

Tamalpais Community Services District

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AGENDA

TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, California 94941-4037

Phone: (415) 388-6393 Fax: (415) 388-4168

E-mail: info@tcsd.us Website: www.tcsd.us

MEETING OF THE TCSD BOARD OF DIRECTORS

Wednesday, January 13 at 7:00 PM

Tam Valley Community Center

203 Marin Avenue, Mill Valley, California

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

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. ELECTION OF OFFICERS FOR 2010 – POSITIONS OF BOARD PRESIDENT AND VICE PRESIDENT

5. COMMISSION REPORTS

- A. Revitalization and Safety Commission Report – No Meeting Held in December
- B. Park and Recreation Commission Report – No Meeting Held in December

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

6. GENERAL BUSINESS

- A. Proposed letter to SMCSO Outlining the Board's Intentions Regarding Continuing Wastewater Treatment Services – Steffen Bartschat
- B. Discussion and Review of the FY 2008-09 Financial Audit from Croce & Company – Jon Elam & Jerry Taylor
- C. Rubicon Landscaping Services Proposal for 2010 – Jon Elam
- D. Request the Board to Approve the Submission of a State Fire-Safe Grant for FY 2010-2011 – Jon Elam, Jim Kasper
- E. List of Unfinished/Ongoing Activities – Jon Elam
- F. Set Annual Date for Board Work Session for January 30, 2010 at Fernwood Cemetery's Reception Room from 9:00am – 2:00pm – Jon Elam
- G. Report on 2009 Board of Directors Goals – Jon Elam
- H. Cleaning Garbage Cans – Jon Elam

7. STAFF REPORTS

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

BOARD REPORTS AND COMMENTS

- A. SMCSO Meeting Report December 7, 2009 – Jim Jacobs
- B. Mill Valley City Council Meeting December 7, 2009 – Steffen Bartschat
- C. SMCSO Meeting Report January 4, 2010 – Jim Jacobs

9. COUNTY ISSUES OF CONCERN

10. 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:
December 9, 2009 Regular Meeting Approve

11. MEETING REVIEW – DISCUSS THE BOARD MEETING

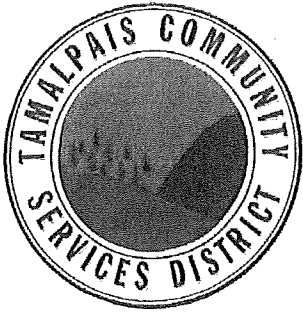
- A. Agenda items for next meeting.

12. ADJOURNMENT

NEXT MEETING:

Meeting: TCSD Board Work Session
Date: January 27, 2010
Time: 8:45AM
Location: TCSD Main Offices
305 Bell Lane, Mill Valley

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January 13, 2010

Dear SMCSO Board Members:

The TCSO Board would like to request your assistance in helping to balance the annual budget allocations requested by SMCSO, in particular the annual allocations for capital improvements, referred to as "R&R" and "E&A" costs in our contract.

In December, the TCSO Board concluded its Prop 218 public hearing and approved a rate increase making our new sanitation rate \$1,013 per household per year. As you can imagine, this 40% rate increase was difficult for our residents to swallow, especially given current economic times. TCSO was forced to increase rates due to the capital cost allocations for SMCSO as dictated by the contract between our two agencies. TCSO pays its share for SMCSO capital costs *in full for the year the costs are incurred*. Note that out of the \$1,013 our agency will collect for the 2010/11 assessment per household, \$519 will be transferred to SMCSO, with \$239 directly attributable to SMCSO capital spending.

It's clear that a new arrangement needs to be made to cover TCSO's share of capital spending – TCSO cannot justify a rate increase beyond \$1,013 in the foreseeable future, but we know that SMCSO projects even higher capital spending in the coming years. Fortunately, there is a solution for this problem – long-term financing. We are planning to send \$609,000 to SMCSO for capital improvements in 2009/10. \$260,000 of this amount covers the debt service for our previous loan agreements. The remaining \$349,000, assuming it is paid annually, could finance \$10M in capital improvements when financed over a 30 year period – this amount should be sufficient to cover TCSO's share for SMCSO capital program.

One complication of course is that TCSO may sever its relationship with SMCSO in 2014. But this should not be a roadblock – rather an opportunity to proactively plan this change in relationship. We suggest that TCSO and SMCSO work out an amendment to our contract. This amendment could include the new financing arrangements for capital improvements, as well as clarifications as to what happens to the outstanding debt in 2014 should the districts decide to part ways. This is also an opportunity to clarify or change other provisions in the original contract as we look towards 2014. The two agencies should target an amendment in place by June 2010, the start of our new budget year.

As a next step, we suggest that our respective legal counsel meet to compare notes and draft this amendment. If additional negotiations between the two Boards need to occur, we would be happy to appoint a subcommittee to meet with your subcommittee to iron out any additional details.

Jim Jacobs, TCSD representative to SMCSO, Steffen Bartschat, TCSD Board President, and Jon Elam, GM, are planning to attend your February meeting and will be happy to make further clarifications at that time.

Sincerely,


Steffen Bartschat
President, TCSD Board of Directors

Date: January 13, 2010

ITEM # 6B

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager 

Subject: 2008-2009 Audit Report

Each year the District contracts with a CPA firm to conduct a financial analysis and audit of our system and issues the attached management letter as well as a list of recommendations to strengthen our internal financial controls. Jerry Taylor will report on these recommendations.

2008-2009 Budget (pg. 13, pg. 16)

| | PARKS | SANITATION | REFUSE |
|-----------------|----------|--------------|--------------|
| Balances | \$72,580 | \$(-529,526) | \$(-119,587) |

In summary, this was a challenging year for the District (as is 2009-2010), but we are now turning the corner for our future.


Recommended Action: Motion to Accept the District's 2008-2009 Financial Statement and Audit

Date: January 13, 2010

ITEM #6D

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager 

Subject: Request to Submit A Fire-Safe Grant Application

District-owned properties have been the benefactor of over \$200,000 worth of grant funds from the California Fire-Safe Council over the past four years. These resources have been used to clear District-owned lands in the Marinview and Muir Meadows neighborhoods. Funds used have helped clear our grown "sewer benches" that allow us to clear many sewer pipe sections that have not been cleaned in many years.

This work now has a sense of achievement and momentum and a request (see attached letter) has been made to ask TCSD to submit an application this year to continue these efforts. We have been very lucky to have local residents who have provided project leadership for this work on a volunteer basis. They are committed to helping prepare the application, work closely on project planning, and work with Bob Bunce and our staff to monitor and oversee the project work.

This has been a remarkable success and Staff recommends the Board to authorize the submission of a grant application to continue these efforts. Mr. Jim Kasper has been an exceptional leader on these efforts and will be available to answer any questions.


Recommended Actions: Motion to Authorize TCSD to Submit a Grant Application to the California Fire-Safe Council to continue these efforts in 2010-2011.

Date: January 13, 2010

ITEM # 6E

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager 

Subject: Unfinished/Ongoing Activities

TCS D Staff was in the process of undertaking a number of activities prior to the fiscal challenges in the Fall. Many were deferred as a way to maintain cash flow, but had been projected for completion in 2009-2010.

Staff has provided a list of these activities along with their estimated costs. This, along with other projected activities, will become a part of the 2010 Fiscal Plan that carries through the year.

PROJECTS:

- **Eastwood Park Tennis Court Repaving (\$50,000-55,000):** Park fund reserves and 2009-2010 Budget Savings (*Bids received and price held through April 2010)
- **Eastwood Park Fence Enclosure for Play Area (\$10,000-12,000)**
- **Required Exhaust Modification of District Truck Fleet for Compliance on 12/31/09** (Nine Trucks=\$121,000 from Refuse Reserves)
- **Upgrade Two Sewer Pumps on Bell Lane Pump Station to Meet EPA Requirements (\$125,000)**
- **Purchase Emergency Kits as Promoted in the January 2010 Newsletter** (No cost to District)
- **Finish and Implement Community Center Parking Lot Lighting (\$30,000):** Community Center Fund
- **Adopt Kay Park Master Plan:** Recommended inclusion of a bathroom facility

OTHER ACTIVITIES:

- Propose adoption of a Sewer Lateral Ordinance
- Undertake a Rate Review Effort for Sanitary Sewers: Treatment costs to be paid based on water use (for 2010-2011)
- Upgrade District Special Collection Days to Include Used Paint Disposal


Recommended Action: Discussion and Board Direction

Date: January 13, 2010

ITEM #6F

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager 

Subject: Set Date and Location for Annual TCSD Work Planning Discussion

Each year, the Board and Senior TCSD Staff meet to discuss what the key priorities to focus on. This process generally includes discussions of what progress was made on the previous year's goals, what strengths and weaknesses the organization has, and to develop a list of issues that the Board will focus on in 2010.

The meeting is projected to be on a Saturday, beginning at 9:00am and lasting until approximately 2:00pm (lunch will be provided). Staff proposes the site location for this year to be at Fernwood Cemetery's meeting room. Available date is Saturday, January 30, 2010


Recommended Actions: Motion to set January 30, 2010 as the date for the 2010 Work Planning Session.

Date: January 13, 2010

ITEM # 6G

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager 

Subject: Report on 2009 Board Goals

GOAL ONE: Continue working with CH₂M Hill on evaluating what strategies should be explored to position the wastewater flows between the two treatment plans that serve TCSD.

ACTIONS:

- Completed internal flow study with CH₂M Hill – March 2009
- Completed TCSD supported SASM Plant study to evaluate flows and SASM Plant capacity – Adopted by SASM October 2009
- SASM undertook as a second part of this study if storage capacities at the plant could be increased to 7.0 million gallons (result was storage can be increased)
- Developed a charge study analysis for SMCSO charges to TCSD and submitted a recommendation to SMCSO – September 2009
- Undertook a Proposition 218 Rate Study and adopted new 2010-2011 rates – December 2009
- Began process with Nute Engineering to develop a proposal/plan to shift TCSD sewer flows over to SASM – December 2009
- Successfully completed E.P.A. requirements in April and October 2009

GOAL TWO: Continue efforts at community outreach by developing a volunteer brochure (carryover to 2010) and encouraging Board members to attend a commission meeting to discuss Board's 2009 goals – Completed.

GOAL THREE: Create new cart stickers to help residents sort correctly waste stream materials – Completed and are being installed as time allows.

GOAL FOUR: Hold a Tam Valley Leadership Forum Event – Completed successfully on October 27, 2009.

GOAL FIVE: Begin development of a new five-year and ten-year capital fundraising plan.

ACTIONS:

- Initial work completed by Jerry Taylor, CPA and was the foundation of rate analysis
- Awaiting key updates from SMCSO and SASM regarding their capital programs and costs
- Continuing activity for 2010

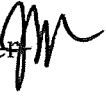
GOAL SIX: Discussion of succession planning for General Manager position – on hold until 2011

Date: January 13, 2010

ITEM # 6H

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager 

Subject: Cleaning Garbage Cans

Many districts provide a garbage can cleaning service on residential carts. Attached is a proposal for \$900 to initiate a pilot cleaning project on 100 homes. I would appreciate the Board's input on this proposal.

Recommended Action: Discussion