



**Marin Chapter  
California Civil Grand Jurors' Association**

January 13, 2015

Tamalpais Community Services District  
Attn: John Elam  
305 Bell Lane  
Mill Valley  
CA. 94941

Dear Mr. Elam

Re: Marin County Civil Grand Jury report: The Scoop on Marin County Sewer Systems, Parts I and II, June 16, 2014

I am writing to you as a member of the Implementation Review Committee of the Marin Chapter of the California Civil Grand Jurors' Association. Our Association's goals are to support the civil grand jury system and promote local government accountability. Our Chapter is composed of former Marin County Civil Grand Jurors. One of the tasks of the Implementation Review Committee is to follow-up on responses to prior Grand Jury recommendations to ascertain the status of their implementation.

The Scoop on Marin County Sewer Systems, Parts I and II, both contained recommendations for Tamalpais Community Services District and required a response from you within 90 days of the publication of the reports, as prescribed by the California Penal Code Section 933. As your responses have not been posted on the Marin County website as of today's date, you should have received a formal reminder from the seated Grand Jury to submit your responses. If you have officially responded to the to the seated Grand Jury and the responses have not been posted due to an oversight outside of your control, then we apologize for this duplicate request. However, if you have not responded to this report we request that you do so now.

As private citizens with Grand Jury experience, we evaluate responses to Grand Jury reports and determine if more follow-up is necessary for clarity and completion. I will call in the near future to answer any questions that you may have. Please send your reply by January 31, 2015, electronically, to the undersigned, Helene Marsh, at [marsh.helene@gmail.com](mailto:marsh.helene@gmail.com). Thank you in advance for your cooperation.

Sincerely yours,

Helene Marsh  
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Director, Marin Chapter of the California Civil Grand Jurors' Association  
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# Tamalpais Community Services District

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## MARIN COUNTY GRAND JURY REPORT TCSD REPOSES

### PART I

#### FINDINGS:

*F5 - The member agencies of Sewerage Agency of Southern Marin are addressing the critical problem of spills from private laterals by working on a model ordinance with triggers that will require private laterals to be inspected and repaired at the time of sale or remodels above a certain dollar amount.*

TCSD agrees and has had a private lateral ordinance and maintenance program in place since 2006.

*F9 - There are many costs that are duplicated among wastewater agencies, particularly with regards to management, administration, overhead and governance.*

TCSD disagrees and our District by being an integrated Community Services District allows costs which can be higher within single-purpose special districts are lower and distributed among the District's Refuse, Park and Recreation, and Wastewater units.

*F12 - Districts are working together across the County, demonstrating an increasing level of commitment to cooperation and resource sharing. Most districts agree that there is potential for greater collaboration and cost reduction.*

TCSD agrees and has numerous relationships. Its FOG Program is administered through CSMA, it has regular meetings between the managers and Boards of SMCSO and SASM (a total of nine partners).

#### RECOMMENDATIONS:

*R1 - All districts must work to eliminate spills, through in-depth analysis and investment in infrastructures.*

TCSD agrees and has video inspected its 29.5 mile system, conducts in-depth reviews including flow meters at key sites. In 2013-14, the District had just three SSOs and has greatly reduced its spill record.

R3 - *All agencies adopt an ordinance that will require private laterals to be inspected routinely and repaired as necessary.*

TCSD agrees and adopted its first private sewer lateral ordinance in 2006 and reviews and upgrades its program on an ongoing basis.

R4 - *All agencies conduct an analysis to determine the feasibility of using treated waste water for flushing pipes in routine maintenance work.*

TCSD agrees but this requires cooperation with our two treatment agencies (SMCSD and SASM) to ensure connections are possible to our equipment.

R5 - *All agencies continue to cooperate with each other and find further ways to reduce costs.*

TCSD agrees and meets on a regular basis to explore ways to improve services and the delivery of services in the most reasonable way.

## GRAND JURY REPORT - PART II

### FINDINGS:

F1 - *Tamalpais Community Services District does not have Capital Improvement Plans as required by SWRCB Order 2006-0003-DWQ, p. 11 item iv - Operation and Maintenance Program.*

TCSD has three CIP components and each treatment works the District uses has adopted CIP programs with detailed costs and project breakdowns. The details do not show up as separate systems in the TCSD budget, but as separate line items. TCSD estimates its resources to carrying out system repairs as identified and to do work in partnership with the County of Marin maintenance on its roads and right of way. These efforts total nearly 30% of the District's annual capital budget and comply with the SWRCB requirements for having a CIP report.

F2 - *TCSD does not have financial reserve policies.*

TCSD has as its financial policy one focused on cash flow. It focuses on building its reserves up, but due to its high rates (\$1,047/year), balancing its work and cash flow is its financial reserve policy.

F6 - *TCSD has not posted their SSMP to their website.*

TCSD has completed an updated SSMP which was reviewed and adopted at the August 13, 2014 Board Meeting. Afterwards, it will be published on the District's website ([www.tcsd.us](http://www.tcsd.us)).

RECOMMENDATIONS:

R1 - *Tamalpais Community Services District develop capital improvement plans by the end of 2014.*

TCSD agrees and presently has a CIP plan and would have the CIP for FY 2014-15 completed for adoption with this year's budget.

R2 - *Tamalpais Community Services District develop financial reserve policies.*

Agreed and the District has existing reserve policies already in place.

R5 - *Tamalpais Community Services District post their SSMPs on their website.*

In August 2014, the updated SSMP will go before the TCSD Board and once adopted, will be posted to our website.