



COMMUNITY DEVELOPMENT AGENCY  
ENVIRONMENTAL HEALTH SERVICES DIVISION

**Marshall Community Wastewater Assessment District**

**Annual Operation and Maintenance**

DT: August 18, 2016

TO: Property Owners and Property Managers

FROM: Lorene Jackson, Project Manager  
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[lajackson@marincounty.org](mailto:lajackson@marincounty.org)

Greetings,

This letter provides an update of key matters pertaining to the operation and maintenance (O&M) of the Marshall Community Wastewater Assessment District. We are pleased to report that the newly expanded system is working well and our monitoring reports demonstrate we are providing an improved and environmentally sound treatment of your wastewater.

Current Operation and Maintenance Fee

This year's annual O&M assessment will be **\$1,107.24** per equivalent single family dwelling (ESD.) This reflects a 3% increase from last year. (This is an 11% reduction from the Phase 1 fee two years ago.) These O&M fees cover operating costs, monitoring and sampling, laboratory expenses, reports to the State, on-call emergency response capabilities, inspections, maintenance, and district administration. This fee is included on your property tax assessment and payable in two installments. The bill for the first installment will be mailed by the County Assessor's Office the first week of October.

Most properties will see the \$1,107.24 fee on their tax bill. However there are several properties that have more than 1 ESD and those have a correspondingly higher assessment. The O&M fee for the properties assigned more than 1 ESD can be calculated by multiplying the assigned ESD by \$1,107.24. For example, the annual O&M assessment for a parcel assigned 2.5 ESD would be \$2,768.10.

Access to System

In case of an emergency, inspection, or repair, our contractors need access to your property. Please let me know if you have special instructions or locked gates that would hamper access.

We also need access to each system, particularly the tank access cover and electrical panels. Please be sure that cars, boats, trailers, etc. are not blocking access. If it creates a problem to maintain this access throughout the year, let us know.

Annual Tank inspections

Each year, our O&M contractor conducts an inspection of each resident's septic system. During this inspection, they will determine if your tank needs to be pumped. Tanks typically need to be pumped every three to five years, depending on individual use. We will notify you if your tank

needs to be pumped. Property owners are responsible for scheduling and paying for pumping, as well as submitting copies of the pumping to me. As part of our operating permits, we are responsible for submitting verification of annual pumpage to the State.

Our current maintenance contractor, SOS Inc, conducts these tank inspections throughout the year during their routine work in the District.

#### Phase 1 Electrical Switch Boxes

Last fall we replaced a third of the electrical control boxes for Phase 1 with new units that will better withstand the marine environment. We will upgrade the remaining Phase 1 switch boxes over the next few months. The replacement cost will be paid by the operation and maintenance fund.

If you are due to receive a new unit, again, please be sure the electrical panels are easily accessible. Our electrician, David Harris, will contact you directly about scheduling installation. However, if you wish to discuss any logistics of the installation, you may contact him at (415) 663-9213.

#### New District Website

We have a new website for the District that contains important information on the responsibilities of property owners and residents: <http://www.marincounty.org/depts/cd/divisions/environmental-health-services/marshall-wastewater-district> *(You can also find the website by searching Marin Environmental Health Services and clicking on the District shortcut in the lower right corner.)*

Please don't hesitate to contact me if you have questions.