



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

January 12, 2015

Tomales Village Community Services District
Attn: Karl Drexel
P.O. Box 303
Tomales
CA. 94971

Dear Mr. Drexel,

Re: 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. Specifically, we are following up on recommendation responses presented in your August 13, 2014 letter concerning the Marin County Civil Grand Jury's June 16, 2014 reports, titled "**The Scoop on Marin County Sewer Systems, Parts I and II**". The District's responses to both reports are listed in Exhibit 1.

Part I

On the Grand Jury Report Form, you stated that Recommendations R1, R3 and R5 have been implemented and that R4 would not be implemented. We have a few requests for clarification.

- In the cover letter, you state that you disagree with R3, thereby contradicting the response on the report form. Please clarify the District's position with respect to R3.
- Assuming implementation of R5, please provide a summary describing the implemented actions as requested in the report form.

Part II

As more than six months have now passed since the report was published, we assume that you have completed the work necessary to implement recommendations R1, R2 and R4. Please provide a status update with respect to the implementation of these recommendations.

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. Thank you in advance for your cooperation.

Sincerely yours,

Helene Marsh
Member, Implementation Review Committee
Director, Marin Chapter of the California Grand Jurors' Association
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marsh.helene@gmail.com

EXHIBIT 1

PART I

Recommendation 1: All districts must work to eliminate spills, through in-depth analysis and investment in infrastructure

Response: Agreed. The District has an effective sewer system maintenance and repair program. As a result, the TVCSD has not had a Sanitary Sewer Overflow event due to infrastructure failure or operations by the District. The District has an in-depth Operations and Maintenance program carried out by a SWRCB Contract Operator. The District's infrastructure investment is addressed in the District's SSMP.

Recommendation 3: All agencies adopt an ordinance that will require private laterals to be inspected routinely and repaired as necessary.

Response: Disagree. Private laterals are not the District's responsibility or in the District's legal purview.

Recommendation 4: All agencies conduct an analysis to determine the feasibility of using treated waste water for flushing pipes in routine maintenance work.

Response: The District does not perform routine pipe flushing. The District collection system is a gravity system and is monitored and inspected routinely, but flushing is not required.

Recommendation 5: All agencies continue to cooperate with each other and find further ways to reduce costs.

Response: The District is ready and willing to cooperate with other Districts to reduce costs, however, due to the remote location, integration and collaboration is difficult.

PART II

Recommendation R1: Bolinas Community Public Utility District, Mill Valley, Tamalpais Community Services District and Tomales Village Community Services District develop capital improvement plans by the end of 2014.

Response: The TVCSD is working on developing a Capital Improvement plan and will hopefully complete it by the end of the year. The District's SSMP addresses the SWRCB Order 2006-0003-DWQ, p.11 item iv - Operation and Maintenance Program.

Recommendation R2: Bolinas Public Utility District, Mill Valley, Murray Park Sewer Maintenance District, San Quentin Sewer Maintenance District, Tamalpais Community Services District and Tomales Village Community Services District develop financial reserve policies.

Response: The TVCSD is working on developing a financial reserve policy and will hopefully complete it by the end of the year.

Exhibit 1 ctd...

Recommendation R4: Almonte, Homestead Valley and Tomales Village Community Services District complete audits of their SSMPs by August 2, 2014, as required by RWQCB.

Response: The RWQCB requires agencies to complete self audits every two years. The TVCSD SSMP was filed on September 26, 2012 and therefore is required to complete the audit by September 26, 2014. The audit will be completed on schedule.

Recommendation R5: Homestead Valley, Mill Valley, North Marin Water District, Richardson Bay, Sanitary District #5, Tamalpais Community Services District and Tomales Villages Community Services District post their SSMPs on their websites.

Response: The TVCSD'S SSMP is posted on the District's website

Recommendation R7: Alto, Bolinas Public Utility District, Homestead Valley, Mill Valley and Tomales Village Community Services District develop Overflow Emergency Response Training Manuals.

Response: The TVCSD's Overflow Emergency Response Plan is written in the District's Operations and Maintenance Manual and the SSMP, and is performed by contract operators, Phillips & Associates. They are responsible for training their employees and do so according to their own policies.



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).

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.