



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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NOTE: TCSD BOARD OF DIRECTORS MEETING AGENDA

**WEDNESDAY, AUGUST 23, 2023**

**REGULAR MEETING at 8:30am**

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVENUE, MILL VALLEY 94941

**CANCELED**

**(Replaced with Special Meeting Below)**

## **SPECIAL MEETING OF THE TCSD BOARD OF DIRECTORS TO**

### **CONDUCT A WORK SESSION ON**

**WEDNESDAY, August 23, 2023**

**At 1:00 pm until 2:30pm (time approximate)**

**305 BELL LANE, MILL VALLEY**

**(Meet in Corporation Yard by Pump Station)**

### **AGENDA**

1. **CALL TO ORDER** (1:00pm)

2. **ROLL CALL** - President Steffen Bartschat

Directors: Vice President Jeff Brown, Jim Jacobs, Steve Levine, and Matt McMahon

3. **APPROVE AGENDA**

4. **PUBLIC EXPRESSION**

*Members of the public are invited to address the Board on matters NOT listed on this agenda. The Board reserves the right to limit the time devoted to this portion of the Agenda and to limit the duration of speakers' presentations.*

5. **REGULAR BUSINESS**

A. Discuss Solid Waste and Wastewater administration, operations, maintenance, equipment/vehicles, capital improvement projects, policies, and/or other related issues; tour the facilities; and provide direction to staff as appropriate. (note: no written staff report)

B. Approve purchase of kitchen compost pails for all residential customers in a not-to-exceed amount of \$30,000.

6. **ADJOURNMENT**

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.



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
August 23, 2023

**TO: BOARD OF DIRECTORS**

**FROM: ALAN SHEAR, ASSISTANT GENERAL MANAGER**

**SUBJECT: APPROVE PURCHASE OF KITCHEN COMPOST PAILS FOR ALL RESIDENTIAL CUSTOMERS IN A NOT-TO-EXCEED AMOUNT OF \$30,000**

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### **RECOMMENDATION**

Authorize the General Manager to purchase kitchen compost pails in a not-to-exceed amount of \$30,000.00 and provide direction on the desired size compost pail.

### **BACKGROUND**

In January 2022, TCSD adopted Ordinance 98, which codified SB1383. That bill was signed into law in 2016 and is a statewide organic waste recycling and surplus food recovery mandate to reduce emissions of methane from food and organic waste in landfills.

SB 1383 requires the state to:

- Reduce organic waste disposal by 75% by 2025.
- Rescue at least 20% of currently disposed surplus edible food by 2025.

SB 1383 mandates local agencies to do the following:

- Single family homes and multi-family complexes subscribe to organics and recycling collection.
- All jurisdictions provide edible food recovery programs.

### **DISCUSSION**

The results of the recently concluded reviews of the solid waste collection routes (lid-flip audit) revealed the contamination levels in the blue recycle carts were higher this year. The results from the 2022 audit revealed higher contamination levels in the mixed organics containers. SB1383 requires jurisdictions, including TCSD, to conduct on-going and direct outreach to residential and commercial generators of organic waste. Specifically, the requirement is to perform education and outreach on appropriate sorting in both the blue and green containers.

Per the recommendations from the lid-flip audits of 2022 and 2023, and the SB1383 requirement, staff will work on an education and outreach program to better inform residents of proper sorting in the blue and green containers. The education campaign will include information via the newsletter, postcards, stickers summarizing proper sorting, and the distribution of compost pails.

As part of the effort to comply with the organic waste requirements of SB1383, kitchen compost pails are an effective tool to facilitate organic waste reduction. The pails make composting at home convenient and are portable and small enough to fit in areas where needed.

Staff received two quotes from the same vendor, Busch Systems, to purchase 2500 compost pails for every solid waste residential account in Tam Valley. The vendor has the capability to add the TCSD logo on the pails in a single color (white on green) for a one-time set-up fee of \$275.00. The quotes and mocked-up images of the pails with the TCSD logo are attached to this staff report. There are two sizes available with a vented top and charcoal filter, 1.58 gallon and 2.25 gallon, respectively. Each quote includes a quantity discount included with the following cost per unit: 1.58 gallon/\$9.85 per pail; 2.25 gallon/\$10.20 per pail. The 1.58-gallon pail is the same unit provided to Tam Valley residents from Zero Waste Marin for free several years ago. The vendor offers free shipping and handling, approximately \$1,000, if the order is placed prior to August 31, 2023. The production and delivery of the pails is estimated at 6-8 weeks.

Staff also reached out to another vendor that provided compost pails to TCSD several years ago, Orbis. The vendor has yet to respond to the inquiry. Between 2010 – 2017, TCSD purchased approximately 800-900 compost pails from Orbis. The invoice details are limited but based upon the approximate number of pails purchased and the total dollar amount spent of \$8,001.81, it's estimated that each pail cost between \$7-\$8. The image and specifications of the previously ordered pail is attached to this staff report.

The spending authority of the General Manager is \$25,000.00 and Board authorization is required for any purchase above that amount. Due to the cost of 2500 compost pails exceeding \$25,000, Board authorization is required to place the order.

#### **FISCAL IMPACT**

Sufficient funding has been allocated in the FY23-24 Operating Budget for the purchase of kitchen compost pails.

#### **ATTACHMENTS**

- A. Quote and mocked-up image of 1.58-gallon compost pail from Busch Systems
- B. Quote and mocked-up image of 2.25-gallon compost pail from Busch Systems
- C. Image of 1.85-gallon compost pail from Orbis



1.58g

Sales Quote

Sales Quote Number: SQ23-002826



Busch Systems International Inc.  
81 Rawson Avenue  
Barrie, ON L4N 6E5

Phone: 800-565-9931 Fax: 705-722-8972  
Website: www.buschsystems.com

Sales Quote Date: 8/9/2023	Expiry Date 9/8/2023	Terms Credit Card Sale
Customer ID CU23-000491	Tax Exemption No.	Account Rep Sarah Hawthorne

Sell Tamalpais Community Services District  
 To: Alan Shear  
 305 Bell Lane  
 Mill Valley, 94941  
 CA  
 United States  
 Phone: 415-855-5502 Fax:  
 Email: ashear@tamcsd.org

Ship Tamalpais Community Services District  
 To: Alan Shear  
 305 Bell Lane  
 Mill Valley, 94941  
 CA  
 United States  
 Phone: 415-388-6393 Fax:  
 Email:

Item No.	Description	Quantity	Unit	Unit Price	Total Price
102821	KC Unit 1.58G   One   Vented Lift   Compost Green	2,500	Each	9.85	24,625.00
100000	Shipping & Handling	1	Each	938.11	938.11
100019	Plate Fee	1	Each	275.00	275.00

Subtotal: 25,838.11  
 Total Sales Tax 2,131.65  
 USD Total: 27,969.76

Shipping Details

Tailgate Yes Delivery Hours From 9:00 AM to 3:30 PM

Special Instruction

By placing your order, you accept Busch Systems International Inc. Terms & Conditions. Please review at <https://www.buschsystems.com/terms-and-conditions/>.

This office will follow up with you within 24 hours to ensure you received this quotation. Quotation must be signed below to be official.

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

The products we manufacture contain a minimum of 35% Recycled Content.



**BUSCH**  
SYSTEMS

| **CONCEPT**

\*Minimum order quantities  
may apply for customization

**NOTE:** Because different computers, monitors, and printers render colors differently, the final printed signs and label colors may vary from those shown here. Should you require color matching, please send us a physical hard copy of your color references and/or Pantone numbers, and we will try our best to match your colors.

2.25g

Sales Quote

Sales Quote Number: SQ23-002810



Busch Systems International Inc.
81 Rawson Avenue
Barrie, ON L4N 6E5

Phone: 800-565-9931 Fax: 705-722-8972
Website: www.buschsystems.com

Table with 3 columns: Sales Quote Date, Expiry Date, Terms, Customer ID, Tax Exemption No., Account Rep

Sell Tamalpais Community Services District
To: Alan Shear
305 Bell Lane
Mill Valley, 94941
CA
United States
Phone: 415-855-5502 Fax:
Email: ashear@tamcsd.org

Ship Tamalpais Community Services District
To: Alan Shear
305 Bell Lane
Mill Valley, 94941
CA
United States
Phone: 415-388-6393 Fax:
Email:

Table with 6 columns: Item No., Description, Quantity, Unit, Unit Price, Total Price. Includes item 102830 (KC Unit 2.25G) and 100000 (Shipping & Handling).

Subtotal: 26,652.28
Total Sales Tax: 2,198.81
USD Total: 28,851.09

Shipping Details

Tailgate Yes Delivery Hours From 9:00 AM to 3:30 PM

Special Instruction

By placing your order, you accept Busch Systems International Inc. Terms & Conditions. Please review at https://www.buschsystems.com/terms-and-conditions/.

This office will follow up with you within 24 hours to ensure you received this quotation. Quotation must be signed below to be official.

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

The products we manufacture contain a minimum of 35% Recycled Content.





CONCEPT

\*Minimum order quantities may apply for customization

**NOTE:** Because different computers, monitors, and printers render colors differently, the final printed signs and label colors may vary from those shown here. Should you require color matching, please send us a physical hard copy of your color references and/or Pantone numbers, and we will try our best to match your colors.



Powered by Menasha Corporation

## NPL 390



The next generation ORBIS Kitchen Collector is designed for convenient kitchen food scrap collection. The contemporary design fits in any décor and is a mess-free, odor-free, and easy-to-use scrap pail that is easily transported from the counter to your outdoor compost pile or curbside container. The 12.9 8.0 x 9.32 NPL 390 is a great companion product to the Green Bin2 and Green Bin+ organic waste carts. Easy-tilt handle for easy one-hand transport Compact design fits in the cabinet, under sink, or on countertop Hinged lid facilitates easy opening Dishwasher safe 90-degree lid stop for easy loading



Can be made with  
Recycled Plastics



Volume	1.85 gal
Outside Length In	12.9
Outside Width In	8
Outside Height In	9.3"
Weight Lb	1.2
53 Trailer Qty	12960