

TAMALPAIS COMMUNITY
SERVICES DISTRICT

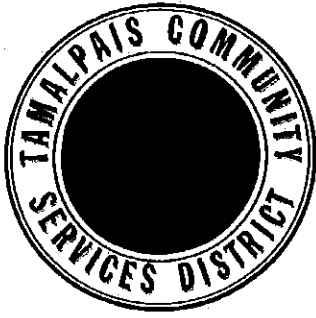


BOARD OF DIRECTORS MEETING

Wednesday
March 16, 2011
7:00PM – REGULAR SESSION

AGENDA PACKET

TCSD MAIN OFFICE
305 BELL LANE
Mill Valley, CA 94941



Tamalpais Community Services District

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AGENDA

TAMALPAIS COMMUNITY SERVICES DISTRICT MEETING OF THE TCSD BOARD OF DIRECTORS

Wednesday, March 16, 2011

7:00pm

TCSD MAIN OFFICE
305 Bell Lane, 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 – February 28, 2011

5. **GENERAL BUSINESS**

A. Presentation of Good Neighbor Award to Bill Hargreaves – Jon Elam

B. Offer from Marinview HOA to Share in Management of TCSD Open Space Areas – Jon Elam

C. Agreement Regarding Approval of Connection Fees – Jon Elam

D. Review Recent Submissions to the Federal EPA in Response to Questions Received on January 14, 2011 – Jon Elam

E. 2010 Private Lateral 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.

Date: March 16, 2011

ITEM # 5A

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager

Subject: Presentation of Good Neighbor Award to Bill Hargreaves

The Revitalization & Safety Advisory Commission has made a recommendation that a Good Neighbor Award be presented to Mr. Bill Hargreaves for his long-term commitment to TCSD and Tam Valley. Mr. Hargreaves was a two-term TCSD Park Commission and Board Member in the 1970s. He led the effort to create an initiative on the 1974 ballot that created the District's Park and Recreation Program.

Over many years, he has also single handedly created a pathway on the Laurel Canyon Trail that has been enjoyed by many residents. This dedication and commitment is exceptional and deserves recognition with this Good Neighbor Award.

Recommended Action: Motion to present the Good Neighbor Award by Revitalization & Safety Advisory Commission Chair Rob Schaaf and Board President Steffen Bartschat

Date: March 16, 2011

ITEM # 5B

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager

Subject: Offer from Marinview HOA to Share in Management of TCSD Open Space Areas

TCSD inherited from Marin County a number of open space areas and has continued the responsibility of maintaining them. However over the past five years, this backlog of maintenance has been dealt with in part with a series of State fire-safe grants. TCSD has developed a close partnership with Mill Valley School and the residents by having hundreds of cubic yards of material removed to the Bolinas Composting site.

The goal has been to bring these sites under control so TCSD crews can keep them clear each year. Attached is a draft proposal from the Marinview HOA wherein they are proposing to provide supplemental financial aid to TCSD to help undertake this critical work. Staff believes this is a wonderful gesture by the neighborhood and the initial contribution is proposed to be between \$3,000 and \$5,000.

Recommended Action: Staff recommends the Board accept this proposal, authorize the General Manager to sign an agreement, and thank Marinview HOA for their support.

Date: March 16, 2011

ITEM # 5C

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager

Subject: Agreement Regarding Approval of Connection Fees

Attached is the agreement with Mr. Per Bessing regarding the payment of his two sewer connection fees. He has helped us shape this agreement which has been drafted by the District's legal counsel. The Board discussed this item initially at the January 18th meeting and directed staff to prepare this agreement.

Recommended Action: Motion to Approve and Authorize the General Manager to sign on behalf of TCSD the Agreement with Mr. Per Bessing regarding connection charges per TCSD Ordinance #81.

Date: March 16, 2011

ITEM # 5D

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager

Subject: Review Recent Submissions to the Federal EPA in Response to Questions Received on January 14, 2011

The District has been undertaking major work with its collection over the past five years. These include:

- Complete video and mapping of our 323-mile system
- Major upgrades and installation of the District's four pump stations
- A program that has repaired and replaced nearly 150 private sewer laterals
- Undertaken over \$6.0 million of work replacing and rehabilitating over 7,500 linear feet of sewer lines

October 15, 2010 was a key deadline set by the EPA to complete our work improvement program. Several additional questions were raised (original documents are not included due to their volume) and Staff has been working with Nute Engineering to complete the attached three letters which were submitted to the EPA on February 28, 2011. These are being submitted to the Board as an information item and that Staff is making this a key work priority.

Recommended Action: Discussion only

Date: March 16, 2011

ITEM # 5E

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager

Subject: 2010 Private Lateral Program

Staff is now ready to recommend approval of the hiring of Redwood Engineering Company to undertake the 2011 Private Lateral Rehabilitation Project on seven Tam Valley properties (see attached list) at a cost of \$33,050. Redwood Engineering provided the lowest quote from the three received:

Redwood Engineering	\$33,050
Roto-Rooter	\$43,967
Linscott Engineering	\$44,120

This work includes a private lateral cost of \$100/linear foot. The private lateral share of the costs is \$19,470 and TCSD's share will be \$13,580 and come from our sewer system rehabilitation budget. Each of the parcels listed have major line problems and we are pleased that TCSD can provide the program to consolidate these repairs. TCSD has also supported a number of other repairs over the past few months. All the improvements were eligible for SMCSO's grant program totally \$6,835.

Recommended Action: Motion to Accept the Bid from Redwood Engineering in the amount of \$33,050 for TCSD's 2011 Private Lateral Rehabilitation Program

Date: March 16, 2011

ITEM # 5F

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager

Subject: Proposed Adoption of Resolution 2011-1 Regarding the Establishment of an Internal Petty Cash Revolving Loan Fund

For years like many businesses, TCSD Staff has had a small petty cash fund with up to \$1,000 available for purchasing of small items (stamps, supplies, event items). Jerry Taylor carefully balances this fund with all the receipts submitted and monitors it in an ongoing basis. Our procedures have also been reviewed by our auditors. The only missing factor is a Board policy to govern it. Staff have worked with our legal counsel to draft the attached Resolution 2011-1 for the Board's approval.

Recommended Action: Motion to Adopt Resolution 2011-1 Establishing a Petty Cash Revolving Loan Fund and Establishing Rules Governing Such a Fund

Date: March 16, 2011

ITEM # 5G

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager

Subject: Marin County JPA Grant Program

Attached is Marin County's Zero Waste Grant Guidelines for 2011. In the adopted Marin County Garbage JPA budget, a total of \$300,000 was earmarked for a local grant program. The grants are allocated by population size, and as shown on page 2 of 4, TCSD is earmarked to receive up to \$3,500. While the District appreciates being included in the funds distribution due to our consistent efforts in waste reduction education, it is disturbing that districts such as Almonte and Alto receive the same amount and have no waste reduction programs.

I have drafted a response to this (see attached) and have met with County staff to reiterate my position that we should be receiving at least the same amount as the smaller cities (\$7,000-10,000) for our efforts. The grant funds are to be used to support the Zero Waste Toolkit that has been developed by the County JPA Staff. The program has several requirements that would be applicable:

- The TCSD Board passing a Zero Waste Resolution (draft attached)
- Have a Construction & Demolition Ordinance. The District has previously discussed this and agreed that it would need to come under the County because they are the permit issuers
- Commercial and Multi-Family Recycling Ordinance (included as part of District Ordinance 89)
- Commercial and Residential Food Scrap Recycling (program begun in September 2010)

Grant funds can be used to support a number of efforts listed (see pg. 9 of the attachment). Presumably, we could use these to support a variety of programs that already exist. The Board is asked to support the submission of a grant application in compliance with program requirements.

Recommended Action: Motion to Direct Staff to Submit an Application in Compliance with the Marin County JPA Guidelines

Date: March 16, 2011

ITEM # 5H

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager

Subject: Little Hoover Commission Report on State & Local Pension System

Hardly a day goes by when another article or news story doesn't come out about the public employee pensions systems and their long-term costs. TCSD has been a part of the Marin County Retirement System since its first employee was hired in 1965. The District established a retirement level at that time of 2% (per year of service) at age 58.5. Over the years, many systems, particularly public safety, have lowered system retirement levels to age 50 and accumulation levels have increased up to 3% per year of service. The balance sheets for each contributing government unit have historically been treated as a simple line item in a budget. But with the fiscal falloff in investment returns and the resulting pressure to fund these unforeseen shortfalls, the true exposure of these costs are now required to be documented.

While TCSD's pension contributions remain relatively in balance (\$235,907 in 2010 or 28.3% of salaries), it is still an important part of being transparent for to our residents (note that TCSD also pays the employee contribution which averages 9.5% of salaries). The attached report is a simple explanation and provides many suggestions and ideas for systems to incorporate. Since our retirement program is managed by the Marin County Retirement Board (which is not a Marin County agency), I think it would be an excellent idea for their new Executive Director to attend an upcoming Board Meeting to answer any questions the Board may have. Staff is prepared to offer this invitation if the Board feels it might have some value.

Recommended Action: Discussion and Provide Direction to Staff

Date: March 16, 2011

ITEM # 51

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager

Subject: 2011 TCSD Board Work Plan and Goals

Attached are the minutes from the Board's January 29, 2011 Work Planning session held at TCSD's offices. The Board has expressed that they were under the impression the goals list was longer. In light of this, Staff suggests further discussion and formal adoption of the minutes from the meeting.

Recommended Action: Discussion and Provide Direction to Staff

Date: March 16, 2011

ITEM # 5J

STAFF REPORT

To: Board of Directors

From: Jon Elam, General Manager

Subject: Refuse Rates Using a PAYT (Pay-As-You-Throw) Model

If we have accomplished one thing in our food waste collection program, it has been successfully getting residents to decrease the quantities of material placed in the brown carts. While we are not seeing large tonnage shifts between our three containers, it does appear that we will again see a reduction of garbage which is our most expensive disposal tonnage.

In 2010, we paid \$71.00/ton plus a fuel surcharge of 9.6% equalling \$77.23/ton. Our green waste cost was \$51.00/ton and we receive \$25.00/ton for recycling materials. We have budgeted this \$155,000 in disposal costs out of a refuse budget of \$1.3 million.

The District has been fairly consistent having just two sizes of bins (a 32-gallon and a 65-gallon brown cart) and recycling and green in one size (65-gallon). Many other companies have as small as a 20-gallon cart and as large as a 96-gallon cart. To develop multiple sized carts adds further storage complexity to our small yard and challenges for the tipping equipment on our trucks.

In some places, the system is changing to every other week garbage pickups and weekly green and recycling. In San Francisco, they have taken advantage of the savings and created field inspector positions to monitor and correct disposal processes which have helped their program immensely.

Attached is an article that spells out the PAYT approach. I have asked Kevin Drew, the Recycling Coordinator in San Francisco, to attend our meeting and talk about their system and rate approaches. If this is an area the Board is interested in exploring, it would be a good project to pursue for 2011. I expect this will need to also be explored through a Prop 218 process.

Recommended Action: Review and Discussion