



Tamalpais Community Services District

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**Minutes of the Meeting of TCSD Board of Directors
Held at 203 Marin Avenue, Mill Valley
September 12, 2012
7:00 p.m.**

I. CALL TO ORDER

The Session of the Tamalpais Community Services District Board of Directors was called to order by Vice President Jeff Brown at 7:01 p.m. on Wednesday, September 12, 2012.

2. ROLL CALL: Vice President Jeff Brown, Directors: Jim Jacobs and Gretchen Stagg

Absent: President Bartschat, Director Linda Johnson

As 3 of five of the Board members were present at Roll Call, a quorum was constituted.

Staff Present: General Manager Jon Elam; Finance Manager Jerry Taylor; Sewer Maintenance Supervisor, Bob Bunce; and Recording Secretary Claudia Laughter

3. APPROVE AGENDA

The agenda was approved with the addition of Item 5H GGNRA Rhubarb Trail Contract

MOTION TO APPROVE THE AGENDA WITH CHANGE

M/S/C: JACOBS/STAGG AYES: 3 NAYS: 0 ABSENT: 2 (BARTSCHAT, JOHNSON)

4. PUBLIC EXPRESSION.

Vice President Brown invited public expression on non-agenda items, in response to which there was the following:
There was no request for public expression.

5. GENERAL BUSINESS

A. Reaffirm the TCSD Board's Commitment to Carry Out All Aspects of the Brown Act and its Requirements Regarding Board Meeting Announcements and Postings - GM Elam reiterated to the Board, TCSD's commitment to maintaining the regulations of the State of California's Brown Act.

MOTION TO REAFFIRM THE TCSD BOARD'S COMMITMENT TO CARRYOUT ALL ASPECTS OF THE BROWN AND AND ITS REQUIREMENTS REGARDING BOARD MEETING ANNOUNCEMENTS AND POSTINGS

M/S/C JACOBS/STAGG AYES: 3 NAYS: 0 ABSENT: 2 (BARTSCHAT, JOHNSON)

B. Report on Residential Private Lateral Sewer Video Program - GM Elam reviewed the February 2012 letter that was sent to approximately 500 residents offering free video inspections of private laterals, which TCSD received over 165 responses. Bob Bunce has been carrying out these inspections and has found that a majority of the lines (98) were found to be in perfect condition and official certificates have been sent to the owners. Of the lines that needed repair work, none of the owners applied for the District's short-term loan program. One of the

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 the 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

initial goals of the project was to help identify issues and reduce I&I flows. GM Elam suggested that the Board might consider making the inspections mandatory, especially to check for sewer cleanout valves on each property and that this could be efficiently achieved by choosing a street, notifying residents, and performing the inspections within a two to three week period (to allow for other sewer issues that might occur). GM Elam will continue to examine the issue and present a follow up report on a proposed program.

C. **TCSO Sewer Flows to SMCSO from July 2000 to June 2012** - GM Elam reported that last year, the sewer flows to SMCSO were 123 million gallons as compared to 149 million in 2011. These numbers reflect that there has been a very dry winter and that the District will see some savings in O&M by 2015 if these low flow winters continue to occur. Lateral outreach work also continues to educate residents on how sewer flows affect costs.

D. **Motion to Consider and Approve a Contract with Pacific Infrastructure, Inc. of Pleasanton to Undertake a Bell Lane Pump Station Bypass Improvement Project at a Cost of \$34,089 Based on the Recommendation Provided by the District's Engineer Nute Engineering** - GM Elam reported that plans have been developed by Nute Engineering for a bypass to be installed to assist the pump station during overflow events. Bob Bunce reported that SMCSO has also purchased a portable pump that TCSO has access to for emergency bypass. This pump bypass is a permanent installation that will be used if the current pumps fail and/or the emergency generator fails due to a natural disaster or mechanical failure.

MOTION TO ACCEPT THE CONTRACT WITH PACIFIC INFRASTRUCTURE, INC. OF PLEASANTON TO UNDERTAKE A BELL LANE PUMP STATION BYPASS IMPROVEMENT PROJECT AT A COST OF \$34,089 BASED ON THE RECOMMENDATION PROVIDED BY THE DISTRICT'S ENGINEER NUTE ENGINEERING
M/S/C J. JACOBS/G. STAGG AYES: 3 NAYS: 0 ABSENT: 2 (BARTSCHAT, JOHNSON)

E. **Analysis and Breakdown of Proposed New Sewer Rates** - GM Elam reported that there have been continued analysis of the proposed new sewer rate calculations for residents based on winter water usage. The results are that a shift in costs of 3.7% to single family residences (SFR). TCSO has placed a cap on rates at \$1,282 and that approximately 7% of residents will see their rates increase in this new system. 33% will receive reductions with the average being approximately \$80 annually. There was initial concern of revenue vulnerability if customers choose to reduce their water usage, but this analysis shows that there will be minimal impact.

F. **Call for Nominations for the California Special Districts Association (CSDA) Board of Directors** - GM Elam reported that there was a two-month term opening up for a position on the CSDA Board of Directors. None of the Board members expressed interest in applying.

G. **Request for Bids for a Sanitary Sewer Condition Assessment and CCTV Inspection of Remaining TCSO Sewer Lines Not Previously Completed** - GM Elam reported that in 2006, a system-wide video inspection of all TCSO sewer lines was started but that there were several miles of pipeline that were never completed. The District is looking to submit a Request for Proposals (RFP) from contractors to complete this sewer inspection work. There are 107 sections of pipe that the District has no information on, and a large number with only partial inspection work due to blockage or other issues. The RFP would request that inspections begin in early 2013. If the project costs are over \$100,000, the project will need to be spread over several fiscal years.

MOTION TO REQUEST AUTHORIZATION TO PUBLISH A REQUEST FOR PROPOSALS FOR A SANITARY SEWER CONDITION ASSESSMENT AND CCTV INSPECTION OF REMAINING TCSO SEWER LINES NOT PREVIOUSLY COMPLETED

M/S/C G. STAGG/J. JACOBS Ayes: 3 Nays: 0 Absent: 2 (BARTSCHAT, JOHNSON)

- H. **Motion to Authorize the General Manager to Sign a Cooperative Management Agreement with the National Park Service Golden Gate National Recreation Area (GGNRA) to benefit TCSO Rhubarb Trail Corridor** - In the previous week, TCSO received the final contract with the GGNRA for the Rhubarb Trails Bridges Project. The Agreement includes authorization to construct four bridges, schematic plans for the construction, and authorization for GGNRA trail crews to complete the construction. Work will not begin until Spring due to winter weather and environmental regulations.

MOTION TO AUTHORIZE THE GENERAL MANAGER TO SIGN THE AGREEMENT WITH GGNRA FOR THE RHUBARB TRAIL CORRIDOR BRIDGES PROJECT

M/S/C J. JACOBS/J. BROWN Ayes: 3 Nays: 0 Absent: 2 BARTSCHAT, JOHNSON

6. STAFF REPORTS

- A. Carol Buchholz - Parks and Recreation - Ms. Buchholz was absent, so Ms. Laughter gave a brief update to the Board that Park & Recreation was preparing for the upcoming events for Oktoberfest and Halloween.
- B. Bob Bunce – Sanitation - Mr. Bunce reported that Marin County has installed no parking signs and painted the curb at a section of Eastwood Park. The new refuse truck is being assembled and should be delivered within a few weeks. Mr. Bunce and his crew continue to perform the private lateral video inspections.
- C. Jerry Taylor – Finance - Mr. Taylor distributed the finance report to the Board and Staff and reviewed the specifics. The District will again ask for an advance from Marin County with the Resolution being presented to the Board at the September 25, 2012 Work Session for approval. Ms. Stagg wanted to thank Donna for her help with the 218 Hearing mailing.
- D. Jon Elam - Refuse/Miscellaneous GM Report - GM Elam reported that a final Sewer Rate Study was received on September 7, 2012 and will be posted on TCSO's website. The Marin Realtor's Association sent letters to all Board members and the GM regarding their objections to requiring sewer lateral inspections before a home sells. GM Elam will also be attending the LAFCO meeting on September 13th that will discuss the sewer agency consolidation.

7. BOARD REPORTS AND COMMENTS

No Board reports were submitted.

8. OTHER ISSUES

None reported.

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

- | | | |
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| A. Monthly List of Checks and Disbursements Issued | | None |
| B. Approve Minutes: | August 8, 2012 | Approve |
| C. Approve Minutes: | August 22, 2012 | Approve |

CONSENT CALENDAR AND MINUTES APPROVAL

APPROVAL OF CONSENT CALENDAR AND MINUTES

M/S/C G. STAGG/J. BROWN Ayes: 3 Nays: 0 Absent: 2 (BARTSCHAT, JOHNSON)

10. MEETING REVIEW – DISCUSS THE BOARD MEETING

11. ADJOURNMENT

M/S/C J. JACOBS/G. STAGG AYES: 5 NAYS: 0

Meeting was adjourned at 8:28 p.m.

Next Scheduled Meeting: TCS D Work Session
Date: September 25, 2012 Time: 8:45 a.m.
Location: TCS D Offices - 305 Bell Lane, Mill Valley

Next Scheduled Board Meeting
Date: October 10, 2012 Time 7:00 p.m.
Location: TCS D Community Center, 203 Marin Avenue, Mill Valley, CA

SABA 10/10/12

President Date

Jon

Secretary Date