSD Cost of Living Salary Adjustments for FY 2011/2012 at a rate of 2.82% effective July 1, 2011

Each year, the Board recognizes the good work staff is accomplishing by approving a cost of living increase. This year, the rate is 2.82% and comes from the cost of living data provided by the Department of Labor for the period of April 2010 to 2011. Total projected costs of these adjustments is \$34,539 and funding for these is included in the adopted 2011/2012 Budget Plan. The effective date will be July 1, 2011.

Date: July 6, 2011

ITEM # 5G

**STAFF REPORT**

**To:** Board of Directors

**From:** Jon Elam, General Manager 

**Subject:** CSDA Election for Board of Directors

Each year, the California Special Districts Association holds elections for its Board of Directors. Enclosed is the ballot along with related materials on the candidates.

**Recommended Action:** Motion to Vote for Mr. Stanley Caldwell or Ms. Kathryn Slater-Carter for Seat C (term ending in 2014) to the CSDA Board of Directors