



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSD BOARD OF DIRECTORS MEETING AGENDA WEDNESDAY, AUGUST 13, 2025

**PLEASE NOTE: REGULAR MEETING AT THE COMMUNITY CENTER IS CANCELED  
REPLACED WITH**

**SPECIAL MEETING  
WEDNESDAY, AUGUST 13, 2025  
AT 7:00PM  
CABIN, 60 TENNESSEE VALLEY ROAD, MILL VALLEY 94941**

### SPECIAL MEETING AGENDA

1. **CALL TO ORDER**

2. **ROLL CALL** President Steffen Bartschat

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

3. **APPROVE AGENDA**

4. **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.*

5. **REGULAR BUSINESS: Board Actions**

- A. Provide general policy/program direction to CMG Landscape Architecture for the Cabin Masterplan
- B. Reappoint two members to the Parks & Recreation Commission (PARC)
- C. Receive oral report from PARC on its activities
- D. Receive monthly and year-end financial reports
- E. Receive 4<sup>th</sup> quarter Treasurer's report
- F. Approve job description and salary schedule for Recreation and Events Coordinator classification

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.

G. Approve the restated and amended 2025 Sewer System Management Plan

H. Adopt updated Environmental Practices and Purchasing Policy

**6. REGULAR BUSINESS: Information Items**

A. General Manager's report for July 2025 including update on use permit application for 305 Bell Lane

B. Receive Sewer treatment plant update reports: SASM and SMCSO

C. Board member and/or Subcommittee report

**7. CONSENT CALENDAR**

*All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single action of the Board. There will be no separate discussion unless specific items are removed from the Consent Calendar during adoption of the Agenda for separate discussion and action.*

A. Approve minutes of July 9, 2025, special closed session meeting

B. Approve minutes of July 9, 2025, regular meeting

C. Approve minutes of July 23, 2025, special meeting 1

D. Approve minutes of July 23, 2025, special meeting 2

**8. FUTURE AGENDA ITEMS**

A. Review of meeting

B. Board input for future Board Meetings

C. Consider cancellation of August 27th work session.

**ADJOURNMENT**

***NEXT REGULAR BOARD WORK SESSION***

***August 27, 2025***

***8:30am***

***Tam Valley Community Center***

***NEXT REGULAR BOARD MEETING***

***September 10, 2025***

***7:00pm***

***Tam Valley Community Center***



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Regular Board Meeting  
August 13, 2025

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: PROVIDE GENERAL POLICY/PROGRAM DIRECTION TO CMG LANDSCAPE ARCHITECTURE FOR THE CABIN MASTERPLAN**

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### **RECOMMENDATION**

Receive presentation from CMG Landscape Architecture (CMG) and provide input and direction to CMG and staff.

### **BACKGROUND**

One of the Board's goals for 2025 is to "Develop plan for Cabin Improvements and integrate into the Community Center Masterplan." At its May 14, 2025 meeting, the Board confirmed its desire to develop a masterplan for the Cabin site (60 Tennessee Valley Rd) similar to the Community Center Masterplan process.

On July 9<sup>th</sup>, the Board approved an agreement with CMG to prepare the Cabin Masterplan. The key components of the Masterplan are summarized below.

- Prepare Site analysis / Opportunities & Constraints.
- August 13<sup>th</sup> Board meeting to discuss Site Analysis/Opportunities and Constraints and receive guidance on the conceptual alternatives.
- September 5<sup>th</sup> Community displays at the "Creekside Unplugged" event to solicit community input on general concepts.
- Preliminary Conceptual Alternatives- CMG will develop up to 3 preliminary concept designs, including program development, character, layout, and narrative.
- Present the 3 conceptual plans at the Oct 8<sup>th</sup> Board Meeting, which will also be advertised as a Community Meeting.
- Prepare a Refined Masterplan based on Board and community input.
- Prepare Final Masterplan package – Refine documents/concepts including updated rough cost estimates. It should be noted that Final Masterplan will be a more simplified and less detailed document when compared to the Community Center Masterplan.
- Final Board presentation on the masterplan by Kevin Conger at the Nov 12<sup>th</sup> Board Meeting.

**DISCUSSION**

CMG will present its preliminary site observations and opportunities at the meeting. At the end of the presentation, the Board will have an opportunity to share its observations, goals and objectives, and program activities/ideas with CMG.

*Due to the tight schedule, the materials for the meeting were not available to be attached to this staff report. However, CMG anticipates having the materials completed prior to the Board meeting. Staff will distribute the materials to the Board when they become available.*

Staff will also concurrently schedule a special PARC meeting to allow PARC commissioners to participate as a group at the Board meeting. We will encourage residents to attend via the TCSD e-newsletter.

CMG will discuss the next steps in the process at the meeting, including any updates to the schedule.

**FISCAL IMPACT**

n/a

**ATTACHMENTS**

To be distributed prior to the meeting as a supplement staff report.



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Board Meeting  
August 13, 2025

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: REAPPOINT TWO MEMBERS TO THE PARKS & RECREATION COMMISSION (PARC)**

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### **RECOMMENDATION**

Reappoint Commissioners Rosenblatt and Jordan to PARC for the full 3 year term to expire in August 13, 2028.

### **DISCUSSION**

Two PARC commissioner seats expired in April 2025. However, a Commissioner serves until his/her reappointment or a successor is appointed. These two seats had initial two year terms: Commissioner Rosenblatt and Commissioner Jordan. Commissioners Rosenblatt and Jordan have expressed a desire to be re-appointed as the first year of PARC was spent getting up to speed on TCSD parks & recreation policies and operations.

When PARC was formed in 2023, the initial terms were staggered between 2 two-year terms and 3 three-year terms. State law requires that when a commissioner's term expires that the community be notified and residents be given an opportunity to apply for the seat. In May 2025, staff notified the community via the e-newsletter and website of the expiring terms. One application was received by the deadline, but the applicant withdrew from the process once she learned that the seats were filled by incumbents (i.e., not currently vacant).

The reappointment of Commissioners Rosenblatt and Jordan would be for the full 3 year term and expire August 13, 2028.

### **FISCAL IMPACT**

n/a



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
August 13, 2025

**TO:** BOARD OF DIRECTORS  
**FROM:** SARAH MEHTAR, FINANCE AND PROGRAMS MANAGER  
**SUBJECT:** RECEIVE MONTHLY AND YEAR END FINANCIAL REPORTS

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### RECOMMENDATION

Receive and file the July 2025 financial reports.

### BACKGROUND

In the fall of 2021, the TCSD Financial Reporting Ad Hoc Committee provided additional recommendations regarding reports and the schedule to reflect industry standards and provide improved transparency into TCSDs finances. TCSD staff continues to provide all required financial reporting.

#### Schedule of Reports

Disbursements (checks & credit card register)	Monthly
Budget year-to-date report	Monthly
CIP project expenditure report	Quarterly
Measure A expenditure report	Quarterly
Treasurer's report	Quarterly
Audited financial statements	January
Proposed and adopted budgets	May and June
Multi-year financial plans	As needed
Mid-year budget report	Feb

Please note that Fiscal Year Quarters are as follows:

1 <sup>st</sup> Quarter (July-Sept)	Report in November
2 <sup>nd</sup> Quarter (Oct-Dec)	Report in February
3 <sup>rd</sup> Quarter (Jan-Mar)	Report included as part of Proposed Budget
4 <sup>th</sup> Quarter (Apr-June)	Report in August/September

The staff quarterly reports lag the actual quarters because the Board meets the Second Wednesday of each month. As a result, often the data cannot be compiled and analyzed by the Board meeting after the quarter ends.

### DISCUSSION

TCSD budgets are divided into the District's three main service areas: a) Wastewater, b) Solid Waste, and c) Parks and Recreation. Wastewater and Solid Waste are proprietary funds based on service fees, whereas the Parks and Recreation fund is a governmental fund supported primarily by ad valorem property tax revenues and Measure A parks funds generated by sales tax revenues. Expenses for each of the three funds are tracked separately.

As of July 31, 2025, TCSD had the following cash and investment balances:

Institution	Account	30-Jun-25	31-Jul-25
Wells Fargo	General Checking	\$ 181,912.48	\$ 230,111.69
Wells Fargo	General Merchant Services	\$ 13,413.02	\$ 5,375.79
Wells Fargo	General Savings	\$ 200,059.00	\$ 200,000.00
Wells Fargo	Stagecoach Sweep	\$ 11,129,977.28	\$ 10,733,856.10
State of CA - LAIF	General Account	\$ 3,101,291.73	\$ 3,101,291.73
<b>Total Balances</b>		<b>\$ 14,626,653.51</b>	<b>\$ 14,270,635.31</b>

**MONTHLY REPORTS**

The disbursement reports for July 2025 are attached to this report (Attachment A). The largest disbursement for the period was to SDRMA for Property and Liability Insurance for FY25-26 in the amount of \$ 137,278.99.

The annual budget report (Attachment B) is for July 2025. The report gives the cumulative totals for the fiscal year with budget comparisons. YTD Parks and Recreation revenues are \$11,212, which is 1% of budget. YTD Wastewater revenues are \$36,678, which is 1% of budget. Finally, YTD Solid Waste revenues are YTD \$26,705, which is 1% of budget.

The County disburses property tax payments to public agencies in installments within a fiscal year. The District expects its first disbursement from the County of Marin in December and the second payment is expected in April.

**MEASURE A AND COP YEAR END REPORTS**

Attachment C reports that the District received Measure A disbursement of \$145,952.72 in FY24-25. We spent approximately \$74,000 in Measure A funds last fiscal year for park maintenance projects and community center improvements.

The Wastewater Services current Capital Improvement Projects (CIP) are being funded by the Certificates of Participation (COP) issued in October 2020. The total FY24-25 spending was \$1,007,959.56 towards various projects (see attachment D). Phase E is complete, while other projects are in the design and planning phase.

**FY2024-2025**

The fiscal year 2024-2025 has been concluded. Attachment E provides a review of the fiscal operating budget. Please note the fourth quarter for FY24-25 is included with the year end report. We do not provide a separate report for the fourth quarter (April-June).

The table below compares the adopted budget and the year-end estimate to the actual year-end figures. The net operating revenues (surpluses) are transferred to capital funds for projects. Staff will provide more details at the meeting regarding the variances between year-end estimates and the actual year-end revenues and expenditures.

WASTEWATER	FY24-25		
	Adopted Budget	Estimated Year End	Actual Year End
Revenue	\$ 6,323,756.44	\$ 6,399,940.07	\$ 6,479,504.77
Expense	\$ 5,187,720.72	\$ 5,093,111.51	\$ 5,090,358.74

For Wastewater, actual expenditure was close to the estimated year end, while revenues came in 1% higher than estimated year end.

SOLID WASTE	FY24-25		
	Adopted Budget	Estimated Year End	Actual Year End
Revenue	\$ 3,003,562.68	\$ 3,078,524.85	\$ 3,148,191.63
Expense	\$ 2,437,412.23	\$ 2,357,676.45	\$ 2,340,451.75

For Solid Waste, actual expenditure was 1% lower than the estimated year end, while revenue came in 2% higher than estimated year end.

PARKS & RECREATION	FY24-25		
	Adopted Budget	Estimated Year End	Actual Year End
Revenue	\$ 1,328,882.86	\$ 1,419,923.82	\$ 1,477,573.87
Expense	\$ 1,273,428.09	\$ 1,149,478.73	\$ 1,197,257.65

For Parks & Recreation, actual expenditure was 4% higher than estimated year end, while revenue came in 4% higher than estimated year end.

**FISCAL IMPACT**

N/A

**ATTACHMENTS**

- A. Monthly Disbursement Reports
- B. FY25-26 Year-to-Date Annual Budget Reports
- C. FY24-25 Measure A Report
- D. FY24-25 Certificates of Participation (COP) Fund Spending Report
- E. FY24-25 Actual Year End Budget Report



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
07/01/2025	101844	Spec.Dist.Risk Mgmt. Auth. (SDRMA)	Property & Liability Insurance 2025-26	\$ 137,278.99
07/25/2025		QuickBooks Payroll Service	Created by Payroll Service on 07/23/2025	\$ 97,263.55
07/01/2025	101845	Spec.Dist.Risk Mgmt. Auth. (SDRMA)	Workers Compensation Insurance 2025-26	\$ 84,932.61
07/11/2025		QuickBooks Payroll Service	Created by Payroll Service on 07/10/2025	\$ 61,869.60
07/23/2025	101874	Kaiser Foundation Health Plan Inc	Medical Insurance Premium	\$ 22,045.78
07/11/2025	101864	R3 Consulting Group	SB1383 Grant Services, Jun 2025	\$ 17,791.25
07/25/2025	101883	Marin County Employees	PP15 2025 Jul 12-25, 2025	\$ 13,743.12
07/02/2025	101852	Marin Sanitary Service	June 2025 Solid Waste 113.19 tons @\$115.17/T	\$ 13,036.12
07/11/2025	101859	Marin Resource Recovery Center	Green Waste, 100.15 Tons @ \$111.72/T, June 2025	\$ 11,189.26
07/29/2025	101880	County of Marin DOF Payroll	May-Jun 2025 Retiree Medical Expenses	\$ 9,292.20
07/11/2025	101856	Marin County Employees Retirement Sys.	PP14 2025 June 28 - Jul 11, 2025	\$ 8,108.18
07/11/2025	101861	Jorge's Tree Service	Monthly Parks & Open Space Mani.- 3 days/week - Jun	\$ 7,173.00
07/29/2025	101879	Peak Productions Tents and Events	Oktoberfest Tent - Down Payment for 2025	\$ 6,432.80
07/25/2025	101881	Marin County Employees	PEPRA PP15 2025 Jul 12-25, 2025	\$ 6,222.68
07/11/2025	101854	Marin County Employees Retirement Sys.	PEPRA PP14 2025 June 28 - Jul 11, 2025	\$ 6,087.99
07/23/2025	101868	Marin County Tax Collector	LAFCO Charges 2025-26	\$ 5,813.15
07/17/2025	EFT	Teamsters Anthem PPO	Medical Insurance Premium	\$ 3,773.78
07/02/2025	101848	Diesel Direct	748.1 gal Diesel, for Above Ground Tank	\$ 3,681.98
07/23/2025	101872	Bay Cities Refuse Service, Inc.	Good Earth, Dumping Trash Compactor Jun 2025, 9 Trips, 14.34	\$ 3,602.40
07/11/2025	101863	Pump Repair Service Co.	Bunce P.S. Maint.	\$ 3,275.00
07/11/2025	101855	Employee Personal W/H	Employee Personal W/H	\$ 2,650.00
07/25/2025	101882	Employee Personal W/H	Employee Personal W/H	\$ 2,650.00



Tamalpais Community Services District  
 Disbursements from Wells Fargo Transaction Account

Date	Num	Name	Memo	Amount
07/23/2025	101875	Miller Starr Regalia	Greene Vs. Kenyon Litigation, Jun 2025	\$ 2,161.95
07/28/2025	EFT	Pacific Gas & Electric	Office, Shop, CC Gas & Electricity	\$ 1,672.95
07/18/2025	101867	Nute Engineering	Cabin Project and General Eng.	\$ 1,578.50
07/11/2025	101860	Gardeners' Guild Inc.	Irrigation Repairs at Kay Park	\$ 990.00
07/11/2025	101858	Baywork Inc.	Sanitary Sewer Association, Annual Membership	\$ 803.00
07/11/2025	101857	Fog City Swampers	Creekside Unplugged Band July 11	\$ 800.00
07/25/2025	101878	Cole Tate	Creekside Unplugged Band July 25	\$ 800.00
07/02/2025	101847	Cintas	Carpets, Towels, Soap	\$ 766.47
07/02/2025	101849	Matrix Technology	IT services	\$ 670.00
07/23/2025	101873	e-Recycling of California	Misc e-waste picked up 6/25/25	\$ 517.50
07/25/2025	Auto-pay	Everon, LLC	Comm. Ctr. Alarm System 7/31-10/30	\$ 497.73
07/23/2025	101869	AT&T	415-389-8722, Bunce Pump Stn	\$ 480.35
07/02/2025	101846	Schuchman, Marian	Reimbursement for portion of water bill for irrigation of pathway between Cardinal Rd and Good Earth	\$ 420.00
07/23/2025	101876	Public Agency Law	Attorney Fees - May 2025	\$ 416.50
07/11/2025	101862	North Bay Bottling	Drinking Water	\$ 323.75
07/23/2025	101870	AT&T (Internet)	Internet svc	\$ 291.57
07/11/2025	101865	Schwartz, Jack (v)	Reimbursement Seniors' Lunches	\$ 290.60
07/23/2025	101871	Atco Pest Control	Monthly Svc. at Eastwood Park	\$ 250.00
07/25/2025	101877	The Sparklers - Nara	Face Painting for Creekside	\$ 200.00
07/21/2025	AutoPay	Stericycle, Inc.	July 2025 Medical Waste Services	\$ 194.95
07/02/2025	101850	Tamalpais Paint & Color	Materials to paint ADA lines at	\$ 191.92
07/02/2025	101851	Goodman Building Supply Co.	General Maint. Supplies	\$ 174.19
07/07/2025	EFT	VSP Vision Service Plan	Employee Vision Coverage June	\$ 161.42
07/18/2025	101866	Mencarelli, Mark (v)	Reimburse for D.O.T. Physical	\$ 115.00
07/15/2025	AutoPay	Pitney Bowes	Postage Meter Rental Quarterly	\$ 71.10
07/21/2025	AutoPay	Pitney Bowes	Postage Meter Ink	\$ 69.17
07/13/2025	AutoPay	Optum Financial	Jun COBRA Administration for	\$ 5.18
07/07/2025	EFT	California Dep of Tax and	2025 Q2 Sales Tax on Event Sales	\$ 3.00



Tamalpais Community Services District  
Disbursements from U.S. Bank Credit Card

Date	Name	Memo	Amount
07/07/2025	Amazon.com	Isuzu IOS Hardware Diagnostic Tool	\$ 1,920.36
07/08/2025	United Site Services	ADA porta potty for Creekside	\$ 728.76
07/14/2025	FasTrak	Bridge Toll Account Replenishment	\$ 575.00
07/06/2025	Microsoft	Software Licenses	\$ 412.50
07/03/2025	Comcast	Internet Jun 18 - Jul 17, 2025 @ 305 Bell Ln.	\$ 312.84
07/15/2025	Ps Print	Oops tags for solid waste	\$ 302.03
07/06/2025	Verizon Wireless	Devices & Data Plan	\$ 276.16
07/10/2025	Sol Food	Food for Board Meeting	\$ 256.02
07/01/2025	Go To Communications,	(415) 388-6393 Voice & Data Lines and Wireless	\$ 251.89
07/16/2025	California Water	CWEA Association Membership - Alan Shear	\$ 251.00
07/14/2025	Adobe	Adobe Software - For Superintendent	\$ 239.88
07/10/2025	Grainger	Gloves 48 Qty.	\$ 235.98
07/11/2025	Grainger	Maint. Supplies	\$ 189.98
07/03/2025	Comcast	Internet Jun 13 - Jul 12, 2025 @ 203 Marin Ave	\$ 180.95
07/02/2025	Vynco Fleet	Location Auto Refresh Plan for Satellite Trucks	\$ 180.00
07/21/2025	Grainger	First Aid kit restock	\$ 166.28
07/08/2025	QuickBooks Time, Inc.	Online Time Card Service- Jun 2025	\$ 132.00
07/10/2025	Verizon Wireless	Data Plan for Refuse Driver's iPads	\$ 126.36
07/10/2025	California Water	CWEA CSM-1 Renewal, Cross-Trainee (Udaloff)	\$ 114.00
07/07/2025	Grainger	Maint. Supplies	\$ 111.31
07/17/2025	Printful	Swag to Sell at Creekside	\$ 102.58
07/19/2025	AT&T	Staff Cell Phone	\$ 83.69
07/16/2025	Marin Independent	Subscription	\$ 78.75
07/17/2025	Amazon.com	Signs & Flag	\$ 77.35
07/15/2025	Amazon.com	Cleaning supplies for C.C.	\$ 64.90
07/11/2025	Restaurant	Lunch for Tree/Landscaping Crew (In-N-Out)	\$ 59.43
07/15/2025	Amazon.com	BBQ covers	\$ 57.82
07/14/2025	UPS Store	Scanner IOS Hardware/Software	\$ 47.00
07/21/2025	Ikea	Desk riser for laptop	\$ 33.14
07/13/2025	Shutter Stock	Stock Images for P&R	\$ 29.00
07/15/2025	O'Reilly Auto Parts	Fuel Nozzle Filler Neck & Extension for Diesel Fuel Can	\$ 26.49
07/09/2025	Good Earth Natural Foods	Snacks for Board Meeting	\$ 6.98



TAMALPAIS COMMUNITY SERVICES DISTRICT

Year-to-date Budget Report

FY 2025-2026

<b>WASTEWATER FUND</b>	Jul '25 (8.3% of year)	Adopted FY2025-26	% of Budget
Ordinary Revenue/Expense			
Revenue			
4101 · Sanitation Service Charges	\$ -	\$ 6,234,800	0%
4103 · Permits/Lateral Connection Fees	\$ 601.00	\$ 25,700	2%
4104 · Muir Woods Sanitation Svc. Chrg.	\$ -	\$ 101,440	0%
4420 · Interest Revenue	\$ 36,077.31	\$ 150,000	24%
<b>Total Revenue</b>	<b>\$ 36,678.31</b>	<b>\$ 6,511,940</b>	<b>1%</b>
Expense			
5010 · Salaries			
5011 · Wages and P.T.O	\$ 34,972.18	\$ 446,133	8%
5012 · Overtime / Standby Pay	\$ 386.72	\$ 6,262	6%
5013 · Performance Recognition	\$ -	\$ 10,328	0%
5014 · Temporary Help	\$ -	\$ 4,000	0%
<b>Total 5010 · Salaries</b>	<b>\$ 35,358.90</b>	<b>\$ 466,723</b>	<b>8%</b>
5020 · Employee Benefits			
5021 · Health Insurance	\$ 7,428.45	\$ 81,950	9%
5022 · Retirement Contributions	\$ 6,713.47	\$ 80,290	8%
5023 · Social Security and Medicare	\$ 2,747.93	\$ 33,080	8%
5024 · Allowances	\$ -	\$ 4,007	0%
5025 · Retiree Medical Insurance	\$ -	\$ 19,900	0%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 49,440	0%
<b>Total 5020 · Employee Benefits</b>	<b>\$ 16,889.85</b>	<b>\$ 268,666</b>	<b>6%</b>
5110 · Wastewater Treatment Expense			
5111 · SMCSO Sewage Treatment O&M	\$ -	\$ 2,531,000	0%
5121 · SASM Sewage Treatment & Capital	\$ -	\$ 186,000	0%
5131 · Almonte and Homestead Svc Fees	\$ -	\$ 9,000	0%
<b>Total 5110 · Wastewater Treatment Expense</b>	<b>\$ -</b>	<b>\$ 2,726,000</b>	<b>0%</b>
5140 · Sewer System Maint. & Repair	\$ -	\$ 200,000	0%
5330 · Tree and Landscaping	\$ -	\$ 10,000	0%
5400 · TCSD Board Fees	\$ 432.00	\$ 9,600	5%
5401 · Professional Services	\$ 1,838.05	\$ 80,000	2%
5420 · Training, Travel & Meetings	\$ 87.67	\$ 2,000	4%
5425 · Office and Technology	\$ 1,035.97	\$ 21,248	5%
5430 · Telephone and Alarms	\$ 2,018.14	\$ 21,922	9%
5431 · Public Communications	\$ -	\$ 7,000	0%
5432 · Insurance	\$ 68,500.82	\$ 77,500	88%
5437 · Miscellaneous	\$ -	\$ 1,000	0%
5438 · Fees and Permits	\$ 3,133.71	\$ 37,000	8%
5439 · Utilities	\$ 726.21	\$ 16,622	4%
5440 · Fuel Expense	\$ -	\$ 18,000	0%
5450 · Maintenance and Supply	\$ 317.41	\$ 57,500	1%
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%
5483 · Debt Issuance Costs	\$ -	\$ 1,339,400	0%
<b>Total Expense</b>	<b>\$ 130,338.73</b>	<b>\$ 5,370,181</b>	<b>2%</b>



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**Year-to-date Budget Report**  
**FY 2025-2026**

<b>SOLID WASTE FUND</b>	<u>Jul'25</u> <u>(8.3% of year)</u>	<u>Adopted</u> <u>FY2025-26</u>	<u>% of Budget</u>
<b>Ordinary Revenue/Expense</b>			
<b>Revenue</b>			
4201 · Solid Waste Service Charges	\$ -	\$ 2,934,300	0%
4202 · Other Solid Waste Services	\$ 1,451.00	\$ 6,700	22%
4420 · Interest Revenue	\$ 25,254.12	\$ 105,000	24%
<b>Total Revenue</b>	<b>\$ 26,705.12</b>	<b>\$ 3,046,000</b>	<b>1%</b>
<b>Expense</b>			
<b>5010 · Salaries</b>			
5011 · Wages and P.T.O	\$ 69,455.87	\$ 797,580	9%
5012 · Overtime Pay	\$ 1,307.28	\$ 15,710	8%
5013 · Performance Recognition	\$ -	\$ 19,360	0%
5014 · Temporary Help	\$ -	\$ 6,000	0%
<b>Total 5010 · Salaries</b>	<b>\$ 70,763.15</b>	<b>\$ 838,649</b>	<b>8%</b>
<b>5020 · Employee Benefits</b>			
5021 · Health Insurance	\$ 14,584.29	\$ 171,080	9%
5022 · Retirement Contributions	\$ 13,858.78	\$ 191,510	7%
5023 · Social Security and Medicare	\$ 5,459.86	\$ 62,970	9%
5024 · Allowances	\$ -	\$ 8,200	0%
5025 · Retiree Medical Insurance	\$ -	\$ 34,000	0%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 61,800	0%
<b>Total 5020 · Employee Benefits</b>	<b>\$ 33,902.93</b>	<b>\$ 529,560</b>	<b>6%</b>
<b>5210 · Solid Waste Disposal Expense</b>			
5211 · Waste Disposal Fees	\$ 3,602.40	\$ 216,845	2%
5212 · Recycling Fees	\$ 517.50	\$ 10,000	5%
5213 · Green Waste Disposal Fees	\$ 5,946.85	\$ 142,495	4%
5214 · Debris/HHW Day Expenses	\$ -	\$ 40,000	0%
<b>5210 · Solid Waste Disposal Expense</b>	<b>\$ 10,066.75</b>	<b>\$ 409,339</b>	<b>2%</b>
5400 · TCSD Board Fees	\$ 132.00	\$ 7,000	2%
5401 · Professional Services	\$ 619.67	\$ 120,000	1%
5420 · Training, Travel & Meetings	\$ 87.66	\$ 1,000	9%
5425 · Office and Technology	\$ 873.81	\$ 22,250	4%
5430 · Telephone and Alarms	\$ 840.84	\$ 10,102	8%
5431 · Public Communications	\$ 302.03	\$ 20,000	2%
5432 · Insurance	\$ 103,323.19	\$ 107,350	96%
5437 · Miscellaneous	\$ -	\$ 1,040	0%
5438 · Fees and Permits	\$ 1,965.69	\$ 46,643	4%
5439 · Utilities	\$ 164.31	\$ 4,251	4%
5440 · Fuel Expense	\$ -	\$ 60,000	0%
<b>5450 · Maintenance and Supply</b>			
5451 · General Supplies	\$ 291.40	\$ 6,500	4%
5452 · Maint. & Supply Contract Svc	\$ 350.49	\$ 1,800	19%
5454 · Vehicle Repair & Maint.	\$ 2,100.36	\$ 225,000	1%
5456 · Bridge Tolls	\$ 575.00	\$ 5,985	10%
5457 · Solid Waste Carts & Bins	\$ -	\$ 50,000	0%
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 3,317.25</b>	<b>\$ 289,285</b>	<b>1%</b>
5470 · Yard & Bldg. Improvements	\$ -	\$ 10,000	0%
5471 · Minor Equipment	\$ -	\$ 5,000	0%
Vehicle Lease/ Purchase	\$ -	\$ 44,900	0%
<b>Total Expense</b>	<b>\$ 226,359.28</b>	<b>\$ 2,526,371</b>	<b>9%</b>



TAMALPAIS COMMUNITY SERVICES DISTRICT  
 Year-to-date Budget  
 FY 2025-2026

ATTACHMENT B

<b>PARKS AND RECREATION FUND</b>	Jul'25 (8.3% of year)	Adopted FY2025-26	% of Budget
Ordinary Revenue/Expense			
Revenue			
4301 · Taxes	\$ 28.89	\$ 1,242,301	0%
4303 · Tia's After School Program Rev	\$ -	\$ 37,812	0%
4310 · Facilities Rental & Fees	\$ -	\$ 27,323	0%
4320 · Park Rentals	\$ 360.00	\$ 3,866	9%
4330 · Class Fees	\$ -	\$ 10,784	0%
4350 · TCSD Event Revenue	\$ -	\$ 57,045	0%
4410 · Donations/Fundraising/Grants	\$ -	\$ 1,000	0%
4420 · Interest Revenue	\$ 10,823.19	\$ 45,000	24%
4430 · Miscellaneous Revenue	\$ -	\$ 2,000	0%
<b>Total Revenue</b>	<b>\$ 11,212.08</b>	<b>\$ 1,427,130</b>	<b>1%</b>
Expense			
5011 · Wages and P.T.O	\$ 33,939.69	\$ 466,030	7%
5012 · Overtime Pay	\$ 137.53	\$ 8,910	2%
5013 · Performance Recognition	\$ -	\$ 11,659	0%
5014 · Temporary Help	\$ 347.22	\$ 57,000	1%
<b>Total 5010 · Salaries</b>	<b>\$ 34,424.44</b>	<b>\$ 543,598</b>	<b>6%</b>
5020 · Employee Benefits			
5021 · Health Insurance	\$ 6,504.72	\$ 74,320	9%
5022 · Retirement Contributions	\$ 6,455.35	\$ 87,580	7%
5023 · Social Security and Medicare	\$ 4,305.22	\$ 37,230	12%
5024 · Other Employee Benefits	\$ -	\$ 3,000	0%
5025 · Retiree Medical Insurance	\$ -	\$ 4,600	0%
5026 · Reserve-Retiree Medical Insu.	\$ -	\$ 12,360	0%
<b>Total 5020 · Employee Benefits</b>	<b>\$ 17,265.29</b>	<b>\$ 219,090</b>	<b>8%</b>
5300 · Events Expense	\$ 9,267.14	\$ 76,485	12%
5330 · Tree & Landscaping Services	\$ 2,028.00	\$ 30,000	7%
5331 · Landscaping Contract Svc	\$ 5,415.00	\$ 76,000	7%
5332 · McGlashan Trail Maintenance	\$ 400.00	\$ 5,000	8%
5333 Vegetation Management	\$ -	\$ 35,000	0%
5340 · Instructor Fees	\$ -	\$ 5,000	0%
5341 · Tia's Afterschool Program Exp	\$ -	\$ 27,320	0%
5400 · TCSD Board Fees	\$ 586.00	\$ 7,000	8%
5401 · Professional Services	\$ 1,699.23	\$ 34,550	5%
5420 · Training, Travel & Meetings	\$ 147.10	\$ 1,326	11%
5425 · Office and Technology	\$ 1,092.33	\$ 21,838	5%
5430 · Telephone and Alarms	\$ 1,538.63	\$ 14,350	11%
5431 · Public Communications	\$ -	\$ 5,202	0%
5432 · Insurance	\$ 50,387.59	\$ 58,650	86%
5437 · Miscellaneous	\$ -	\$ 1,000	0%
5438 · Fees and Permits	\$ 1,965.70	\$ 28,408	7%
5439 · Utilities	\$ 782.43	\$ 27,810	3%
5440 · Fuel Expense	\$ -	\$ 5,356	0%
5450 · Maintenance and Supply			
5451 · General Supplies	\$ 195.61	\$ 8,610	2%
5452 · Maint. & Supply Contract Svc	\$ 235.51	\$ 24,470	1%
5454 · Vehicle Repair & Maint.	\$ -	\$ 1,000	0%
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 64.90	\$ 9,309	1%
5459 · Park Maint.	\$ -	\$ 30,000	0%
<b>Total 5450 · Maintenance and Supply</b>	<b>\$ 496.02</b>	<b>\$ 73,390</b>	<b>1%</b>
5470 · Yard & Bldg. Improvements	\$ -	\$ 5,000	0%
5471 · Minor Equipment	\$ -	\$ 5,000	0%
<b>Total Expense</b>	<b>\$ 127,494.90</b>	<b>\$ 1,306,372</b>	<b>10%</b>



**Tamalpais Community Services District**  
**MEASURE A FUNDS**  
**Fiscal year 2024-2025**

ATTACHMENT C

<b>Jun '25</b>	<b>Budget</b>
<b>(end of year)</b>	<b>FY 24/25</b>

**Sources of Funds**

Estimated Balance from Prior Years	\$ 29,530.69	\$ 29,530.69
FY24/25 Disbursements	\$ 145,952.72	\$ 135,899.38
<b>Total Funds</b>	<b>\$ 175,483.41</b>	<b>\$ 165,430.07</b>

**Planned Work**

Park Improvements	\$ 16,705.00	\$ 49,000
General Cabin Improvements incl. design costs	\$ -	\$ 30,000
Community Center path of travel (ADA improvements)	\$ -	\$ 60,000
General Community Center Improvements	\$ 7,362.44	\$ 55,000
Community Center bathroom remodel	\$ 50,279.37	\$ 49,254.37
<b>Total Expenses</b>	<b>\$ 74,346.81</b>	<b>\$ 243,254.37</b>

<b>Measure A Balance at Fiscal Year End</b>	<b>\$ 101,136.60</b>	<b>\$ (77,824.30)</b>
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TAMALPAIS COMMUNITY SERVICES DISTRICT  
WASTEWATER DEPARTMENT  
Certificates Of Participation (C.O.P.) Funds

**Certificates Of Participation (C.O.P) Funds Balance Sheet**

**TCSD Accelerated CIP - Comparing Budgeted Plan to Progress Completed**

	FY 20/21 Complete	FY 21/22 Complete	FY 22/23 Complete	FY 23/24 Complete	FY 24/25 YTD	Total Spent
Phase A	\$ 48,577.63	\$ 327,135.50	-	\$ -	complete	\$ 375,713.13
Phase B	\$ 491,589.93	\$ 978,666.01	-	\$ -	complete	\$ 1,470,255.94
Phase C	-	\$ 839,264.39	\$ 1,801,025.32	\$ -	complete	\$ 2,640,289.71
Phase D	-	-	\$ 6,910.50	\$ 1,162,898.33	complete	\$ 1,169,808.83
Phase E	-	-	-	\$ 22,418.50	\$ 998,957.98	\$ 1,021,376.48
Phase F	\$ -	\$ -	\$ -	\$ -	\$ 287.00	\$ 287.00
Sewer Emergency Repairs	-	-	\$ 2,622.00	\$ 18,175.50	\$ 7,201.08	\$ 27,998.58
Bell Ln PS	-	\$ 91,474.65	\$ 148,149.00	\$ 19,682.00	\$ 967.50	\$ 260,273.15
Bell Ln. Force Main Rehab.	-	\$ 10,617.50	\$ 43,905.20	\$ 68,476.50	\$ 546.00	\$ 123,545.20
Hydro-Vactor Truck	-	-	-	\$ 398,715.06	complete	\$ 398,715.06
<b>Total</b>	\$ 540,167.56	\$ 2,247,158.05	\$ 2,002,612.02	\$ 1,690,365.89	\$ 1,007,959.56	\$ 7,488,263.08
					Forecast Available	\$ 5,240,043.99
					<b>Total C.O.P Funds</b>	<b>\$ 12,728,307.07</b>

\* Engineers estimates and total budget have differences, that will be resolved as project details are fleshed out.



TAMALPAIS COMMUNITY SERVICES DISTRICT  
FY2024-2025 Year End

	A	B	C	D
	Adopted Budget FY2024-25	Estimated Year End FY2024-25	Jun'25 (end of year)	Variance as % (Col. C - Col. B)
<b>WASTEWATER FUND</b>				
Ordinary Revenue/Expense				
Revenue				
4101 · Sanitation Service Charges	\$ 6,082,694	\$ 5,995,000	\$ 5,938,539	-1%
4103 · Permits/Lateral Connection Fees	\$ 23,536	\$ 25,000	\$ 63,391	154%
4104 · Muir Woods Sanitation Svc. Chrg.	\$ 77,527	\$ 99,447	\$ 99,447	0%
4420 · Interest Revenue	\$ 140,000	\$ 280,493	\$ 289,788	3%
4430 · Misc. Revenue	\$ -	\$ -	\$ 88,340	N/A
Total Revenue	\$ 6,323,756	\$ 6,399,940	\$ 6,479,505	1%
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 440,000	\$ 423,364	\$ 439,370	4%
5012 · Overtime / Standby Pay	\$ 5,200	\$ 5,400	\$ 6,254	16%
5013 · Performance Recognition	\$ 11,240	\$ 11,212	\$ 11,212	0%
5014 · Temporary Help	\$ 4,000	\$ 2,664	\$ 2,479	-7%
Total 5010 · Salaries	\$ 460,440	\$ 442,640	\$ 459,315	4%
5020 · Employee Benefits				
5021 · Health Insurance	\$ 80,800	\$ 56,442	\$ 55,036	-2%
5022 · Retirement Contributions	\$ 86,000	\$ 84,059	\$ 84,884	1%
5023 · Social Security and Medicare	\$ 34,600	\$ 33,805	\$ 33,673	0%
5024 · Allowances	\$ 3,000	\$ 3,929	\$ 3,517	-10%
5025 · Retiree Medical Insurance	\$ 25,000	\$ 18,222	\$ 18,614	2%
5026 · Reserve-Retiree Medical Insu.	\$ 40,000	\$ 48,000	\$ 48,000	0%
Total 5020 · Employee Benefits	\$ 269,400	\$ 244,458	\$ 243,724	0%
5110 · Wastewater Treatment Expense				
5111 · SMCSO Sewage Treatment O&M	\$ 2,448,313	\$ 2,478,349	\$ 2,478,349	0%
5121 · SASM Sewage Treatment & Capital	\$ 168,018	\$ 159,949	\$ 168,381	5%
5131 · Almonte and Homestead Svc Fees	\$ 9,000	\$ 9,000	\$ 8,539	-5%
Total 5110 · Wastewater Treatment Expense	\$ 2,625,331	\$ 2,647,298	\$ 2,655,269	0%
5140 · Sewer System Maint. & Repair	\$ 200,000	\$ 145,190	\$ 134,561	-7%
5330 · Tree and Landscaping	\$ 10,000	\$ -	\$ -	N/A
5400 · TCSD Board Fees	\$ 5,000	\$ 5,698	\$ 5,977	5%
5401 · Professional Services	\$ 57,000	\$ 67,108	\$ 65,175	-3%
5420 · Training, Travel & Meetings	\$ 4,000	\$ 1,795	\$ 1,597	-11%
5425 · Office and Technology	\$ 20,000	\$ 15,551	\$ 17,965	16%
5430 · Telephone and Alarms	\$ 15,750	\$ 21,283	\$ 21,784	2%
5431 · Public Communications	\$ 7,000	\$ 3,500	\$ 130	-96%
5432 · Insurance	\$ 59,000	\$ 64,458	\$ 64,458	0%
5437 · Miscellaneous	\$ 1,000	\$ 2,249	\$ 2,249	0%
5438 · Fees and Permits	\$ 37,000	\$ 27,009	\$ 20,891	-23%
5439 · Utilities	\$ 12,000	\$ 16,138	\$ 15,193	-6%
5440 · Fuel Expense	\$ 18,000	\$ 13,193	\$ 10,148	-23%
5450 · Maintenance and Supply	\$ 57,000	\$ 51,577	\$ 48,066	-7%
5470 · Yard & Bldg. Improvements	\$ 10,000	\$ 4,168	\$ 4,058	-3%
5483 · Debt Issuance Costs	\$ 1,319,800	\$ 1,319,800	\$ 1,319,800	0%
Total Expense	\$ 5,187,721	\$ 5,093,112	\$ 5,090,359	0%



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**FY2024-2025 Year End**

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
<b>SOLID WASTE FUND</b>	Adopted Budget FY2024-25	Estimated Year End FY2024-25	Jun'25 (end of year)	Variance as % (Col. C - Col. B)
Ordinary Revenue/Expense				
Revenue				
4201 · Solid Waste Service Charges	\$ 2,893,889	\$ 2,876,765	\$ 2,929,802	2%
4202 · Other Solid Waste Services	\$ 6,524	\$ 6,520	\$ 9,690	49%
4410 · Donations/Fundraising/Grants	\$ 5,150	\$ 5,000	\$ 5,954	19%
4420 · Interest Revenue	\$ 98,000	\$ 195,240	\$ 202,746	4%
Total Revenue	<u>\$ 3,003,563</u>	<u>\$ 3,078,525</u>	<u>\$ 3,148,192</u>	<u>2%</u>
Expense				
5010 · Salaries				
5011 · Wages and P.T.O	\$ 770,500	\$ 747,448	\$ 767,723	3%
5012 · Overtime Pay	\$ 60,000	\$ 15,523	\$ 15,871	2%
5013 · Performance Recognition	\$ 19,600	\$ 19,569	\$ 19,569	0%
5014 · Temporary Help	\$ 6,000	\$ 10,000	\$ 6,525	-35%
Total 5010 · Salaries	<u>\$ 856,100</u>	<u>\$ 792,540</u>	<u>\$ 809,688</u>	<u>2%</u>
5020 · Employee Benefits				
5021 · Health Insurance	\$ 193,000	\$ 177,672	\$ 177,648	0%
5022 · Retirement Contributions	\$ 193,000	\$ 185,592	\$ 187,970	1%
5023 · Social Security and Medicare	\$ 64,000	\$ 58,613	\$ 60,290	3%
5024 · Allowances	\$ 7,000	\$ 7,931	\$ 8,050	2%
5025 · Retiree Medical Insurance	\$ 33,000	\$ 31,176	\$ 31,812	2%
5026 · Reserve-Retiree Medical Insu.	\$ 45,000	\$ 60,000	\$ 54,000	-10%
Total 5020 · Employee Benefits	<u>\$ 535,000</u>	<u>\$ 520,984</u>	<u>\$ 519,770</u>	<u>0%</u>
5210 · Solid Waste Disposal Expense				
5211 · Waste Disposal Fees	\$ 206,833	\$ 206,519	\$ 205,771	0%
5212 · Recycling Fees	\$ 50,000	\$ 1,874	\$ 1,561	-17%
5213 · Green Waste Disposal Fees	\$ 135,110	\$ 135,709	\$ 141,357	4%
5214 · Debris/HHW Day Expenses	\$ 20,900	\$ 3,700	\$ 2,916	-21%
5210 · Solid Waste Disposal Expense	<u>\$ 412,843</u>	<u>\$ 347,801</u>	<u>\$ 351,606</u>	<u>1%</u>
5400 · TCSD Board Fees	\$ 3,500	\$ 2,846	\$ 2,777	-2%
5401 · Professional Services	\$ 57,000	\$ 61,517	\$ 46,603	-24%
5420 · Training, Travel & Meetings	\$ 2,000	\$ 912	\$ 892	-2%
5425 · Office and Technology	\$ 21,771	\$ 16,638	\$ 20,402	23%
5430 · Telephone and Alarms	\$ 7,300	\$ 9,621	\$ 9,813	2%
5431 · Public Communications	\$ 20,000	\$ 100	\$ 130	30%
5432 · Insurance	\$ 90,000	\$ 95,397	\$ 95,397	0%
5437 · Miscellaneous	\$ 1,040	\$ 1,000	\$ 2,249	125%
5438 · Fees and Permits	\$ 43,300	\$ 44,422	\$ 35,690	-20%
5439 · Utilities	\$ 3,600	\$ 4,049	\$ 3,711	-8%
5440 · Fuel Expense	\$ 60,000	\$ 60,000	\$ 62,506	4%
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 4,410	\$ 6,162	\$ 5,229	-15%
5452 · Maint. & Supply Contract Svc	\$ 17,850	\$ 14,786	\$ 14,731	0%
5454 · Vehicle Repair & Maint.	\$ 201,872	\$ 245,774	\$ 226,513	-8%
5456 · Bridge Tolls	\$ 4,326	\$ 5,700	\$ 6,825	20%
5457 · Solid Waste Carts & Bins	\$ 36,000	\$ 75,910	\$ 75,910	0%
Total 5450 · Maintenance and Supply	<u>\$ 264,458</u>	<u>\$ 348,332</u>	<u>\$ 329,209</u>	<u>-5%</u>
5470 · Yard & Bldg. Improvements	\$ 10,000	\$ 5,546	\$ 4,621	-17%
5471 · Minor Equipment	\$ 4,600	\$ 1,169	\$ 584	-50%
Vehicle Lease	\$ 44,900	\$ 44,804	\$ 44,804	0%
Total Expense	<u>\$ 2,437,412</u>	<u>\$ 2,357,676</u>	<u>\$ 2,340,452</u>	<u>-1%</u>



TAMALPAIS COMMUNITY SERVICES DISTRICT  
FY2024-2025 Year End

	A	B	C	D
PARKS AND RECREATION FUND	Adopted Budget FY2024-25	Estimated Year End FY2024-25	Jun'25 (end of year)	Variance as % (Col. C - Col. B)
Ordinary Revenue/Expense				
Revenue				
4301 · Taxes	\$ 1,140,999	\$ 1,202,614	\$ 1,243,855.74	3%
4303 · Tia's After School Program Rev	\$ 26,000	\$ 32,880	\$ 33,040.00	0%
4310 · Facilities Rental & Fees	\$ 28,840	\$ 26,605	\$ 34,175.43	28%
4320 · Park Rentals	\$ 2,134	\$ 3,764	\$ 3,814.00	1%
4330 · Class Fees	\$ 17,510	\$ 10,500	\$ 10,630.50	1%
4350 · TCSD Event Revenue	\$ 68,400	\$ 55,546	\$ 61,795.57	11%
4410 · Donations/Fundraising/Grants	\$ 1,000	\$ 912	\$ 688.00	-25%
4420 · Interest Revenue	\$ 42,000	\$ 85,103	\$ 86,891.30	2%
4430 · Miscellaneous Revenue	\$ 2,000	\$ 2,000	\$ 2,683.33	34%
Total Revenue	\$ 1,328,883	\$ 1,419,924	\$ 1,477,573.87	4%
Expense				
5011 · Wages and P.T.O	\$ 442,000	\$ 425,334	\$ 438,523.19	3%
5012 · Overtime Pay	\$ 8,000	\$ 8,520	\$ 8,730.84	2%
5013 · Performance Recognition	\$ 11,000	\$ 11,662	\$ 11,662.00	0%
5014 · Temporary Help	\$ 22,000	\$ 16,000	\$ 14,885.59	-7%
Total 5010 · Salaries	\$ 483,000	\$ 461,516	\$ 473,801.62	3%
5020 · Employee Benefits				
5021 · Health Insurance	\$ 80,400	\$ 70,179	\$ 71,776.00	2%
5022 · Retirement Contributions	\$ 85,000	\$ 82,386	\$ 85,180.18	3%
5023 · Social Security and Medicare	\$ 35,300	\$ 35,434	\$ 36,332.06	3%
5024 · Allowances	\$ 4,000	\$ 2,702	\$ 2,852.08	6%
5025 · Retiree Medical Insurance	\$ 5,000	\$ 4,137	\$ 4,218.29	2%
5026 · Reserve-Retiree Medical Insu.	\$ 10,000	\$ 12,000	\$ 18,000.00	50%
Total 5020 · Employee Benefits	\$ 219,700	\$ 206,839	\$ 218,358.61	6%
5300 · Events Expense	\$ 94,500	\$ 70,341	\$ 74,009.49	5%
5330 · Tree & Landscaping Services	\$ 30,000	\$ 15,000	\$ 27,883.00	86%
5331 · Landscaping Contract Svc	\$ 76,000	\$ 63,000	\$ 66,997.00	6%
5332 · McGlashan Trail Maintenance	\$ 5,000	\$ 5,000	\$ 4,761.00	-5%
5333 Vegetation Management	\$ 35,000	\$ 10,000	\$ -	-100%
5340 · Instructor Fees	\$ 11,000	\$ 4,000	\$ 2,773.45	-31%
5341 · Tia's Afterschool Program Exp	\$ 11,434	\$ 23,755	\$ 27,578.68	16%
5400 · TCSD Board Fees	\$ 5,529	\$ 4,708	\$ 4,146.00	-12%
5401 · Professional Services	\$ 39,740	\$ 25,894	\$ 27,736.77	7%
Community Center Masterplan- Design Charett	\$ 40,000	\$ 40,000	\$ 39,229.14	-2%
5420 · Training, Travel & Meetings	\$ 4,000	\$ 1,287	\$ 1,225.91	-5%
5425 · Office and Technology	\$ 20,000	\$ 19,113	\$ 21,754.17	14%
5430 · Telephone and Alarms	\$ 19,000	\$ 13,932	\$ 14,028.82	1%
5431 · Public Communications	\$ 4,000	\$ 5,051	\$ 5,650.88	12%
5432 · Insurance	\$ 40,000	\$ 46,911	\$ 46,507.76	-1%
5437 · Miscellaneous	\$ 1,000	\$ 1,000	\$ 2,248.71	125%
5438 · Fees and Permits	\$ 22,000	\$ 27,581	\$ 22,212.17	-19%
5439 · Utilities	\$ 27,000	\$ 27,000	\$ 33,251.27	23%
5440 · Fuel Expense	\$ 8,000	\$ 5,200	\$ 4,848.50	-7%
5450 · Maintenance and Supply				
5451 · General Supplies	\$ 8,925	\$ 8,200	\$ 8,277.82	1%
5452 · Maint. & Supply Contract Svc	\$ 27,300	\$ 23,304	\$ 25,397.51	9%
5454 · Vehicle Repair & Maint.	\$ 1,000	\$ 4,000	\$ 3,959.94	-1%
5458 · Cabin/Comm.Ctr. Maint. & Supply	\$ 6,300	\$ 8,866	\$ 8,664.12	-2%
5459 · Park Maint.	\$ 20,000	\$ 19,892	\$ 25,331.90	27%
Total 5450 · Maintenance and Supply	\$ 63,525	\$ 64,262	\$ 71,631.29	11%
5470 · Yard & Bldg. Improvements	\$ 5,000	\$ 3,414	\$ 1,947.79	-43%
5471 · Minor Equipment	\$ 9,000	\$ 4,676	\$ 4,675.62	0%
Total Expense	\$ 1,273,428	\$ 1,149,479	\$ 1,197,257.65	4%



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
August 13, 2025

**TO:** BOARD OF DIRECTORS

**FROM:** GARRETT TOY, TREASURER  
SARAH MEHTAR, FINANCE AND PROGRAMS MANAGER

**SUBJECT:** RECEIVE 4<sup>th</sup> QUARTER TREASURER’S REPORT

**RECOMMENDATION**

Receive the Treasurer’s report for the quarter ending June 30, 2025.

**BACKGROUND**

The California Government Code requires the Treasurer from all local agencies to file regular written reports to its legislative body on the status of their fund balances. Typically, agencies satisfy this requirement with a quarterly report on their investment portfolio. Ideally, the report should be submitted within 30 days following the end of the quarter covered by the report.

The TCSD report includes all investments managed by the District. Primarily cash is invested in an interest-bearing checking account with our primary banking institution, Wells Fargo. Additional cash is invested in the State Treasurer Local Agency Investment Fund (LAIF) to meet the liquidity needs of the District.

Resolution 2023-18 amended the policy of investment of District funds. Per this policy two-thirds of the investments were transferred from LAIF i.e., \$5,700,000, to Wells Fargo National Bank. The funds were then invested in the newly established Stagecoach Sweep Account in January 2024. Any new revenues received have also been invested in the Stagecoach Sweep Account.

**DISCUSSION**

As of July 31, 2025, TCSD had the following cash and investment balances:

Institution	Account	30-Jun-25	31-Jul-25
Wells Fargo	General Checking	\$ 181,912.48	\$ 230,111.69
Wells Fargo	General Merchant Services	\$ 13,413.02	\$ 5,375.79
Wells Fargo	General Savings	\$ 200,059.00	\$ 200,000.00
Wells Fargo	Stagecoach Sweep	\$ 11,129,977.28	\$ 10,733,856.10
State of CA - LAIF	General Account	\$ 3,101,291.73	\$ 3,101,291.73
<b>Total Balances</b>		<b>\$ 14,626,653.51</b>	<b>\$ 14,270,635.31</b>

The State of California Local Agency Investment Fund (LAIF) earned 4.40% as the quarterly apportionment rate for the quarter ending June 30, 2025. The District received \$33,977.88 in interest earnings from LAIF for the quarter ending 06/30/25 (Apr-Jun). The LAIF interest rate for June 2025 was 4.269%, which is 0.014 percentage points lower from the prior month.

In the month of June, the 7-day simple yield was 4.198% from the Wells Fargo Stagecoach Sweep Account. The district received \$38,176.74 in interest earnings for June. The total interest return received from Wells Fargo Stagecoach Sweep account in the quarter ending 06/30/25 (Apr-Jun) is \$112,769.65.

<b>Quarter Ending</b>	<b>Quarter Period</b>	<b>Total interest earned</b>
Quarter ending 09/30/24	Jul- Sept	\$ 156,067.64
Quarter ending 12/31/24	Oct-Dec	\$ 138,671.13
Quarter ending 03/31/25	Jan-Mar	\$ 137,963.65
Quarter ending 06/30/25	Apr-Jun	\$ 146,573.03
Total YTD		\$ 579,275.45

**FISCAL IMPACT**

The adopted FY24-25 budget conservatively estimates total interest at \$240,000. The year-end estimate was \$560,836. The year-end actual is \$579,275, which is approx. 3% more than estimated.

**ATTACHMENTS**

- A. LAIF Monthly Statement June 30, 2025
- B. LAIF Performance Report
- C. Wells Fargo Stagecoach Sweep Account Statement June 30, 2025

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

August 05, 2025

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

---

TAMALPAIS COMMUNITY SERVICES DISTRICT

GENERAL MANAGER  
305 BELL LANE  
MILL VALLEY, CA 94941

[Tran Type Definitions](#)

Account Number: XXXXXXXXXX

June 2025 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	3,101,291.73
Total Withdrawal:	0.00	Ending Balance:	3,101,291.73



## PMIA/LAIF Performance Report as of 07/23/25



### Quarterly Performance Quarter Ended 6/30/25

LAIF Apportionment Rate <sup>(2)</sup> :	4.40
LAIF Earnings Ratio <sup>(2)</sup> :	0.00012059828906715
LAIF Administrative Cost <sup>(1)*</sup> :	0.18
LAIF Fair Value Factor <sup>(1)</sup> :	1.001198310
PMIA Daily <sup>(1)</sup> :	4.26
PMIA Quarter to Date <sup>(1)</sup> :	4.27
PMIA Average Life <sup>(1)</sup> :	248

### PMIA Average Monthly Effective Yields<sup>(1)</sup>

June	4.269
May	4.272
April	4.281
March	4.313
February	4.333
January	4.366

### Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 6/30/25 \$178.1 billion

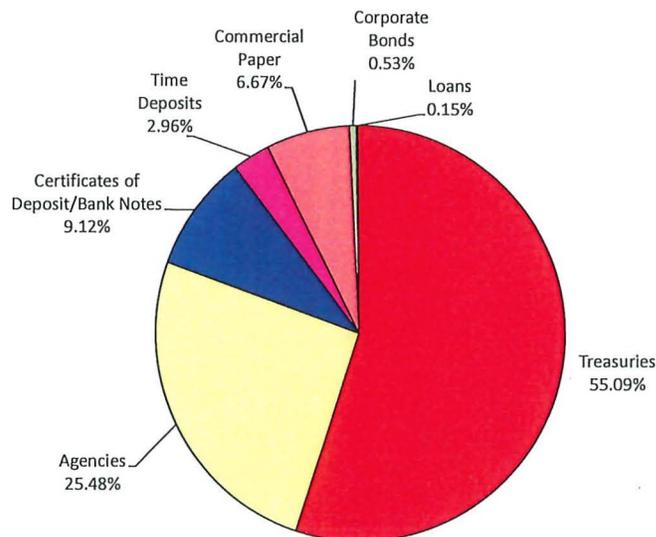


Chart does not include \$1,063,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

\*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller



STAGECOACH SWEEP

WELLS FARGO BANK, N.A.

Page 1 of 2

TAMALPAIS COMMUNITY SERVICES  
 DISTRICT  
 DEPOSITORY ACCOUNT  
 305 BELL LN  
 MILL VALLEY CA 94941-4037

Account Number - DDA  
 [REDACTED]

THIS STATEMENT COVERS 06/01/2025 THROUGH 06/30/2025

FUNDS HELD ON COMPANY'S BEHALF IN THE OMNIBUS DEPOSIT ACCOUNT AT BANK ARE DEPOSITS AND ARE ELIGIBLE FOR FDIC INSURANCE IN ACCORDANCE WITH FDIC RULES AND LIMITS. COMPANY'S MMMF SHARES HELD IN THE OMNIBUS INVESTMENT ACCOUNT IN BANK'S NAME AT THE CUSTODIAN OF THE MMMF ARE NOT DEPOSITS AND ARE NOT ELIGIBLE FOR FDIC INSURANCE. COMPANY IS THE OWNER OF ITS MMMF SHARES.

ALLSPRING GOVERNMENT FUND INST CLS

FUND SUMMARY

		Beginning Balance	11,470,125.88
		Shares Purchased	446,924.23 +
		Shares Redeemed	787,072.83 -
		Ending Balance	11,129,977.28
Dividends Earned YTD	219,536.40	Prior Month Dividends Paid to Checking	40,534.84
Federal Withholding YTD	.00	Dividends Earned in Current Month	38,176.74
7-Day Simple Yield	4.19892 %	Funds Pending Investment	3,334.00
Federal Withholding	.00		

Transaction Detail

Date	Description	Amount
6-01-2025	Beginning Balance	11,470,125.88
6-03-2025	Sweep Funds Return To DDA	109,465.16
6-09-2025	Next Day Sweep Purchase	390.39
6-12-2025	Sweep Funds Return To DDA	150,380.24
6-13-2025	Sweep Funds Return To DDA	267,200.00
6-16-2025	Sweep Funds Return To DDA	260,027.40
6-17-2025	Next Day Sweep Purchase	43,752.00
6-18-2025	Next Day Sweep Purchase	395,590.03
6-30-2025	Next Day Sweep Purchase	7,191.78
6-30-2025	Ending Balance	11,129,977.28

Daily Balance Information

Date	Investment Balance	Annualized Fund Yield	Daily Dividend Factor	Daily Accrual
06-01*	11,470,125.88	4.188 %	.000114748	1,316.17
06-02	11,470,125.88	4.176 %	.000114431	1,312.54
06-03	11,360,660.72	4.168 %	.000114194	1,297.32
06-04	11,360,660.72	4.152 %	.000113758	1,292.37
06-05	11,360,660.72	4.144 %	.000113542	1,289.91
06-06	11,360,660.72	4.146 %	.000113596	1,290.53
06-07*	11,360,660.72	4.146 %	.000113596	1,290.53
06-08*	11,360,660.72	4.146 %	.000113596	1,290.53
06-09	11,361,051.11	4.146 %	.000113601	1,290.63
06-10	11,361,051.11	4.147 %	.000113618	1,290.82
06-11	11,361,051.11	4.145 %	.000113567	1,290.24
06-12	11,210,670.87	4.145 %	.000113585	1,273.36
06-13	10,943,470.87	4.146 %	.000113604	1,243.22
06-14*	10,683,443.47	4.146 %	.000113604	1,213.68
06-15*	10,683,443.47	4.146 %	.000113604	1,213.68
06-16	10,683,443.47	4.159 %	.000113965	1,217.54

Date	Investment Balance	Annualized Fund Yield	Daily Dividend Factor	Daily Accrual
06-17	10,727,195.47	4.160 %	.000113977	1,222.65
06-18	11,122,785.50	4.149 %	.000113687	1,264.52
06-19*	11,122,785.50	4.149 %	.000113687	1,264.52
06-20	11,122,785.50	4.145 %	.000113580	1,263.33
06-21*	11,122,785.50	4.145 %	.000113580	1,263.33
06-22*	11,122,785.50	4.145 %	.000113580	1,263.33
06-23	11,122,785.50	4.148 %	.000113688	1,264.30
06-24	11,122,785.50	4.153 %	.000113789	1,265.65
06-25	11,122,785.50	4.175 %	.000114393	1,272.37
06-26	11,122,785.50	4.207 %	.000115286	1,282.30
06-27	11,122,785.50	4.211 %	.000115380	1,283.35
06-28*	11,122,785.50	4.211 %	.000115380	1,283.35
06-29*	11,122,785.50	4.211 %	.000115380	1,283.35
06-30	11,129,977.28	4.221 %	.000115665	1,287.35
TOTAL MID				38,176.77

\* Indicates non-business day

THANK YOU FOR BANKING WITH WELLS FARGO.

MONEY MARKET MUTUAL FUNDS (EACH, A "MMMF") ARE NOT FDIC INSURED, HAVE NO BANK GUARANTEE AND MAY LOSE VALUE.

An investment in a MMMF is not insured by the Federal Deposit Insurance Corporation or any other government agency. Although the MMMF's seek to preserve the value of customer's investment at \$1.00 per share, it is possible to lose money by investing in a MMMF.

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This material must be accompanied or preceded by a current prospectus for name of the Fund(s) selected. Please read the prospectus carefully before investing.



**TAMALPAIS COMMUNITY SERVICES DISTRICT**

**Staff Report  
Board Meeting  
August 13, 2025**

**TO: BOARD OF DIRECTORS**

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

**SUBJECT: APPROVE JOB DESCRIPTION AND SALARY SCHEDULE FOR RECREATION AND EVENTS COORDINATOR CLASSIFICATION**

---

**RECOMMENDATION**

Adopt a resolution approving the job description and salary schedule for the Recreation and Events Coordinator classification.

**BACKGROUND**

During the prior year, the Parks and Recreation Commission (PARC) has been discussing new special events such as the Speaker Series. Since July of 2024, a Speaker Series event has occurred monthly. Currently, those events are primarily supported by Commissioners volunteering their time to perform the following duties: securing the speaker, developing event materials, and serving as the event host. TCSD staff do work these events as the building attendant, but typically while on overtime. This model of depending solely upon volunteers and overtime staff to support events is unsustainable.

**DISCUSSION**

To meet the organizational need to support an expanded range of special events, including the Speaker Series, the Commission recommended hiring a part-time staff member to support the additional events throughout the year. After discussing this topic during several commission meetings, the PARC recommended hiring a part-time staff member to work approximately 20 hours a week, with a budget of \$35,000 (\$35/hour).

The proposal for a new position was also discussed at several Board meetings, including the budget workshop in May and the budget adoption meeting in June. Therefore, the budget for the position was approved and is included in the FY25-26 budget.

The evaluation of the above factors determined that a new job description, based on the old Communication and Events Coordinator position, is warranted and appropriate. In the attached proposed job description, the Recreation and Events Coordinator classification has the responsibility of helping to plan, organize, execute, and evaluate TCSD's recreation events and to distribute promotional materials for the events. The minimum qualifications include either two years of college or three years of related experience with work-related computer applications and technical expertise in operating an audio system and projector to support presentations; and organizational, time management, interpersonal, communication, and customer service skills. The position has a lower level of responsibility when compared to the current Communication and Events Specialist position.

PARC reviewed the attached job description during their August meeting.

The proposed salary range mirrors that of the current position of Facilities Attendant. The coordinator's duties are somewhat like those of the attendant, including potentially serving as a building attendant during events. In addition, the coordinator will perform event support duties of set up and breakdown of tables, chairs, tents, etc. for events.

The proposed salary range is as follows:

Step A	Step B	Step C	Step D	Step E
62,118.62	65,338.02	68,829.50	72,452.10	76,265.37

The resolution approves the job description and makes the recommended salary range adjustments to the TCSD salary schedule.

Next Steps

If the resolution is adopted tonight, staff will begin recruitment to fill the position, with the goal of hiring someone by the middle of fall.

**FISCAL IMPACT**

The part-time position (approximately 20 hours per week) has been budgeted in the Parks and Recreation FY25-26 budget at \$35,000.

**ATTACHMENT**

- A. Resolution
- B. Proposed Job Description



## TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
info@tamcsd.org ♦ www.tamcsd.org

### RESOLUTION NO. 2025-11

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING THE EVENTS AND RECREATION COORDINATOR CLASSIFICATION AND REVISION TO THE TCSD FY25-26 SALARY SCHEDULE

**WHEREAS**, during the prior year, the Parks and Recreation Commission (PARC) has been discussing new special events such as the Speaker Series; and

**WHEREAS**, since July of 2024, a Speaker Series event has occurred monthly and those events are primarily supported by Commissioners volunteering their time to perform the following duties: securing the speakers, sometimes serving as building attendant, event host, and providing audio/visual support to the speaker; and

**WHEREAS**, the model of depending solely upon volunteers and overtime staff to support events is unsustainable; and

**WHEREAS**, based on the organizational need to support an expanded range of special events, the Commission recommended hiring a part-time staff member to support those additional events; and

**WHEREAS**, the proposed new job description, the Recreation and Events Coordinator classification, is responsible for helping planning, supporting, organizing, executing, and evaluating TCSD's recreation events and to distribute promotional materials for the events; and

**WHEREAS**, the Recreation and Events Coordinator position has a lower level of responsibility when compared to the current Communication and Events Specialist position; and

**WHEREAS**, the proposed salary range is aligned with the current position of Facilities Attendant since the coordinator's duties are somewhat like those of the attendant, including potentially serving as a building attendant during events; and

**WHEREAS**, a budget of \$35,000 for the new position was approved by the Board during the budget adoption meeting in June for FY25-26; and

**WHEREAS**, the new position requires revisions to the TCSD adopted salary schedule.

**THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District authorizes the General Manager to take the following actions:

- 1) Recruit and fill the newly created position of Events and Recreation Coordinator at the part-time level.
- 2) Revise the adopted FY25-26 TCSD salary schedule to align the Events and Recreation Coordinator salary range with the Facilities Attendant salary range.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 13th day of August 2025 by the following vote:

AYES:

NAYS:

ABSENT:

---

Steffen Bartschat, President

ATTEST:

---

Secretary, Tamalpais Community Services District

**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**EVENTS AND RECREATION COORDINATOR**

**DEFINITION**

Under general supervision, the Recreation and Events Coordinator oversees and implements well-loved and visible recreational programming for the TCSD community.

**DISTINGUISHING CHARACTERISTICS**

This position is part of the team responsible for a robust set of recreational offerings for TCSD. Recreation events include a concert series/community event on Friday evenings during the summer, and several seasonal events including, but not limited to: Murder Mystery Dinner Theatre, Oktoberfest, Breakfast with Santa, Jolly Jingles. There are also regularly scheduled events throughout the year such as Spaghetti Bingo, Movie Night, and a monthly Speaker Series. Most of the events occur during evenings and/or weekends. The Events and Recreation Coordinator must provide excellent customer service to internal and external customers and conduct themselves in a professional, courteous manner with the public, the District Board Members, Parks and Recreation Commissioners (PARC), fellow employees, contractors, and vendors.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision from staff, as determined by the General Manager;
- May exercise supervision over volunteers and seasonal staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(Depending on assignment, may include but are not limited to, the following)*

- Plans, organizes, promotes, facilitates and coordinates regularly scheduled activities, programs, and special events;
- Provides staff support for events, including audio/visual technical support, setting up/breaking down tents, tables and chairs; may also serve as building attendant;
- Event support may also include contacting and scheduling speakers for Speaker Series;
- Research current and anticipate future recreation trends;
- Evaluates the effectiveness of events and provides recommendations for improvement or modification; assists in the development and implementation of event goals and objectives, policies, procedures and work;
- Prepares and maintains records and reports on activities;
- Manages electronic databases;
- May pursue program sponsorships;
- Actively networks, creates partnerships, and collaborates with internal and external agencies and organizations to develop community recreation programs, activities and events;
- Courteously interacts with customers, residents, supervisors, and other employees;

- Maintains good customer relations and positively influences the community's perception of TCSD throughout all applicable service areas by exhibiting positive, helpful behaviors and attitudes;
- Distributes promotional materials including, but not limited to, electronic and paper newsletters, fliers, postcards, and banners;
- Coordinates with volunteers and seasonal staff
- Follows all safety policies and procedures in accordance with the current safe practices;
- Responds and performs assigned work as a designated Disaster Service Worker in accordance with California State law during natural and man-made disasters and other emergencies;
- Performs other job-related duties as assigned.

### **PHYSICAL REQUIREMENTS**

- Ability to lift 35lbs, turn, twist and shift, such as during event equipment set up and break down of tents, tables, chairs;

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- Functional experience with Google Docs, Windows, Microsoft Office Suite, Adobe Illustrator;
- Technical expertise in operating an audio system and a projector to support PowerPoint/video presentations;
- Principles and practices of customer service, techniques for providing a high level of customer service;
- Thorough knowledge of the English language and the ability to clearly communicate verbally and in writing with the public and fellow employees;

#### **Skill and Ability to:**

- Follow District policies and procedures related to assigned duties;
- Able to complete daily responsibilities and simultaneously manage long-term projects;
- Excellent organizational and time management skills;
- Strong interpersonal communication skills and customer service oriented;
- Public speaking skills in a small-to-medium sized group
- Ability to follow instructions;
- Ability to problem solve, think clearly, thoroughly and objectively;
- Perform work as directed in an efficient, effective, safe, and timely manner;
- Respond appropriately to changing situations;
- Ability to work cooperatively as part of a team and able to take direction;
- Math: ability to perform basic math calculations;
- Work evenings and weekends;
- Serve as a Disaster Service Worker as needed in emergencies per California State law.

**Experience and Training Guidelines:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- Two years of college or equivalent OR
- Three years of related experience in recreation and/or event planning

**License or Certification:**

A valid Class C California Drivers' License with a clean driving record to use personal vehicle and/or a TCSD vehicle

**Pre-Employment Conditions:**

- Department of Justice criminal history fingerprint clearance (Live Scan).
- Background check.
- Medical screening and drug testing clearance.

**PHYSICAL WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work activities may require standing, walking on uneven and slippery surfaces, using ladders, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, climbing, grasping
- The work environment involves District offices and outdoor spaces and may be exposed to various levels of noise, vibrations associated with trucks and other machinery, uneven and/or steep terrain, plants, insects, and animals normally associated with Marin County. They may also be exposed to various odors on site.

**Board Approval Date:**



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Regular Board Meeting  
August 13, 2025

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: APPROVE THE RESTATED AND AMENDED 2025 SEWER SYSTEM MANAGEMENT PLAN**

---

### RECOMMENDATION

Adopt resolution approving the 2025 Sewer System Management Plan (SSMP).

### BACKGROUND

A Sewer System Management Plan (SSMP) in California is a comprehensive document that outlines how a public agency manages, operates, and maintains its sanitary sewer system. Its primary purpose is to minimize the occurrence of sewer spills and protect public health and the environment. By proactively managing the system, agencies can prevent spills, ensure adequate capacity, and maintain the system's integrity for the long term.

The Sewer System Management Plan (SSMP) is prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) Order No. 2022-0103-DWQ Statewide General Waste Discharge Requirement for Sanitary Sewer Systems (WDR), and the California Water Code Section 13267. The WDR requires all Enrollees to develop and implement a SSMP and make it available to the SWRCB, the San Francisco Regional Water Quality Control Board (RWQCB) and to the public.

SWRCB Order No. 2022-0103-DWQ amended and restated the 2006 order and revised the eleven (11) required elements of the WDR. In essence, the element requirements remained the same, except for the Spill Emergency Response Plan. Working with SASM's consultant, TCSD updated the Spill Emergency Response Plan (SERP) and incorporated into the SSMP in 2023.

### DISCUSSION

The WDR requires an update to SSMP every six (6) years. This SSMP is an amended and restated update to the June 2019 SSMP. The update was prepared in-house to save money and reflects that many of the District's programs, procedures, and plans remained relatively the same as they still comply with the requirements.

At the July 9<sup>th</sup> meeting, the Board discussed the draft update to the SSMP. The key revisions to the updated Plan were summarized as follows:

- Updates to projects, activities and maintenance practices such as the adoption of the Five (5) Year CIP projects and maintenance practices/policies revised since 2019.
- Reflects the positive impact of sewer main replacement projects since 2019

- The adoption of Ordinance No. 100, which amended and restated Ordinance No. 96 regarding sewer laterals.
- Reformatting of the SSMP to reflect the revisions (i.e., rewording) in the element requirements.
- Minor edits to the SERP as it meets the current SSMP requirements.
- Termination of EPA Administrative Orders based on TCSD's success in reducing the frequency and volume of sewer spills due to proactive cleaning and maintenance schedules, and capital improvement program to replace sewer main lines.

Since the July Board meeting, we have made formatting revisions and some minor edits to the draft based on our review of the SASM update to its SSMP. The resolution approving the SSMP authorizes the General Manager to makes revisions to the SSMP as may be required by state agencies and/or the WDR, as amended from time to time.

**FISCAL IMPACT**

n/a

**ATTACHMENTS**

- A. Resolution
- B. SSMP



## TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
info@tamcsd.org ♦ www.tamcsd.org

### RESOLUTION NO. 2025-10

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT (TCSD) APPROVING THE AMENDED AND RESTATED SEWER SYSTEM MANAGEMENT PLAN 2025

**WHEREAS**, a Sewer System Management Plan (SSMP) is prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) Order No. 2022-0103-DWQ Statewide General Waste Discharge Requirement for Sanitary Sewer Systems (WDR), and the California Water Code Section 13267; and

**WHEREAS**, SWRCB Order No. 2022-0103-DWQ amended and restated the 2006 order and revised the eleven (11) required elements of the WDR; and

**WHEREAS**, TCSD adopted a SSMP in June 2019 with amendments made from time to time to comply with the WDR; and

**WHEREAS**, the WDR requires an update to SSMP every six (6 ) years; and

**WHEREAS**, the 2025 SSMP is an amended and restated version of the June 2019 SSMP.

**NOW, THEREFORE, BE IT RESOLVED** that the Tamalpais Community Services District 1) approves the 2025 Sewer System Management Plan and 2) authorizes the General Manager or his/her designee to submit the SSMP to the appropriate government agencies and to make revisions as required by the WDR, as amended from time to time.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 13<sup>th</sup> day of August 2025 by the following vote:

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Steffen Bartschat, President

ATTEST:

\_\_\_\_\_  
Secretary, Tamalpais Community Services District



# TAMALPAIS COMMUNITY SERVICES DISTRICT



## SEWER SYSTEM MANAGEMENT PLAN

August 2025



# **Tamalpais Community Services District Sewer System Management Plan**

**August 2025**

Adopted by the TCSD Board Resolution No. 25-10 on August 13, 2025

Amended and restated June 2019 SSMP

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Table 3-1: Summary of TCSD's Legal Authorities

Table 4-1: Service Zone Characteristics

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Figure 2-1: SSMP Organization Lines of Authority

Figure 4-1: Sewer Service Zones and Pipe Diameter

### **Appendices**

Appendix A: Ordinance No. 100 – Ordinance Regulating the Construction, Use, and Maintenance of Private Sewer Laterals

Appendix B: Sewer Service Zones and Pipe Diameter Map

Appendix C: Spill Emergency Response Plan (SERP)

Appendix D: TCSD SSMP Change Log

## **List of Abbreviations**

AO	Administrative Order of Compliance (EPA, 2008)
CalOES	California Office of Emergency Services
CCTV	Closed-Circuit Television
CIP	Capital Improvements Plan
District	Tamalpais Community Services District
FOG	Fats, Oil and Grease
FSE	Food Service Establishment
GGNRA	Golden Gate National Recreation Area
GIS	Geographic Information System
HDPE	High-Density Polyethylene
I & I	Infiltration and Inflow
MRP	Refers to Monitoring and Reporting Requirements associated with State Water
OERP	Overflow Emergency Response Plan
SASM	Sewerage Agency of Southern Marin
SMCSD	Sausalito-Marin City Sanitary District
SERP	Spill Emergency Response Plan
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSRAP	Sewage Spill Reduction Action Plan
SWRCB	State Water Resources Control Board
TCSD	Tamalpais Community Services District
VCP	Vitrified Clay Pipe
WDR	General Waste Discharge Requirement (SWRCB Order No. 2022-0103-DWQ)
WWTP	Wastewater Treatment Plant

## INTRODUCTION

### District Overview

Tamalpais Community Services District (TCSD) is a Special District with a publicly elected Five Member Board of Directors. The District provides sewer collection, solid waste collection, and parks and recreation services to a population of approximately 7,000 to 10,000 residents, in approximately 2,500 households, and small commercial developments in unincorporated Marin County in Tamalpais Valley. TCSD is responsible for maintaining approximately 30 miles of sewer main line.

### What is a SSMP?

A Sewer System Management Plan (SSMP) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Sewer System Management Plan (SSMP) must be prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) Order No. 2022-0103-DWQ Statewide General Waste Discharge Requirement for Sanitary Sewer Systems (WDR), and the California Water Code Section 13267.

The WDR requires all Enrollees to develop and implement a SSMP and make it available to the SWRCB, the San Francisco Regional Water Quality Control Board (RWQCB) and to the public. The District's waste discharge identification number in the California Integrated Water Quality System (CIWQS) is 2SSO10202.

This SSMP is an amended and restated update of the TCSD 2019 SSMP. It does include the revised Spill Emergency Response Plan that was incorporated into the SSMP in 2023. The SSMP has eleven (11) required elements. *Please note at the beginning of each required element section the WDR requirements are shown verbatim in italics.*

## **ELEMENT 1 SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION**

*The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.*

*The Plan must include a narrative Introduction section that discusses the following items:*

### **1.1 Regulatory Context**

*The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.*

### **1.2 Sewer System Management Plan Update Schedule**

*The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.*

### **1.3 Sewer System Asset Overview**

*The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:*

- *Location, including county(ies);*
- *Service area boundary;*
- *Population and community served;*
- *System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;*
- *Structures diverting stormwater to the sewer system;*
- *Data management systems;*
- *Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;*
- *Estimated number or percent of residential, commercial, and industrial service connections; and*
- *Unique service boundary conditions and challenge(s).*

*Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.*

## **1.1 Regulatory Context**

The TCSD will implement its Sewer System Management Plan by taking the following actions:

1. Take proactive approach to eliminate sewer spills. In the event that a spill does occur, TCSD shall take rapid measures to contain and mitigate the impacts of the spill.
2. Manage, operate, and maintain the sanitary sewer system and ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
3. Provide for adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures.
4. Reduce Infiltration and Inflow (I/I) in the District's system by locating problems in private laterals and working with the property owners to rehabilitate or replace such laterals during District capital improvement projects, County road projects, and as required by the TCSD Lateral Ordinance.

## **1.2 Sewer System Management Plan Update Schedule**

TCSD will update the SSMP every six years (i.e., June 2031) from the adoption of this SSMP with audits performed a minimum of every 3 years from the adoption date and submitted within 6 months of the end of the audit period (e.g., December 2028).

## **1.3 Sewer System Asset Overview**

Tamalpais Community Services District (TCSD) is a Special District registered with the State of California and Marin Local Agency Formation Commission (LAFCO) with a publicly elected Five Member Board of Directors. The District provides sewer collection, solid waste collection, and parks and recreation services to a population of approximately 7,000 to 10,000 residents, in approximately 2,500 households, and small commercial developments in unincorporated county lands in Tamalpais Valley, located in southern Marin County which is situated between Mill Valley and Marin City. TCSD consist of many hillside homes and as a result sewer mainlines were often constructed in steep terrain with some pipeline spanning canyons or creeks.

The majority of the system's sewers were installed in the 1950s and 1960s. Wastewater treatment agreements are in effect with Sewerage Agencies of Southern Marin (SASM) and Sausalito-Marin City Sanitary District (SMCSD).

The District maintains approximately 30 miles of pipeline of which 99% are for residential services (refer to Element 4, Fig. 4-1 for updated sewer system map). The District operates and maintain four (4) pump stations and two (2) siphons. Approximately 95% of mainlines are gravity-fed. The primary pump station is the Bell Lane Pump Station with a force main that is approximately 5,000 linear feet in length. Property owners are responsible for the maintenance and repair of their private laterals to the connections to the sewer main. TCSD does not maintain any structures that would divert stormwater to the sewer system. The District uses a Geographical Information System (GIS) for management of the collection system maintenance program and Excel for data management such as tracking inspections for private laterals.

## **ELEMENT 2 ORGANIZATION**

*The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:*

- 2.1 The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;*
- 2.2 The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;*
- 2.3 Organizational lines of authority; and*
- 2.4 Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Services.)*

### **2.1 Authorized Representative**

The duly authorized representatives are the General Manager and the Operations Superintendent for the District.

### **2.2 Positions Responsible for SSMP Implementation**

The District manages the sanitary sewer collection system but also manages the solid waste collections, and parks and recreation for residents. The organization chart, shown in Figure 2-1 and Table 2-1 below, contains a summary of positions and lines of authority for staff responsible for SSMP implementation. Solid lines indicate staff actively involved in the sewer system management and dashed lines indicate other District functions. Maintenance crew and solid waste collectors share some of the same roles.

The District has two (2) staff working on the sewer system operations, maintenance and management issues.

TCSD's district office telephone number, where all staff can be reached during business hours is (415) 388-6393.

Staff can be emailed as follows:

Operations Superintendent:	Mike Quecke, <a href="mailto:mquecke@tamcsd.org">mquecke@tamcsd.org</a>
Maintenance worker:	Nick Udaloff, <a href="mailto:nudaloff@tamcsd.org">nudaloff@tamcsd.org</a>
General Manager:	Garrett Toy, <a href="mailto:gtoy@tamcsd.org">gtoy@tamcsd.org</a>
Assistant General Manager:	Alan Shear, <a href="mailto:ashear@tamcsd.org">ashear@tamcsd.org</a>
General TCSD email:	<a href="mailto:info@tamcsd.org">info@tamcsd.org</a>

TCSD's afterhours sewer spill hotline is (415) 779- 9059.

TCSD's primary maintenance contractor is Roy's Sewer Service Roy's Sewer Service (415) 388-2740.

TCSD's primary engineering consultant is Nute Engineering (415) 453-4480.

In cases of emergency, staff in other departments at the District can be available to assist with collection system management issues.

### **2.3 Organizational lines of Authority**

Figure 2-1 shows the organizational lines of authority for the SSMP. The General Manager reports to the Board of Directors. The Operations Superintendent reports to the General Manager. Wastewater maintenance staff report to the Operations Superintendent. The Assistant General Manager fills in as needed and serves as the acting General Manager in his/her absence.

**Figure 2-1: SSMP Organization Lines of Authority**

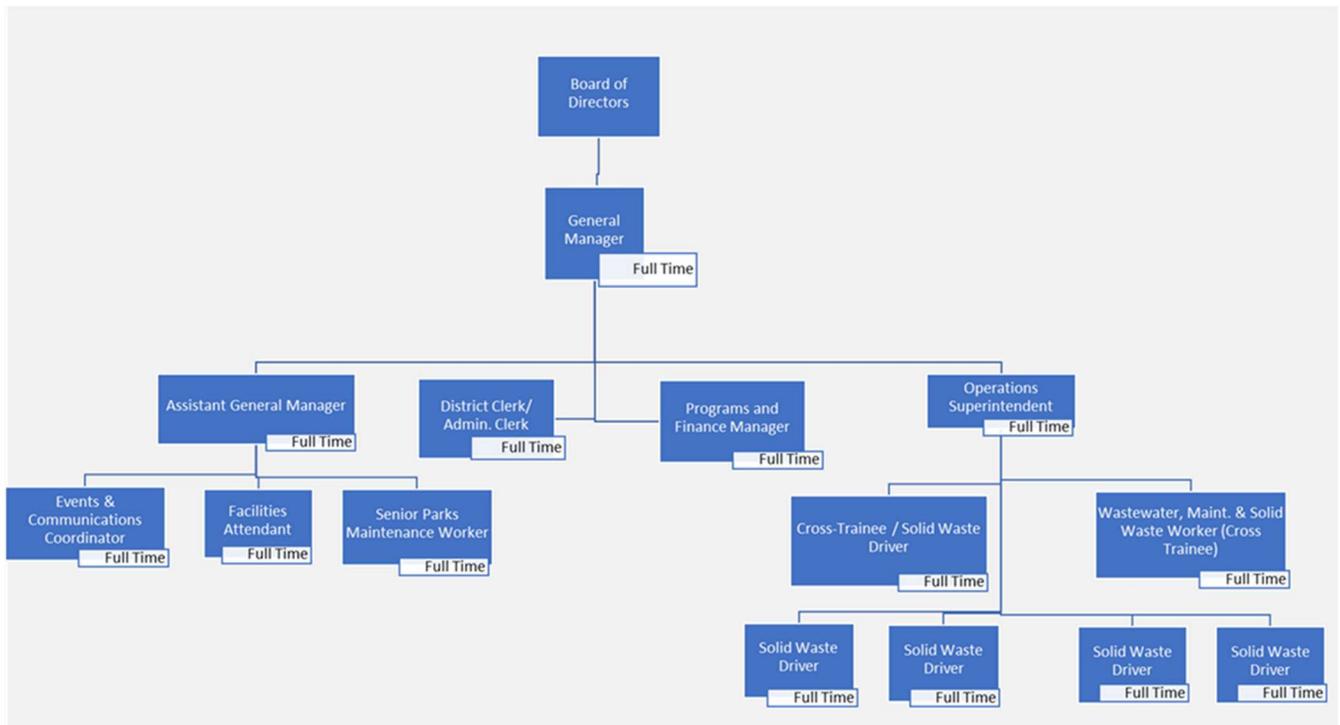


Table 2-1 below summarizes the roles and responsibilities of key positions within the District relevant to the sanitary sewer system infrastructure.

**Table 2-1: Narrative Explanation of Responsibilities of SSMP Organization Positions**

Position	Narrative Explanation
Board of Directors	Provides policy direction and appropriates funds to implement SSMP activities
General Manager	Responsible for implementing, managing, and updating the SSMP, along with the Operations Superintendent and Field Maintenance Crew. Assumes responsibility of sewer overflows or backup during business hours along with the responsibility for the incident and chain of communication.
Operations Superintendent	Performs services of the District Inspector, organizes or coordinates the regular maintenance and inspection of the sanitary sewer system and inspection of grease interceptors. Responsible for updating the SSMP along with the General Manager, Field Maintenance Crew and Analyst. Manages and oversees the work of engineering consultants and contractors in the repair-rehabilitation of sewers and pump stations. Reviews sewer plans and inspects sewer installations for conformance with the District's Design and Construction Standards.
Field Maintenance Crew	Assists Operations Superintendent in responding to sewer backup and overflow calls; performs sewer cleaning and maintenance activities.
Finance Manager	Responsible for the overall office and business functions such as accounting, human resources, payroll, etc.
Administrative Clerk	Initial point of contact for customer service inquiries.
Assistant General Manager	Provides support to Operations Superintendent and General Manager as needed; serve as acting General Manager
Collection System Contractors	Performs sewer cleaning, maintenance and CCTV inspections services. Supports SSO containment and clean-up activities as directed by the District. Assists in management of the maintenance program to schedule and direct sewer cleaning of system. Updates system maps and drawings based on updated information.

**2.4 Chain of Communication for Reporting Sewer Overflows**

The process and responsibilities for communication during an overflow event are summarized in the Element 6 – Sewer Emergency Response Plan (SERP).

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### **ELEMENT 3    LEGAL AUTHORITY**

*The Plan must include copies or an electronic link to the Enrollee’s current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:*

- *Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;*
- *Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;*
- *Require that sewer system components and connections be properly designed and constructed;*
- *Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;*
- *Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and*
- *Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.*

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**Summary of Legal Authorities**

The District has established legal authority over the sewer collection in its area under Ordinance No. 100 which amended and restated Ordinance No. 96 (Appendix A). TCSD has access to all its sewer lines via easement or fee title. TCSD also obtains an annual encroachment permit from Marin County to allow TCSD to work in the County’s right-of-way. TCSD reviews all building permits submitted to the County regarding laterals and/or sewer extensions. TCSD’s approval and inspection of the sewer improvements is required before the County will sign-off on a building permit. This process ensures that the design/construction of any sewer lines does not unintentionally create a cross connection between the sanitary sewer and storm water systems. TCSD also collaborates with Marin County Flood Control District and other County departments to coordinate emergency spill responses, as needed.

Table 3.1 below summarizes the District’s authority as required.

**Table 3-1: Summary of TCSD’s Legal Authorities**

Requirement	Legal Authority Reference
<b>PUBLIC SEWERS</b>	
Prevent illicit discharges into the wastewater collection system	Ord. 100: Section 500
Require that sewers and connection be properly designed and constructed	Ord. 100: Section 200, 250, 280, 300
Require proper installation, testing, and inspection of new and rehabilitated sewers	Ord. 100: Section 400, 410, 420, 430, 440, 450
<b>LATERALS</b>	
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the District	Ord. 100: Section 410
Lateral ownership and maintenance responsibility	Ord. 100: Section 300
<b>FOG SOURCE CONTROL</b>	
Limit the discharge of FOG and other debris that may cause blockages	Ord. 100: Section 500
<b>ENFORCEMENT</b>	
Enforce any violations of its sewer ordinances	Ord. 100: Section 550, 560 570, 580

## **ELEMENT 4 OPERATIONS AND MAINTENANCE PROGRAM**

*The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.*

### **4.1 Updated Map of Sanitary Sewer System**

*An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.*

### **4.2 Preventive Operation and Maintenance Activities**

*A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.*

*The scheduling system must include:*

- *Inspection and maintenance activities;*
- *Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;*
- *Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.*

*The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.*

### **4.3 Training**

*In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:*

- *The requirements of this General Order;*
- *The Enrollee's Spill Emergency Response Plan procedures and practice drills;*
- *Skilled estimation of spill volume for field operators; and*
- *Electronic CIWQS reporting procedures for staff submitting data.*

### **4.4 Equipment Inventory**

*An inventory of sewer system equipment, including the identification of critical replacement and spare parts.*

#### **4.1 Map of Sanitary System**

The TCSD service area encompasses Tamalpais Valley of Southern Marin County and is bounded on the north by the Almonte and Homestead Valley Sanitary Districts, on the west and south by the GGNRA and on the east by the ridge above Marin City and Richardson Bay. There are approximately 30 miles of sewers, 1 mile of which is force main pipeline. Approximately 38% of the District's sewers are in open space easements. There are eight service zones, which are shown in **Figure 4-1** and summarized by characteristics in **Table 4-1**.

The District has implemented the Geographical Information System (GIS) for management of the collection system maintenance program. The GIS is an ArcView geographic information system (GIS)-based application with an interface consisting of a table of contents, a map display, menus, and toolbars.

The GIS data that is accessed by GIS includes available sewer pipe attribute information on sewer pipe age, material, dimensions, and capacity (d/D). System attribute data can be accessed through queries using the GIS user interface or by using GIS to view attribute data directly within the data tables.

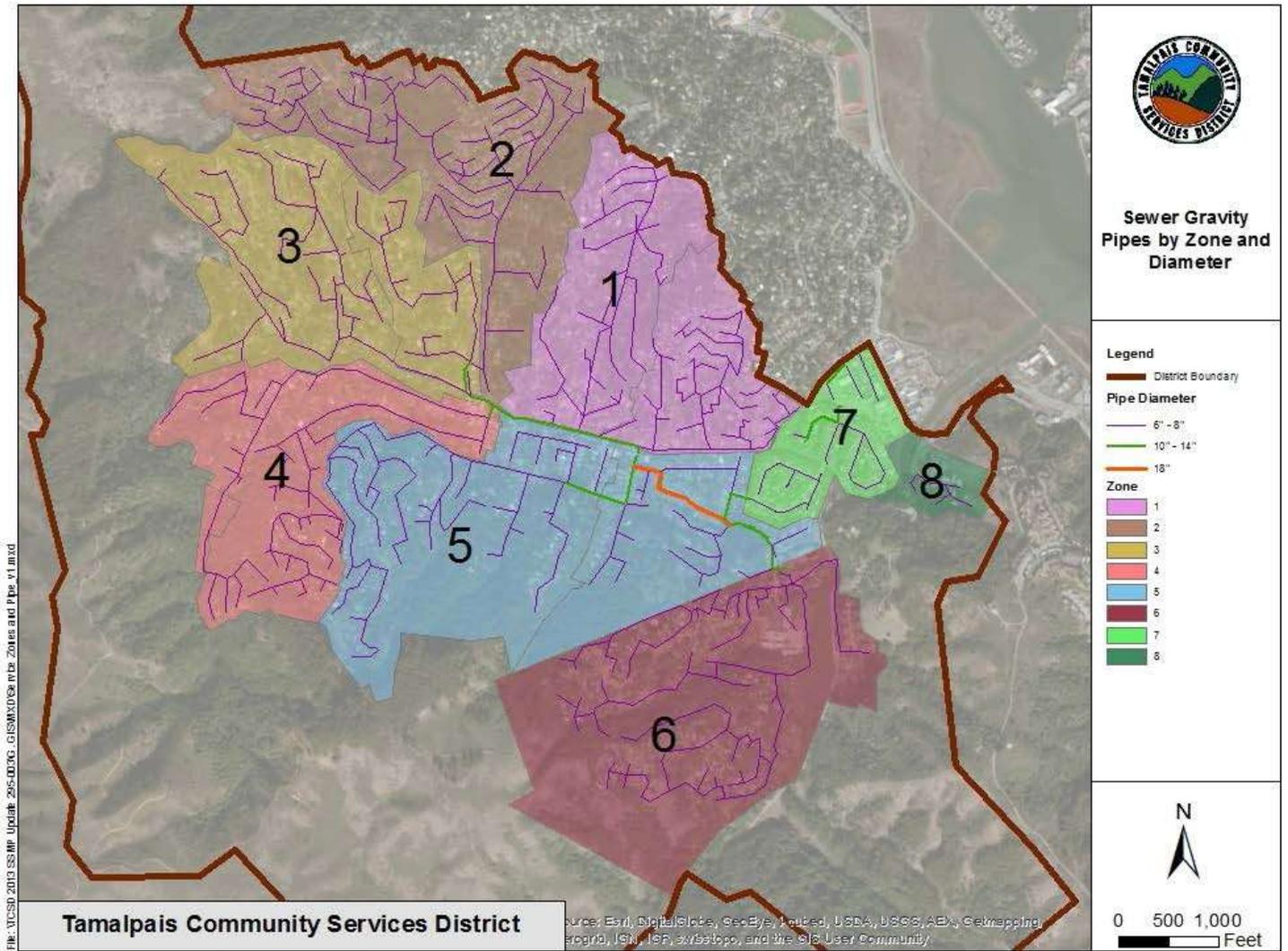
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Figure 4-1: Sewer Service Zones and Pipe Diameter



Refer to Appendix B for a larger map.

**Table 4-1: Service Zone Characteristics**

Service Zone	Characteristics
Zone 1	<ul style="list-style-type: none"> <li>• Serves the Pine Hill area</li> <li>• 40% rehabilitated HDPE pipe, 10% PVC or red HDPE developer installed, remainder 50% is asbestos cement and VCP pipe</li> <li>• 9 homes are on septic systems</li> </ul>
Zone 2	<ul style="list-style-type: none"> <li>• 10% rehabilitated with HDPE, 80% vitrified clay pipe and asbestos cement pipe</li> <li>• 10% New developments have installed PVC plastic pipe</li> </ul>
Zone 3	<ul style="list-style-type: none"> <li>• 40% rehabilitated with HDPE, larger pipes are vitrified clay pipe</li> <li>• Upper hillside area sewers are mostly in easements with 6 and 8" pipes from asbestos cement pipe</li> </ul>
Zone 4	<ul style="list-style-type: none"> <li>• 5% sewers rehabilitated with HDPE. Sewers are asbestos and VCP mostly hillside areas where most are in streets and accessible for maintenance</li> </ul>
Zone 5	<ul style="list-style-type: none"> <li>• 5% sewers rehabilitated with HDPE. Sewers serve steeper street of the District and are mostly VCP with some asbestos cement pipe</li> <li>• Zone 5 collects 1-4 and Zone 6 and Bell Lane Pump Station is located at the low point of Zone 5 which pumps into the Force Main to Sausalito Marin City Sanitary District (SMCSD)</li> </ul>
Zone 6	<ul style="list-style-type: none"> <li>• Sewers are mostly in the Marinview subdivision (constructed in 1969-1970)</li> <li>• Spot repairs have been made largely in easements, repaired roots intrusions and damage from soil movement</li> <li>• Sewer maintenance in this area is difficult due to general inaccessibility and easement orientations</li> </ul>
Zone 7	<ul style="list-style-type: none"> <li>• Sewers in Kay Park subdivision and shopping center are underlain by bay mud which has been impacted by significant subsidence in the past and streets are subject to flooding if County Storm water system fails</li> <li>• Sewers in the neighborhood and shopping center were completely replaced (98%) by 2015 with PVC material pipeline. Flamingo Road No. 1 and No. 2 pump stations in this zone discharge to Sewerage Agency Southern Marin (SASM)</li> </ul>
Zone 8	<ul style="list-style-type: none"> <li>• A small service zone and only serves an apartment complex, Smoke Tested to verify and remove non-conforming parking lot drain.</li> <li>• The Tennessee Road Pump Station was installed here allow direct pressure into the Force Main to SMCSD</li> </ul>

## **4.2 Preventative Operation and Maintenance Activities**

The District is responsible for maintaining the TCSD collection system consisting of approximately 30 miles of gravity sewers and force mains and 4 pump stations. The District owns two pump stations that discharge sewage to the SMCSO sewer system: the Bell Lane Pump Station and the Bob Bunce (Tennessee Valley Rd) Pump Stations. TCSD also maintains two pump stations that pump sewage to the SASM system: Flamingo Road Pump Station Number 1 (renamed in 2018 to the C. David Bostian pump station) and Flamingo Road Pump Station Number 2.

The District cleans all its gravity sewer mains in the collection system typically on a three-year cycle, but adjusts frequency based on individual pipe needs. At the conclusion of each cleaning, the findings of the cleaning are documented in its system. The Operations Superintendent is responsible for annually updating the status of the pipe and re-classifying a pipe to the Hot Spot program, if necessary, based on what field crew or contractors are finding during routine maintenance activities.

### **Hot Spot Preventative Maintenance Program**

Locations in the sewer system with known recurring maintenance issues are defined as “hot spots” and are cleaned on a cycle as determined by the Operations Superintendent, as part of the Hot Spot Preventive Maintenance Program. Examples of system issues resulting in inclusion on the Hot Spot Preventive Maintenance Program include pipes having blockage-related SSOs or having historical root, grease, or debris accumulation. Several low manhole areas are monitored with level sensors which will call in an alarm if the flow fluctuates or raises higher than normal.

### **Maintenance Programs for Sewers in Easements**

Sewers in easements are maintained using either hydroflushing, vacuuming, and/or machine rodding when it is feasible for larger equipment to access maintenance holes close enough to the pipe requiring cleaning. Pipes that cannot be cleaned using hydroflushing, vacuuming, and or truck-mounted machine rodding equipment are cleaned using a smaller portable rodding machine. While staff performs maintenance for sewer lines, we do contract with Roy’s Sewer Service for maintenance for pipes in difficult to access locations, easements in open space areas, or more complex cleanings. Roy’s Sewer Service completes an evaluation form for their cleaning and maintenance work, whether it is scheduled for routine or a hot spot cleaning, so that the District can evaluate the findings and make adjustments to the cleaning frequency.

### **Root Control Program**

The District addresses known root problems in the collection system using a combination of hydroflushing and rodding. Roy’s Sewer Service can be contracted to blade lines, particularly in easement areas where root problems are more pervasive. Root problems in the collection system are identified through sewer cleaning or sewer inspection as well as when blockages and SSOs occur due to roots. The District also often utilizes the annual CIP contractor for additional cleaning and video verification.

### Odor Reduction

The District has bioxide storage and injection pumps at Bell Lane Pump Station which is typically used in the April through October timeframe to reduce the production of hydrogen sulfide odor.

### Pump Station Maintenance

Pump stations are visited daily by maintenance staff and monitored for proper operation. Staff record their visits in a visitation log. All pumps receive a detailed inspection and receive required maintenance at least once per year, in accordance with their respective maintenance manuals. TCSD typically contracts out for certain maintenance for the pump stations.

### Maintenance Tracking System

The District uses a combination of GIS and standalone lists to schedule and complete preventive maintenance activities. The standalone list is an electronic list of pipes sorted by maintenance timeframe.

### Cleaning Schedule Acceleration Based on CCTV Data

The procedure for cleaning schedule adjustment based on CCTV inspection or manhole inspection results includes the following steps:

1. The inspection crew or contract inspection crew identifies severe maintenance defect requiring removal or correction immediately.
2. The inspection crew or inspection contractor notifies the Operations Superintendent of pipe, location, and nature of severe maintenance defect.
3. The Operations Superintendent or delegate reviews the current cleaning schedule for the pipe and determines if the defect warrants schedule acceleration.
4. If necessary, the Operations Superintendent dispatches a cleaning crew to clean the pipe ahead of the current cleaning schedule.

### Event-Driven Cleaning Frequency Adjustment

Hot spot cleaning frequencies and schedules are reviewed by the Operations Superintendent after the following events:

- A sewer blockage or overflow caused by a potentially recurring maintenance issue
- A heavy amount of roots, grease, or debris removed from the pipe during sewer cleaning
- A severe maintenance defect identified during CCTV inspection including roots, grease, or debris

The procedure for cleaning frequency adjustment following any of these events includes the following steps:

1. The cleaning crew, inspection crew, contract cleaning crew, or contract inspection crew notifies the Operations Superintendent of the cause of an SSO, a heavy amount of roots, grease, or debris removed from the pipe during cleaning, or a severe maintenance defect identified during CCTV inspection.
2. The Operations Superintendent or delegate analyzes the current cleaning frequency,

the schedule for the next cleaning of the pipe, past history of maintenance, and available inspection data and, based on experience, recommends an appropriate change in cleaning frequency if it is determined that there is a risk of a blockage or SSO if the pipe remains at the current cleaning frequency.

3. The Operations Superintendent approves any changes in cleaning frequency and oversees the modification of the cleaning frequency in the MMS.

#### Annual Cleaning Frequency Adjustment

Cleaning frequencies are modified when recurring maintenance issues cannot be reliably controlled by cleaning at the current frequency or when evidence exists that the pipe is being cleaned too frequently. The procedure for annual cleaning frequency adjustment may include the following steps:

1. The Operations Superintendent analyzes or oversees the analysis of the history of cleaning maintenance findings to evaluate trends in maintenance findings on an individual pipe basis.
  - a. Pipes with a trend of 2 to 3 consecutive cleanings that result in the removal of light to no amount of roots, grease, or debris are evaluated for a potential decrease in cleaning frequency.
  - b. Pipes with a trend of heavy to moderate roots, grease, or debris are evaluated for a potential increase in cleaning frequency.
  - c. Pipes with a trend of moderate to light roots, grease, or debris are evaluated for no change in cleaning frequency.
2. The Operations Superintendent reviews the results of the analysis and approves changes to maintenance frequencies deemed necessary to optimize the performance of the maintenance program.
3. The Operations Superintendent may adjust cleaning frequency following capital projects.
4. A regular cleaning schedule has been established with the objective of cleaning each pipe section (approx. 738 sections) in the District a minimum of every 3-4 years.

#### Contractor Resources

The District's primary contractor for hot spot cleaning and maintenance for sewers located in open space easements is Roy's Sewer Service. Roy's Sewer Service also conducts work for after-business hour emergencies when District staff are not available or additional resources are needed (i.e., equipment, personnel). The District has given Roy's Sewer Service a response time goal of less than one hour. Roy's Sewer Service completes an evaluation form for routine and hot spot cleaning activities which is then returned to the District's Operations Superintendent for review. Any work required on force mains is contracted out.

#### CCTV Inspection Methodology

The District utilizes inspection contractors to collect CCTV inspection data. When there are

mains with maintenance holes located in readily accessible locations, CCTV data is collected with the use of fully equipped CCTV vehicles. For mains with maintenance holes that are located in remote or difficult to access areas, inspection contractors may need to utilize a portable push camera set up. The District owns a push camera that can be used for simple lateral inspection purposes.

Ordinance No. 100 does require CCTV inspection of all laterals as a condition of home resales and home improvements exceeding \$40,000. Property owners are notified of any required repairs. The District issues compliance certificates when laterals pass inspections.

#### Inspection Schedule

The District currently conducts inspections by focusing on where sewer stoppages occur or where pipe repairs are required. Laterals are also inspected during this investigation and lateral repairs are conducted when deemed necessary by the District.

The District does conduct inspections of laterals as part of all sewer main replacement projects. Inspections are performed by the contractor and reviewed by District staff. TCSD also inspects sewer mains and laterals prior to County of Marin road repaving projects. Property owners are notified of any necessary repairs.

TCSD has a regular cleaning and maintenance schedules for all four pump stations which includes annual wet well cleanings and electrical inspections. Pump stations are visited on a frequent basis by District staff to monitor for any additional maintenance/repair requirements. Needs for urgent repairs and attention are typically signaled through the pump stations' level alarms and auto-dialer systems which automatically notify response staff of abnormal operating conditions.

#### **4.3 Training**

The District uses a combination of on-the-job training, conferences, seminars, and other training opportunities to provide technical training and continuing education for its wastewater collection system staff. Vendors also provide training for new equipment. The Operations Superintendent and one field maintenance crew members are both certified as Collection System Maintenance Technologists by the California Water Environment Association (CWEA), holding certification levels of CWEA Grade Level One. The District's sewer maintenance budget includes funds for technical training. The General Manager attends various professional organizational meetings such as Bay Area Clean Water Agencies (BACWA) and CWEA to remain apprised of training opportunities and certification requirements. SASM also provides opportunities for joint training sessions for its member agencies. Staff who submit the data also receive training on CIWQS reporting procedures.

#### Equipment Training

Contractors and vendors also conduct training with staff when new equipment is incorporated into the collection system. TCSD has purchased new equipment such as a new hydro-vector truck to allow the District to have a more robust in-house cleaning Maintenance Program as well as enhance our ability to perform Emergency Response Cleanings. The vendor provided training

for the vehicle's operations.

#### Sewer Spill Response

District personnel and contractor employees who may have a role in responding to, reporting, and/or mitigating a sewer spill receive training on the contents of the SERP. New sewer maintenance employees receive training before they are placed in a position where they may have to respond. Current employees will receive annual refresher training on the SERP plan and the procedures to be followed.

Roy's Sewer Service has also been trained in order to comply with reporting requirements for sewer spills and use of the SSMP.

During office hours, District staff are the first responders for emergency response and have the ability to call Roy's Sewer Service for assistance if necessary. During overflow events, Roy's Sewer Service and/or TCSD staff completes a Sewer Spill Report to document response activities and overflow information.

#### 4.4 Equipment Inventories

The District maintains the following equipment at its offices to respond to sewer spills :

- 3 yard combination Vactor truck for Hydro-jetting and vacuum removal of debris/grit
- 60 feet of hose extensions for remote vacuum removal capabilities
- Assortment of penetrating nozzles for Vactor truck
- 45-degree cleaning nozzle for Vactor truck
- Manhole safety grate for Vactor
- 6-inch sewer plug
- 8-inch to 14-inch expansive sewer plug
- Pipe and repair couplings for 6, 8, 14, and 18-inch gravity sewers
- Pipe and repair couplings for force main
- Traffic control signs, cones and flags
- Absorbent mats to block storm drains
- Absorbent buoys for containing Sewer Spills
- Trailer rodder machine with assorted 4", 6" and 8" cleaning blade attachments
- Hand rodding tools set
- Dura Cable drain clean machine capable of cleaning 180 feet of 4" and 6" sewers
- 2 - Spare 180 foot reels of Dura Cable 11/16" cable for distances beyond standard reel
- Sewer suitcase assortment of 11/16" connectors, splice chucks, bearings, and blades
- 250 feet of yellow fiberglass sewer locator rod
- Locator pill
- Confined space entry equipment including harness, winch and tripod

- Self-leveling push-camera for main and lateral inspection
- Eight smart covers have been installed at specific locations as a preventive measure.
- Dye pills and dye liquid for sewer lateral overflow tracing
- 3 - Manhole hooks
- Green marking paint
- 2" gas powered trash pump
- 7000 watts portable generator for remote 120v/240v power

For proper water quality sampling according to EHS standards, supplies are stocked for use, with refresher trainings on inventories and Sewer Spill responses conducted regularly. The County Health Department is used for laboratory testing of public water for overflows that reach public waters:

- Sterile plastic bottles, 125 mL and 250 mL
- Laboratory requisition forms
- Styrofoam container, ice chest, or equivalent
- Blue ice packs, frozen
- Waterproof marker and ballpoint pen
- Labels for collection bottles
- Towel for drying bottles
- Sampling pole for collecting samples (optional)
- Rubber boots and/or rubberized waders
- Bag for sampling notes (documentation of sampling time, location, etc.) what time was taken, location. Now they notify the health department to get testing by laboratory that reach the state water.

#### Critical Replacement Parts

The District maintains all four of its pump stations. Each pump station contains backup/replacement parts for the monitoring equipment as well as other important items for activities such as bypass pumping, pipe repairs, pump replacement, plugs for pipeline, and portable pumps. An inventory list is maintained on all stocked items and new parts are ordered immediately when stocked items are put into use. Critical replacement parts are also locally available at supply stores.

The District maintains a stockpile of pipeline for all sizes of its gravity pipeline as well as its reinforced concrete pipe force main. This stockpile is also inventoried and promptly replaced when pipeline is taken from storage and installed into the system.

## **ELEMENT 5 DESIGN AND PERFORMANCE PROVISIONS**

*The Plan must include the following items as appropriate and applicable to the Enrollee's system:*

### **5.1 Updated Design Criteria and Construction Standards and Specifications**

*Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.*

### **5.2 Procedures and Standards**

*Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.*

### **5.1 Design Criteria and Construction Standards and Specifications**

TCSD Ordinance No. 100 listed above in Element 3 requires the proper design and construction of new and rehabilitated sewers, laterals, and connections. As a member of SASM, TCSD follows the sewer design standards established by SASM as may be modified from time to time by TCSD to fit its specific conditions. This requires that all such construction be in accordance with the District's preferred design standards, a copy of which is available at the office upon request.

### **5.2 Procedures and Standards**

Permits are required for all sewer lateral and sewer main construction work, which must be conducted by licensed contractors in the public right-of-way in accordance with the Uniform Plumbing Code and the District's standard specifications and ordinances. Cleanouts and backwater overflow devices are required to be installed for all new construction. The County of Marin Building Division requires TCSD review and approval of all sewer laterals and mainline design plans that are part of the building permit application.

Design plans are reviewed by the Operations Superintendent and TCSD consulting engineer (Nute Engineering) and approved if it meets District requirements. The District may permit modifications to the standards or require higher standards where unusual conditions are encountered. Minimum size and slope of laterals are specified, and provisions for pumps at the owner's expense are in place where sewer lateral flow is below the elevation of the sewer main.

As a condition of the sewer permit, the District will not accept private or public sewer construction until after completion of appropriate testing and inspection, confirming that the construction is in accordance with the standards specifications. The District's ordinance ensure that laterals and sewer pipeline are installed in accordance with the District's Standards and inspected by the District prior to acceptance by the District.

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## **ELEMENT 6 S P I L L EMERGENCY RESPONSE PLAN**

*The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:*

- *Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;*
- *Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;*
- *Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;*
- *Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;*
- *Address emergency system operations, traffic control and other necessary response activities;*
- *Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;*
- *Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;*
- *Remove sewage from the drainage conveyance system;*
- *Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;*
- *Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;*
- *Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;*
- *Conduct post-spill assessments of spill response activities;*
- *Document and report spill events as required in this General Order; and*
- *Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.*

**Due to the size of the Spill Emergency Response Plan (SERP), please see Appendix C.**

## **ELEMENT 7 SEWER PIPE BLOCKAGE CONTROL PROGRAM**

*The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.*

*The procedures must include, at minimum:*

- 7.1 An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;*
- 7.2 A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;*
- 7.3 The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;*
- 7.4 Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;*
- 7.5 Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;*
- 7.6 An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and*
- 7.7 Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.*

### **7.1 Public Education & Outreach Program**

The District uses a variety of public outreach efforts to educate the community regarding fats, oil and grease (FOG) as well as non-flushable materials (e.g., wet wipes). Efforts include informational brochures, stickers on green carts, articles in the weekly e-newsletter, and TCSD website. Topics may include:

The difference between storm drains and sanitary sewers and the function of each

- Appropriate and non-appropriate types of wastes for the sanitary sewer
- Issues relating to preventing FOG-related sanitary sewer overflows
- Private laterals, ownership responsibility, and their potential to cause Sewer Spills.
- Ability to place FOG in the green carts

The District e-newsletter is generally emailed out every week on Friday. As part of the blockage control outreach, we periodically will include articles with information on property owner responsibilities with regards to FOG. The District also includes relevant information on non-flushables and non-disposables which have been issues in the collection system and for sewer pump stations. This information is also available on the TCSD website.

If a FOG-caused sewer backup or overflow occurs repeatedly at a residential property, District staff will inform the resident about FOG source control practices, such as diverting cooking grease from the sink drain and placing it in the green cart.

The District has developed information for dissemination to local plumbers and contractors as a guide to proper installation of sewer laterals and to ensure that plumbing practices are not exacerbating blockage issues in sewer mains or contributing to infiltration and inflow in the collection system. New contractors can meet with District staff to review ordinance requirements and guidance. Finally, the District also performs outreach to restaurant managers through the FOG source control program discussed in more detail in Section 7.e.

## **7.2 Disposal of FOG**

TCSD informs residents that cooking oil can be disposed of in the green organics cart provided to all TCSD customers. The organic materials include soiled paper in the green carts which will absorb the oil. For larger quantities of oil, residents can, free of charge, dispose of their collected cooking oil in the grease collection barrel located in the District office yard. TCSD disposes of all the collected FOG through a qualified contracted business. A list of identified FOG disposal sites and liquid waste haulers is available on the internet.

## **7.3 Legal Authority**

Ordinance No. 100 provides legal authority to TCSD to address FOG discharges in the service area. The District utilizes a combination of sewer cleaning and FOG source control to control FOG in the sewer system.

## **7.4 FOG Requirements, Standards, and Practices**

The District has legal authority, through Ordinance No. 100, to require installation and proper maintenance of grease removal devices. The ordinance further sets the design standards for the grease removal devices.

The District currently employs preventive maintenance and restaurant inspections as the primary methods to address FOG issues in the system. The District maintains a list and map of pipes in the system with known grease issues. The sewer cleaning frequency of pipes with known grease issues is coded on the map which is reevaluated annually for optimization of maintenance and service. Best management practices (BMPs) are activities, practices, and/or procedures that when implemented to the maximum extent practicable will prevent or reduce pollutants in discharges. Some examples of BMPs are: scraping and dry wiping dishes and cooking utensils prior to washing, general good housekeeping, proper waste handling, and disposal.

FOG source control inspections are performed on FSEs that are connected to the TCSD

collection system, to ensure that these facilities are practicing BMPs and are properly cleaning and maintaining their grease interceptor or grease trap. CMSA, who is contracted to conduct FOG inspection for the District's FSEs, has an 11-year documentation retention policy such that all inspection reports are maintained on-site. CMSA also sends copies of inspection reports to the District on a regular basis

### **7.5 Grease Producing Facilities**

Ordinance No. 100 established District authority to enforce FOG regulation at grease producing facilities. Commercial establishments also have to meet the County's legal and permitting requirements which can include installation of an interceptor that is approved by the District. Beginning in 2009, the District contracted with Central Marin Sanitation Agency (CSMA) staff to conduct FOG inspections at food service establishments (FSEs).

### **7.6 Sewer Cleaning to Address FOG Issues**

Grease may be found throughout the system, typically in sagging pipelines and generated from residential sources. The District accomplishes monitoring of grease issues in pipes through periodic maintenance activities, cyclic inspection, and rehabilitation and repair projects. Grease cleaning typically involves two to three passes with different hydroflushing nozzles in order to properly clean the pipeline. Collection system conditions are updated annually in the electronic files so that the District can proactively manage all collection system sections based upon pipe evaluations, cleaning results and historical patterns that result from ongoing proactive maintenance program.

There are approximately 30 miles of pipeline in the District system. Of these, less than a dozen sewer segments have recurrent grease accumulation issues and are part of the Hot Spot cleaning program. One of these serves the FSEs and is typically hydroflushed monthly. The remaining pipes are hydroflushed on a frequency ranging from once a year to once every other month. The flatter areas of the system in the valley floor receive more frequent hydroflushing, specifically before the onset of the wet weather season. Approximately 5 miles of sewer pipeline are cleaned every year in areas of grease accumulation, which represents approximately 17% of the total sewer length of the collection system.

### **7.7 FOG Source Control**

The District FOG source control program for businesses includes checking the condition of the grease interceptors to ensure that interceptors are being properly maintained and pumped. The District currently contracts out its source control program to CMSA.

CMSA reviews pumping receipts from each FSE in order to ensure they are managing their FOG. Any delinquent documentation is followed up by a phone call from CMSA to the FSE. During site visits, CMSA staff conducts education outreach to the restaurant manager about BMPs for food handling facilities and to make sure they are properly cleaning and maintaining their grease interceptor or grease trap.

## **ELEMENT 8 SYSTEM EVALUATION AND CAPACITY ASSURANCE PROGRAM**

*The Plan must include procedures and activities for:*

- *Routine evaluation and assessment of system conditions;*
- *Capacity assessment and design criteria;*
- *Prioritization of corrective actions; and*
- *A capital improvement plan.*

### **8.1 System Evaluation and Condition Assessment**

*The Plan must include procedures to:*

- *Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;*
- *Identify and justify the amount (percentage) of its system for its condition to be assessed each year;*
- *Prioritize the condition assessment of system areas that:*
  - *Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;*
  - *Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;*
  - *Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;*
- *Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;*
- *Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;*
- *Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and*
- *Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.*

## **8.2. Capacity Assessment and Design Criteria**

*The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:*

- *Dry-weather peak flow conditions that cause or contributes to spill events;*
- *The appropriate design storm(s) or wet weather events that causes or contributes to spill events;*
- *The capacity of key system components; and*
- *Identify the major sources that contribute to the peak flows associated with sewer spills.*

*The capacity assessment must consider:*

- *Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;*
- *Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;*
- *Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;*
- *Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;*
- *Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and*
- *Necessary redundancy in pumping and storage capacities.*

## **8.3 Prioritization of Corrective Action**

*The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.*

## **8.4 Capital Improvement Plan**

*The capital improvement plan must include the following items:*

- *Project schedules including completion dates for all portions of the capital improvement program;*
- *Internal and external project funding sources for each project; and*
- *Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.*

### **8.1 System Evaluation and Condition Assessment**

TCSD regularly evaluates its sanitary sewer system and identifies improvements needed to provide adequate capacity. Below is a list of key activities undertaken by TCSD over the years.

- Monthly and Annually: Starting in the winter of 2008/09, the District, in coordination with the Sausalito-Marin City Sanitary District (SMCSD) and the City of Sausalito (Sausalito), and with the other member agencies of the Sewerage Agency of Southern Marin (SASM), conducted an extensive flow monitoring program as required under the administrative compliance orders issued to these agencies by the U.S. EPA in 2008. It should be noted that the EPA in December 2024 terminated the orders based on TCSD's demonstrated commitment, documented spill reductions, implemented improvements, and adopted financial plan to reduce the volume and frequency of sewage spills and to maintain the collection system to prevent future sewage spills. Monitoring continues and is ongoing to verify and further analyze improvements.
- In October 2010, the District completed a Capacity Assessment and Capacity Assurance Plan as part of the third submittal of its *Sewer Spill Reduction Action Plan* (SSRAP Vol. III) required by the EPA order to SMCSD, Sausalito, and TCSD. The key findings of the capacity assessment and proposed capacity assurance plan are summarized in the sections below. The District continues to implement the Capacity Assessment and Capacity Assurance Plan. The District also participated in preparation of a similar plan prepared on behalf of the SASM agencies. Additional pressures on the system from State Mandated ADU additions of living units are considered on a permit by permit basis.
- The District maintains a permanent flow meter at its Bell Lane Pump Station and Bob Bunce pump station and runtime monitors on Flamingo 1 and 2 and monitors flows on an ongoing basis to evaluate the effectiveness of its I/I reduction program.
- The District has installed eight (8) smart covers on manholes in historically high flow and/or problematic locations (e.g., near creeks or drainage ditches) to improve monitoring and to receive advance warning of potential spills.
- As part of the District's annual Capital Improvement Program (i.e., Capital Improvement Plan), staff and the District engineer recommend the next phase of sewer main pipeline replacement projects to the Board. Repair budgets are both scaled on the expected remaining lifespan of pipes and driven by a strong I&I reduction goal. The sections of pipe recommended for replacement consider the adequacies of I/I, capacity, and flow issues in those locations.

For the SSRAPs, hydraulic models were developed for both the SMCSD and SASM interceptor systems to evaluate the capacity of the systems under peak wet weather flow (PWWF) conditions. For TCSD, seven flow meters were placed in the portion of the system tributary to SMCSD, and one meter was used for the area (known as Kay Park) that is tributary to the SASM system.

## **8.2 Capacity Assessment and Design Criteria**

SMCSD has identified a specific historical rainfall event, the storm of December 31, 2005, as its design wet weather event. The selection of this event was based on continuous simulation analyses of historical flow and rainfall events to determine the statistical frequency of peak flows in the system. The December 31, 2005 event was determined to be an approximate 5-year return period event with respect to peak I/I flows in the SMCSD system.

SASM has selected the storm event of January 25, 2008, as its design event. Based on available depth-duration-frequency statistics, the January 25, 2008 storm is estimated to have been an approximate 20-year return period event in the Mill Valley area for 24-hour duration, and a 5- to 10-year event for shorter (e.g., 4- to 6-hour) durations.

As there were no recorded known capacity problems due to wet weather events in the District's local collection system, District-owned sewers were not included in the SSRAP hydraulic models. However, the flow monitoring data were used to quantify the flows from subbasins within the District's collection system and to confirm that the system would have adequate capacity to convey PWWF from a design storm event. Capacity enhancements were planned for the SMCSD and SASM facilities. Reduction in sewer flows from both water conservation (approx. 20% reduction) and infiltration/inflow (I/I) in the TCSD collection system have combined over the past 10 years to significantly mitigate downstream capacity issues.

## **8.3 Prioritization of Corrective Action**

Every year the Board reviews a Five-Year Capital Improvement Program (CIP). The Five-Year CIP represents a planning document for future capital sewer system improvements. It allows the Board to see the projects that are proposed over the five-year period and the funding sources allocated to pay for the project. However, the Board only adopts the first year of the CIP as part of its annual Operating and Capital budget.

The projects in the Five-Year CIP are recommended by the District engineer, Nute Engineering, in collaboration with District staff. Proposed projects consider many factors such as historical records of maintenance/cleaning, CCTV project data, past capital improvement projects, spot repairs, and the Hotspot List to determine the overall age, condition and rehabilitation needs of the TCSD sewer system.

TCSD's I/I Reduction Program consists of targeted mainline and manhole repairs, rehabilitation and replacement as well as lateral rehabilitation and replacement as required by Ordinance No. 100. In 2017, the District adopted Ordinance 96, since replaced by Ordinance No. 100 (Ordinance), that required lateral certificates for all private laterals with mandated inspection and repair at sale of property or major remodel (i.e., more than \$40,000 in improvements over a three year period). The ordinance also indicates that the District will inspect laterals as part of sewer main repair/replacement projects and prior to County road resurfacing projects. Property owners would be notified of any repair requirements discovered from the inspections. The Ordinance also allows the District to designate a lateral as a public nuisance if it is subject to I/I, and require the property owner to make needed repairs to alleviate the condition.

Since 2010, TCSD proactively increased our efforts to conduct sewer lateral video inspections and have now completed more than 1,200 inspections. This has led to private lateral repair/replacement improvements to more than 680 private laterals. This is part of an on-going effort to inspect and certify the estimated 2,500 District connections over the next 10-15 years.

In September 2024, TCSD submitted petitions to request termination of the EPA Administrative Order (CWA- 09(a)-08-030 and 0311) issued in 2008. The EPA granted the petitions to terminate in December 2024. We indicated in the petition that to ensure compliance with the Order requirements TCSD issued approximately \$19,000,000 in Certificate of Participation (COPs) in 2020 which resulted in net proceeds of approximately \$12,700,000 for sewer collection systems improvements. Since 2019, the District has replaced approximately 30,000 linear feet or 5.7 miles of sewer main line. To date, approximately \$5,600,000 of the COPs has been spent on sewer line replacement. The 5.7 miles of replacement pipe represents approximately 20% of the estimated 29.5 miles of sewer main line within the District.

We also reported a significant reduction in the frequency and volume of sewer spills due to proactive cleaning and maintenance schedules, and capital improvement program to replace sewer main lines. Specifically, the FY19-20 Annual Report to the EPA reported 8 SSO's, in FY20-21 we reported 5 SSO's, in FY21-22 we reported 3 SSO's, in FY22-23 we reported 3 SSO's, and FY23-24 we reported 0 SSO's. The District's efforts are clearly having a positive impact on reducing SSO's.

#### **8.4 Capital Improvement Plan**

In 2020, the District prepared a 10 year Sewer System Financial Plan (Financial Plan). The purpose of the Financial Plan is to forecast the sewer rates required to sufficiently meet the utility's financial and service obligations for ongoing collection system operation and maintenance, wastewater treatment, debt service, and capital improvements while maintaining prudent reserves. The Financial Plan is a guide for the District when planning future capital improvements.

In 2023, TCSD adopted its first Five-Year Capital Improvement Program (CIP) which includes the Capital Improvement Plan (Plan) for wastewater projects. The purpose of a Five-Year CIP budget is to forecast sources of revenue and expenses for projects over a five-year period. The Five-Year CIP is a more detailed version of the 10 Year Financial Plan and allows the District to better plan for projects and the availability of funding sources. The Board adopts the first year of the Five-Year CIP with the adoption of the annual Operating and Capital Budget.

The current Five Year CIP (FY25-26 through FY29-30) budgets \$12,875,000 for wastewater projects over the five year period. The budget allocation is based on net operating revenue and capital reserve forecasts over the five year planning period. Approximately \$7,300,000 is allocated for the Bell Lane auxiliary pump station and replacement of the Bell Lane force main from the Bell Lane pump station to Tennessee Valley Road. Approximately \$6,300,000 is budgeted for sewer main line replacement/rehabilitation projects over the five year period. This

equates to an average budget of \$1,260,000 per year for sewer main pipeline projects. We estimate replacing 3,000-4000 linear feet of sewer main pipeline per year. TCSD's goal is to fully replace all its sewer main lines in 25-30 years.

The improvements identified in the Five Year CIP are developed based on staff and the District engineer's assessment of which sewer mainlines should be replaced that would provide the most benefit to the District based on the potential reduction of high I/I rates, problematic areas susceptible to sewer spills, difficult to address areas for maintenance, cost effectiveness such as coordination with other infrastructure project, and /or County road moratoriums.

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## **ELEMENT 9 MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS**

*The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:*

- *Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;*
- *Monitoring the implementation and measuring the effectiveness of each Plan Element;*
- *Assessing the success of the preventive operation and maintenance activities;*
- *Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and*
- *Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.*

### **Summary**

The District utilizes data captured in the District's GIS, standalone asset tracking files, and the State Water Resources Control Board's California Integrated Water Quality System (CIWQS) SSO database to monitor and measure the performance of the SSMP and SSMP implementation. The District monitors sewer overflow performance to accomplish the following:

- Establish and prioritize appropriate SSMP activities
- Monitor the implementation and effectiveness of the SSMP
- Assess the success of the preventive maintenance program
- Identify and illustrate spills trends including frequency, volume, and location

The District monitors sewer spill performance throughout the Fiscal Year and documents performance in quarterly and/or annual reports as required by SWRCB or other staff agencies. These quarterly/annual reports are also the primary means for the District to communicate the performance of the SSMP and SSMP implementation on a continual basis.

The asset tracking files contain information on the effectiveness of preventive maintenance activities and allows for historical review of pipeline conditions in order to adjust maintenance and repair priorities. The District also performs a failure-cause-remedy analysis of individual sewer spill events and identifies corrective actions to prevent future sewer spills at locations where sewer spills occurred in the previous year as well as corrective actions to SSMP program elements that are appropriate based on this review.

The District will update its SSMP at least every six years. The SSMP Program Audit, conducted every three years (and more frequently if deemed necessary) will be one of many indicators used to determine if any major updates are required prior to a 5-year update. An *SSMP Change Log* is included in Appendix E.

**ELEMENT 10 SSMP PROGRAM AUDITS**

*The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.*

**Plan for SSMP Program Audits**

The District will audit its SSMP and SSMP implementation a minimum of every three years. The audit will evaluate the effectiveness of the SSMP and will review whether it meets the current requirements of the WDR, whether it reflects the District’s current practices, and whether the District is following the SSMP. The scope of the audit will cover each of the sections of the SSMP. The District will maintain copies of the SSMP Program Audit reports for a period of 5 years.

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## **ELEMENT 11 COMMUNICATION PROGRAM**

*The Plan must include procedures for the Enrollee to communicate with:*

- *The public for:*
  - *Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and*
  - *The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.*
- *Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:*
  - *System operation, maintenance, and capital improvement-related activities.*

### **Communication with the Public**

The District communicates on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system provides the public the opportunity to provide input to the District's SSMP and SSMP implementation. TCSD's e-newsletters are the primary source of communication with the community. The TCSD website also includes links to its Mission Statement, Board of Directors, copies of the newsletters, copy of the update SSMP, and information regarding Sanitary Sewer improvements underway, and others.

The information provided to interested parties upon request includes: a copy of the current SSMP and contact information and/or opportunities for input into the SSMP update and implementation process.

### **Communication with Local Systems**

The District is tributary to the SMCSD WWTP as well as the SASM WWTP. The District has a plan of communication with systems that it is tributary to or systems that are nearby and can provide resources in emergency situations. The General Manager attends on a regular basis meetings with local collection system representatives.

**Appendix A: Ordinance No. 100**

**Attachment A**

**ORDINANCE NO. 100**

**AN ORDINANCE OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT RESTATING AND AMENDING ORDINANCE NO. 96 REGULATING THE CONSTRUCTION, USE, AND MAINTENANCE OF PRIVATE SEWER LATERALS**

WHEREAS, on February 8, 2017, the Tamalpais Community Services District (“TCSD or District”) Board of Directors adopted Ordinance No. 96 which restated and amended Ordinance No. 81, regulating the construction, use, and maintenance of private sewer laterals within the District; and

WHEREAS, the District desires to restate and amend Ordinance No. 96 to clarify requirements for inspections, maintenance, and/or improvements of private sewer laterals within the District.

NOW, THEREFORE, the Board of Directors of the Tamalpais Community Services District does ordain as follows:

**SECTIONS**

- 100 Findings
- 150 Definitions
- 200 Sewer Laterals - New Construction
- 250 Connection Permits and Fees; Capacity Charge
- 280 Improper and Illegal Connections to Private Sewer Laterals
- 300 Ownership, Maintenance, and Repair of Private Sewer Laterals
- 400 Sewer Laterals - Mandatory Inspections
- 410 Sewer Laterals Inspections- Access to Premises
- 420 Sewer Laterals - Inspection Report - Requirements
- 430 Sewer Laterals - Required Repairs
- 440 Sewer Laterals - Common Interest Developments
- 450 Sewer Laterals - Multiple Connections
- 460 Reserved
- 500 Prohibited Discharges
- 550 Punishment - Prohibited Discharges
- 560 Damage to District's Sewer System
- 570 Punishment - Contractors - Violation of Section 280
- 580 Appeals

**SECTION 100 - FINDINGS**

The District finds and determines that Infiltration and Inflow (hereinafter referred to as I&I) is a serious problem for the District in that during heavy rains, a significant amount of water is introduced into the District's system as a result of the I&I from breaches in the entire pipeline

system that leads to the treatment facility. To a great extent, much of this I&I is introduced into the District's pipelines and sewer mains from the sewer laterals or unpermitted drainage structures leading from a property to the District's sewer mains. As a result of I&I, the District's sewer treatment facilities have the potential to become overburdened during periods of heavy rains leading to sewage overflows and possible spills into the waters of the San Francisco Bay. Such overflows and spills can lead not only to significant fines and penalties against the District by State and Federal water regulatory agencies, but may pose a significant risk to the environment, and the health and safety of the public at large.

The District has determined that it is in the public interest that the private sewer laterals I&I problem be addressed and that it has become the policy of the District that the upgrade and repair of private sewer laterals become a priority of TCSD.

Furthermore, the recitals above are each incorporated by reference and adopted as findings by the Board of Directors of the Tamalpais Community Services District.

## **SECTION 150 - DEFINITIONS**

COMMERCIAL BUILDING means any building, or portion thereof, designed, intended, or used to accommodate a business, commercial, or industrial enterprise, or a public or private school.

COMMON INTEREST DEVELOPMENT means a development characterized by individual ownership of a condominium housing unit or a residential parcel coupled with the shared ownership of (or right to use) common areas and facilities, including, but not limited to, condominium projects, community apartment projects, stock cooperatives and planned unit developments, which contain three (3) or more dwelling units and which have a sewer service lateral shared by three (3) or more dwelling units.

COMPLIANCE CERTIFICATE means a certificate issued by the District upon its determination that a sewer lateral has demonstrated compliance with all applicable District standards.

DISTRICT or TCSD is the Tamalpais Community Services District.

DISTRICT BOARD is the Tamalpais Community Services District Board of Directors.

DISTRICT STAFF are employees and/or designated contractual representatives of the Tamalpais Community Services District.

INFILTRATION means water other than sewage which enters into the District's collection system through cracks, breaks, open joints, or other deficiencies which may exist in laterals or in the District's system.

INFLOW means any water other than sewage that is directed toward or connected to the District's collection system through drainage ditches, open or enclosed culverts, roof drains, yard or area drains, or any other source of storm or ground water.

INFLOW AND INFILTRATION are sometimes referred to collectively as "I&I".

LATERAL SEWER, LATERAL, or PRIVATE SEWER LATERAL is hereby defined as a privately owned sewer which conveys sewage from a building to the District's collection system, including all pipes, fittings, and appurtenances from the outer face of the building served to the connection into the Agency's sewer main including the connection itself.

NOTICE TO REPAIR means the notice issued by the District to the owner advising that the owner appears to be in violation of the respective code or ordinance with respect to the owners sewer service lateral, or in violation of the Code or Ordinance in a manner of the sewer service lateral's connection to the District's sewer system, which order directs the abatement of the identified violation in a timely manner.

OWNER means any person, partnership, association, corporation or fiduciary having legal title (or any partial interest) in any real property situated within the District.

SEWER MAIN means a District-owned pipeline designed and operated to accept sewage from a sewer service lateral for disposal/treatment.

SEWER SERVICE LATERAL INSPECTION means an inspection of a sewer service lateral that consists of the retention of a licensed plumber by the Owner in order to visually examine and inspect a sewer service lateral in the manner deemed appropriate by the District. Such an inspection shall, at a minimum, include the use of a closed-circuit television inspection device for the purposes of determining whether the sewer service lateral complies with the requirements of this Ordinance.

## **SECTION 200 - SEWER LATERALS - NEW CONSTRUCTION**

All new residential, apartment, industrial, and commercial buildings shall have installed a new sewer service lateral. A minimum four-inch lateral shall serve single or duplex residential dwelling units. A minimum six-inch lateral shall be installed to serve buildings with three or more residential units, and industrial and commercial buildings. Construction shall conform to District standards.

## **SECTION 250 - CONNECTION PERMITS AND FEES; CAPACITY CHARGE**

Prior to constructing a lateral or connecting a new building to an existing lateral, or undertaking a repair of a lateral, the owner shall apply for and obtain a permit from the District and pay all applicable sewer capacity charges and/or inspection fees per District policies and regulations. The application shall include a plan showing the location of the lateral and the

proposed repair or replacement, and all buildings, other utilities, significant features, and topography of the property and showing the public right-of-way or easement in which the lateral and the District's sewer are located, and the proposed connection of the lateral to the District's sewer main.

All vacant, undeveloped parcels are required to pay the sewer capacity charge, unless the property owner(s) can demonstrate to the District's satisfaction that the property had previously paid the sewer capacity charge.

#### **SECTION 280 - IMPROPER AND ILLEGAL CONNECTIONS TO PRIVATE SEWER LATERAL**

It shall be improper and illegal for a Contractor or Homeowner to connect the following to a private sewer lateral, unless otherwise permitted by the District: storm drains, roof drains, pool drains, vehicles such as recreational vehicles and campers, unpermitted structures, and/or non-sewage pipes or drains. Violation of this Section is punishable under Section 570 of this Ordinance.

#### **SECTION 300 - OWNERSHIP, MAINTENANCE, AND REPAIR OF PRIVATE SEWER LATERALS**

A. Private sewer laterals shall be owned, maintained, and repaired by the owner of the property which the lateral serves. The entire service lateral, from the building connection to and including the "wye" connection or other tie into the sewer main, shall fall within the Owner's responsibility for installation, maintenance, and repair.

B. Property owners must clean, maintain, and repair laterals servicing their property sufficient to keep the lateral in operable condition at all times. The property owner shall perform such duties as may be required in response to observed overflows or seepage attributable to the lateral or as discovered by smoke testing, televising, or video inspecting the private laterals. Where such maintenance requires excavation and/or replacement of existing facilities, the property owner shall apply for and receive a connection permit (see Section 250 above) from the District.

#### **SECTION 400 – SEWER LATERALS - MANDATORY INSPECTIONS**

A. **HEALTH AND SAFETY BASIS FOR REQUIRING A SEWER SERVICE LATERAL INSPECTION.** An Owner shall have the sewer service lateral of his or her real property inspected in accordance with the requirements of this Ordinance (as directed and within the time period indicated by the District) upon the occurrence of any of the following events:

1. **Overflow or Malfunction.** Whenever the District determines that the sewer service lateral has recently overflowed or has recently malfunctioned.
2. **Lateral Failure or Lack of Maintenance.** Whenever, based on sewer system testing conducted by the District (of either the sewer service lateral or the District's public sewer system),

the District finds that there is sufficient evidence to conclude that the sewer service lateral has failed, is likely to fail, or has not been properly maintained.

3. Public Health Threat. Upon any other reasonable cause to believe that there is a threat to the public health, safety, or welfare due to the condition of a sewer service lateral.

4. Age of pipes and/or extent of foliage causing higher flow within the service area.

- a. Whenever the District determines that the age of pipes (clay, plastic, or other material) in combination with observed foliage (tree roots near the sewer lateral suggesting root intrusion causing infiltration), or the age of the pipes independently are causing a higher than average flow in a neighborhood or area, the District may direct an inspection of the sewer service lateral to determine the condition and potential need for repairs.

**B. EVENTS REQUIRING A SEWER SERVICE LATERAL INSPECTION AND COMPLIANCE CERTIFICATE – RESIDENTIAL, COMMERCIAL OR NON-RESIDENTIAL, AND COMMON INTEREST DEVELOPMENT PROPERTIES.** An Owner shall have the sewer service lateral of his or her property inspected in accordance with the requirements of this Ordinance upon the occurrence of any of the following events:

1. Additions and Improvements: Prior to the issuance of a County building permit for a residential or commercial building addition or new improvements on the real property where said addition or improvements (or cumulative additions or improvements through multiple projects over the prior three years) have a value of \$40,000 or greater, an inspection and Compliance Certificate shall be required.

- a. District shall notify the Building and Planning Department of Marin County of this requirement so that issuance of a building permit is conditioned upon meeting the requirement of a lateral inspection.

2. Transfer of Property Title: Where the sale of any real property with a lateral sewer is proposed, the Seller shall have the sewer lateral inspected and a Compliance Certificate issued prior to the transfer of property title.

- a. It shall be the responsibility of the Seller to coordinate an inspection of the sewer lateral upon listing the home for sale.
- b. Should the Seller fail to have an inspection conducted on the property prior to the sale of the property, the District shall require the new Owner to conduct an inspection and make any necessary repairs to the lateral.

3. Whenever the District is replacing a sewer line, conducting repairs of a sewer main, or the County is doing road resurfacing, an inspection and Compliance Certificate shall be required. Owners will be notified by the District of any current work and need for an inspection report on

their lateral prior to the road work or construction so that any remedial work to the lateral is completed prior to the construction or road work.

- a. Where an Owner refused to provide an inspection, the District may conduct a televised inspection and the Owner shall be responsible for the costs of such an inspection. Should an inspection reveal the need for repairs, the District may issue a Notice of Repair to the Owner and have the remedies provided for in Section 430 D of this Ordinance to ensure repairs and made and costs are paid.

**SECTION 410 - SEWER LATERAL INSPECTIONS - ACCESS TO PROPERTIES**

The District (or any designated representative thereof) is hereby authorized to inspect any sewer system for the following purposes:

- A. To determine the size, depth, and location of any sewer connection.
- B. To determine the end outlet of any sewer connection by depositing harmless testing materials in any plumbing fixture attached hereto and flushing the same, if necessary.
- C. To determine, by measurements and samples, the quantity and nature of the sewage or wastewater being discharged into any sewer.
- D. To determine the location of the roof, swimming pool, floor and surface drains, and whether or not they physically connect to a sewer.
- E. To assess the condition of the lateral where the District suspects that the lateral may be allowing inflow or infiltration.

Nothing herein shall be deemed to provide the District with any right or authority to enter a building or other apparently private or interior area of a real property, except to the extent such entry is expressly authorized by State law. Pursuant to the authority granted by the Community Services District Law, the District may request an inspection warrant to inspect the premises for public nuisances; abate public nuisances, either directly or by giving the Owner notice to abate; or to determine if a notice to abate has been complied with. Where there is no reasonable expectation of privacy, the District may enter onto property within its boundaries without a warrant for the same purposes previously described.

**SECTION 420 - SEWER LATERAL INSPECTION REPORT AND COMPLIANCE CERTIFICATE - REQUIREMENTS**

- A. **INSPECTION REPORT STANDARDS.** The sewer service lateral inspection report required by this Ordinance shall be prepared in accordance with the following requirements and specifications.

1. The inspection report shall be prepared by a licensed plumber or District staff.
2. The inspection report shall identify all of the following:
  - a. Any and all defects that could allow infiltration into the lateral or otherwise create a maintenance issue in the District's sewer system. Such defects may include but not be limited to the following: displaced joints, open joints, root intrusion, substantial deterioration of the line, cracks, leaks, inflow or infiltration or extraneous water, root intrusion, grease and sediment deposits or other conditions likely to increase the chance for blockage of the sewer service.
  - b. Whether any connection, by pipes or otherwise, allows rainwater or groundwater to enter the sewer service lateral or public sewer.
  - c. Whether the sewer service lateral has an approved backwater device where any outlet or trap of the sewer service lateral is below the level of the nearest manhole. If a device is already installed, the report shall indicate whether the device is functioning properly.
3. The inspection report shall contain an express certification from the inspector that the property has been inspected for any outdoor drain connection to the District's sewer system and that no such unpermitted lateral exists. The report shall be prepared in a format acceptable to the District.
4. Based upon the District's evaluation of the deficiencies outlined in the report, the District will determine the level of repair or replacement that is required.

B. **COMPLIANCE WITH REGULATIONS.** The inspection report shall, in all other aspects, comply with the requirements and specifications described in the District's specification for a sewer service lateral inspection report as established in Subsection 1 below:

1. Requirements for an inspection report. The following items are required to be addressed in an inspection report:
  - a. Date of inspection.
  - b. Name of inspector and name of plumbing firm along with license number (or name of District staff).
  - c. Certification that a televised video was taken of the lateral.
  - d. A certification that no roof, swimming pool, floor and/or surface drains, or any other non-sewage drains are physically connected to the lateral or sewer main.
  - e. Identification with respect to the sewer lateral of any displaced joints, open joints, root intrusion, substantial deterioration of the line, cracks, leaks, inflow or infiltration or extraneous water, root intrusion, grease and sediment deposits, or other conditions likely to increase the chance for blockage of the sewer service.
  - f. Certification that an installed backwater device is in place where any outlet or trap of the sewer service lateral is below the level of the nearest manhole. If a backwater

device is already installed, the report shall indicate whether the backwater device is functioning properly.

g. A Declaration under penalty of perjury that the report is true and correct.

C. **ISSUANCE OF COMPLIANCE CERTIFICATE.** Upon the District's review and verification of an inspection report received pursuant to this Section, and a determination that the lateral meets all applicable standards to the District's satisfaction, the District shall issue a Compliance Certificate to the Owner.

1. A Compliance Certificate obtained after an Owner has fully replaced or constructed a new sewer lateral associated with a Parcel shall be valid for ten (10) years from the date of issuance, except that after five (5) years from the date of issuance, District Staff may require an inspection under Section 400 B. if it is determined that field conditions have significantly changed to warrant an inspection; all other Compliance Certificates shall be valid for three (3) years from the date of issuance, except as provided in subsections C.2. and C.3. of this section.

2. Nothing in this Ordinance creates a right or entitlement to a Compliance Certificate obtained by error, omission, fraud, or misrepresentation. If District Staff determines a Compliance Certificate was obtained in such a manner, District Staff may do any of the following:

- a. Require immediate reinspection and recertification, or issue a compliance schedule;
- b. Revoke the existing Compliance Certificate or modify the effective period of the existing Compliance Certificate, if the District provides 30 days' prior written notice of the intended revocation or modification; or
- c. Immediately revoke the Compliance Certificate if District Staff determines the Compliance Certificate was obtained by fraud, misrepresentation, or other intentionally wrongful or misleading means.

3. District Staff shall mail a written notice to the affected Owner, notifying them of the District's intent to revoke or modify the Compliance Certificate, or of any immediate revocation already made. Within 30 days of the date the revocation notice was mailed, the affected Owner may submit a written appeal in accordance with the procedures of this Ordinance. The appellant will bear the burden of proof, by a preponderance of the evidence, that the Compliance Certificate was properly issued. In all other respects, appeals under this subsection will proceed in accordance with the provisions of section 580. Failure to appeal the revocation within 30 days will result in the revocation or modification described in the notice without further right of administrative appeal.

### **SECTION 430 - SEWER LATERALS - REQUIRED REPAIRS**

A. **NOTICE TO REPAIR.** Upon receipt of the sewer service lateral inspection report pursuant to this Ordinance, the District will determine whether it indicates any deficiencies in the operation of the sewer service lateral and, thereafter, shall provide the Owner(s) with a Notice to Repair as may be deemed appropriate. The Notice to Repair/Replace shall specifically identify

the deficiencies to be corrected and shall establish a deadline within which the Owner(s) shall complete the required corrective actions within ninety (90) days of the date of Notice of Repair/Replace. The General Manager or his/her designee may extend the ninety (90) day deadline, in his/her sole discretion, for up to an additional ninety (90) days to account for extenuating circumstance. However, any time extension beyond the additional 90 days will require approval by the Board of Directors. The corrective actions may include a requirement that the lateral be replaced altogether and also may include the installation of cleanouts and backwater valves if those devices are otherwise required by this Ordinance or any uniform code adopted by the Agency.

B. **OBLIGATIONS OF THE OWNER.** The Owner shall repair his or her sewer service lateral to the satisfaction of the District, and, if a permit is required for the repairs, the Owner shall obtain a final permit inspection and approval of the relevant District official.

C. **REPAIRS TO IMPROPER CONNECTIONS CONSISTING OF MULTIPLE PRIVATE CONNECTIONS TO A COMMON LATERAL.** A sewer service lateral serving more than one residential dwelling, except as provided for in Section 450, is an improper connection and shall be repaired or replaced as deemed appropriate by the District. The Owner of each affected residential dwelling shall be responsible for disconnecting their sewer service lateral from the common lateral and connecting to the nearest sewer main, if required.

D. **FAILURE TO REPAIR UPON AGENCY NOTIFICATION.** Should an Owner fail to conduct the required repairs upon issuance of a Notice of Repair by the District, the District shall have several options in order to ensure that the repair or replacement is completed.

1. **Public Nuisance.** Continued habitation of any home, building, or continued operation of any industrial facility in violation of a Notice to Repair or Replace a private sewer lateral is hereby declared to be a Public Nuisance. The District may cause proceedings to be brought for the abatement of the occupancy of the home, building, or industrial facility (i.e., a court order directing the occupant[s] to vacate the home, building, or industrial facility until the directed repairs are made) during the period of such violation. The District shall have the right to recover its attorney fees and costs for the pursuit of the abatement.

2. **Disconnection of Private Sewer Lateral to Sewer Main.** The District shall have the right to commence proceedings in Marin Superior Court to seek a court order disconnecting the private sewer lateral from the sewer main, thus leaving the home, building, or industrial facility without sewer service. The District shall have the right to recover its attorney fees and costs for the pursuit of the disconnection.

3. **Corrections of Violations.** Section 61064 of the Government Code provides that the District may correct any violation of an Ordinance of the District by treating it as a misdemeanor under Section 19 of the Penal Code, or issuing an administrative citation.

## **SECTION 440 – SEWER LATERALS - COMMON INTEREST DEVELOPMENTS**

The Homeowners Association of a Common Interest Development shall, along with the Owner, be jointly and severally liable for the duties and obligations imposed by this Ordinance in relation to any sewer service lateral located within a common area of the development. If no Homeowners Association exists, then the individual unit owners, both jointly and individually, shall be liable for the duties and obligations with respect to sewer service laterals established by this Ordinance.

## **SECTION 450 - SEWER LATERALS - MULTIPLE CONNECTIONS**

It shall be the policy of the District to require one private sewer lateral serving one single family home. However, the District is cognizant that the sewer service system within the District is old and contains many hillside single family homes that are serviced by one private sewer lateral (e.g., one private sewer lateral for two or more homes). Where there is no problem with a sewer service lateral that serves multiple residences, then the District shall allow the multiple service lateral. Where repairs are necessary, the Owners of the residences served by the lateral shall jointly be responsible for the repairs. Where repairs and/or replacement of such a lateral is necessary, the District may require the construction of a new private service lateral for each residential single-family home or the construction of a new larger private service lateral to accommodate the multiple residences.

## **SECTION 460- RESERVED**

## **SECTION 500 – PROHIBITED DISCHARGES**

No person shall discharge or deposit, or cause or allow to be discharged or deposited into the District sewer system any wastewater which contains any of the following:

- A. Cooking grease whether emulsified or not
- B. Waste automotive radiator coolant
- C. Explosive mixtures
- D. Radioactive wastes
- E. Solid or viscous wastes which may cause obstruction to the flow in a sewer pipeline, including cleansing wipes or "flushable" wipes
- F. Any toxic substances in excess of the United States Environmental Protection Agency standards pursuant to Section 307(a) of the Clean Water Act, or any other substances which may interfere with the biological processes of the wastewater system
- G. Petroleum products of any kind
- H. Any liquid or vapor having a temperature higher than one hundred forty (140) degrees Fahrenheit.
- I. Any food waste from a residential unit that has not been properly shredded to a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 1/2 inch in any dimension. Food waste is prohibited from a commercial property.

- J. Any water containing synthetic detergents in excessive quantity.
- K. Any noxious or malodorous gas or substance capable of creating a public nuisance.
- L. Any water or wastes containing acid iron pickling wastes, or concentrated plating solutions whether neutralized or not.
- M. Any water or wastes containing iron, chromium, copper, zinc, and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement.
- N. Any wastewater containing cyanides in excess of two milligrams per liter (2 mg/l)
- O. Any water or waste containing phenols or other taste or odor producing substances in high concentrations.
- P. Any water or waste which contain substances or possess characteristics or pollutants which, in the judgment of the General Manager, may have a deleterious effect upon the sewage treatment works or collection system.

### **SECTION 550 – PUNISHMENT – PROHIBITED DISCHARGES**

**MISDEMEANOR.** Section 61064 of the Government Code provides that the violation of any ordinance, rule, or regulation of the District by any person is a misdemeanor punishable by imprisonment in the County jail not to exceed 30 days or by a fine not to exceed one-thousand dollars (\$1,000) or both. Each and every connection, occupancy, and/or prohibited discharge in violation of this Ordinance shall be deemed a separate violation and each and every day or part of a day a violation of the Ordinance, rule, or regulation continues shall be deemed a separate offense hereunder and shall be punishable as such.

### **SECTION 560 - DAMAGE TO DISTRICT SEWER SYSTEM**

It is unlawful for any person to maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment that is part of the District Sewer System. Any violation of this Section shall be punishable under Section 550 (above) and any violation may constitute other crimes under the California Penal Code or the United State Codes.

### **SECTION 570 - PUNISHMENT - CONTRACTORS - VIOLATION OF SECTION 280**

Should a Contractor make any connections in violation of Section 280 of this Ordinance, the Contractor shall be guilty of a misdemeanor within the meaning of Section 61064 of the Government Code.

### **SECTION 580 - APPEALS**

All decisions of the General Manager regarding the implementation of this Ordinance shall be final unless appealed. However, applicants may request an appeal of an adverse determination or any conditions or limitations per this Ordinance, within ten (10) days from the date the General Manager issues a decision or makes a determination. All appeals shall contain a statement of the grounds for the appeal. Appeals shall be made to the District Board who shall hear the matter and render a determination as soon as reasonably practicable, but in no event

later than sixty (60) days after an appeal has been filed. Applicants are required to pay an appeal filing fee in an amount set by resolution. Following the filing of an appeal, the District Board shall hold a public hearing on the matter. All determinations on an appeal shall address and be based upon the same findings required to be made in the original determination from which the appeal is taken. Except for appeals of corrective orders and suspension or termination of service, the appeal is an evaluative, and not an adversarial, process to determine the facts of the issue and the appropriate application of this Ordinance. The Board, appellant and General Manager may provide any information deemed relevant to the issue and the Board's consideration. The Board's decision at the conclusion of the hearing shall be final. Adherence to formal rules of evidence is not required.

**SECTION 600. TERM.**

This Ordinance remains in full force and effect until rescinded by the Board of Directors.

**SECTION 610. EXISTING ORDINANCES.**

This Ordinance shall supersede Ordinance No. 96 and any other previous ordinances regulating the construction, use, and maintenance of private sewer laterals

**SECTION 620. CEQA FINDINGS AND DETERMINATIONS.**

In accordance with the California Environmental Quality Act ("CEQA," Public Resources Code §§ 21000 *et seq.*) and the regulations promulgated by the State of California pursuant to CEQA ("State Guidelines"), the District's Board of Directors finds and determines that with respect to the Board's approval and adoption of this Ordinance:

- A. In some parts, the Ordinance merely represents a unification, restatement and clarification of existing policies and procedures of the District with regard to the matters addressed in the Ordinance and, therefore to that extent, neither the Ordinance itself nor its adoption constitutes a "project" as that term is defined under CEQA; and
- B. To the extent that any portion of the Code may be a "project" for purposes of CEQA, it is found and determined that:
  - 1. Those portions of the Code that establish policies and procedures which are ministerial in nature are statutorily exempt from the requirements of CEQA. (State Guidelines, §15268)
  - 2. Those portions of the Code that establish or reestablish fees, rates and/or charges are statutorily exempt from the requirements of CEQA in that in each instance the fee, rate and/or charge is necessary for purposes of meeting operating

expenses of the District, meeting financial reserve needs and requirements of the District and/or obtaining funds for capital projects which are necessary to maintain services within existing service areas in the District. (State Guidelines, §15273);

3. Those portions of the Code that establish regulatory processes and procedures with regard to the disposal of wastewaters and solid waste and the use of the District's wastewater facilities constitute procedures for the protection of the environment and, therefore, they are categorically exempt from the requirements of CEQA. (State Guidelines, Categorical Exemption Class 8, §15308.); and

4. Neither the Code, nor any part of it, nor its adoption by the District's Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

### SECTION 700 - SEVERABILITY

If any Section, Subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional and invalid, such a decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and every Section, Subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more Sections, Subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

### SECTION 750 - EFFECTIVE DATE OF ORDINANCE AND PUBLICATION

Upon adoption, this Ordinance or a summary shall be published once in a newspaper of general circulation published in the District within 15 days from and after its adoption, and the Ordinance shall be in full force and effect thirty days from and after its final passage and adoption.

The foregoing ordinance was duly noticed and introduced at a regular meeting of the Tamalpais Community Services District Board of Directors held in said District on the 9th day of August 2023, and thereafter adopted at a regular meeting of the Board, held in said District on the 13<sup>th</sup> day of September 2023 by the following vote:

AYES, and in favor thereof, Directors: J. Brown, J. Jacobs, S. Levine, M. McMahon

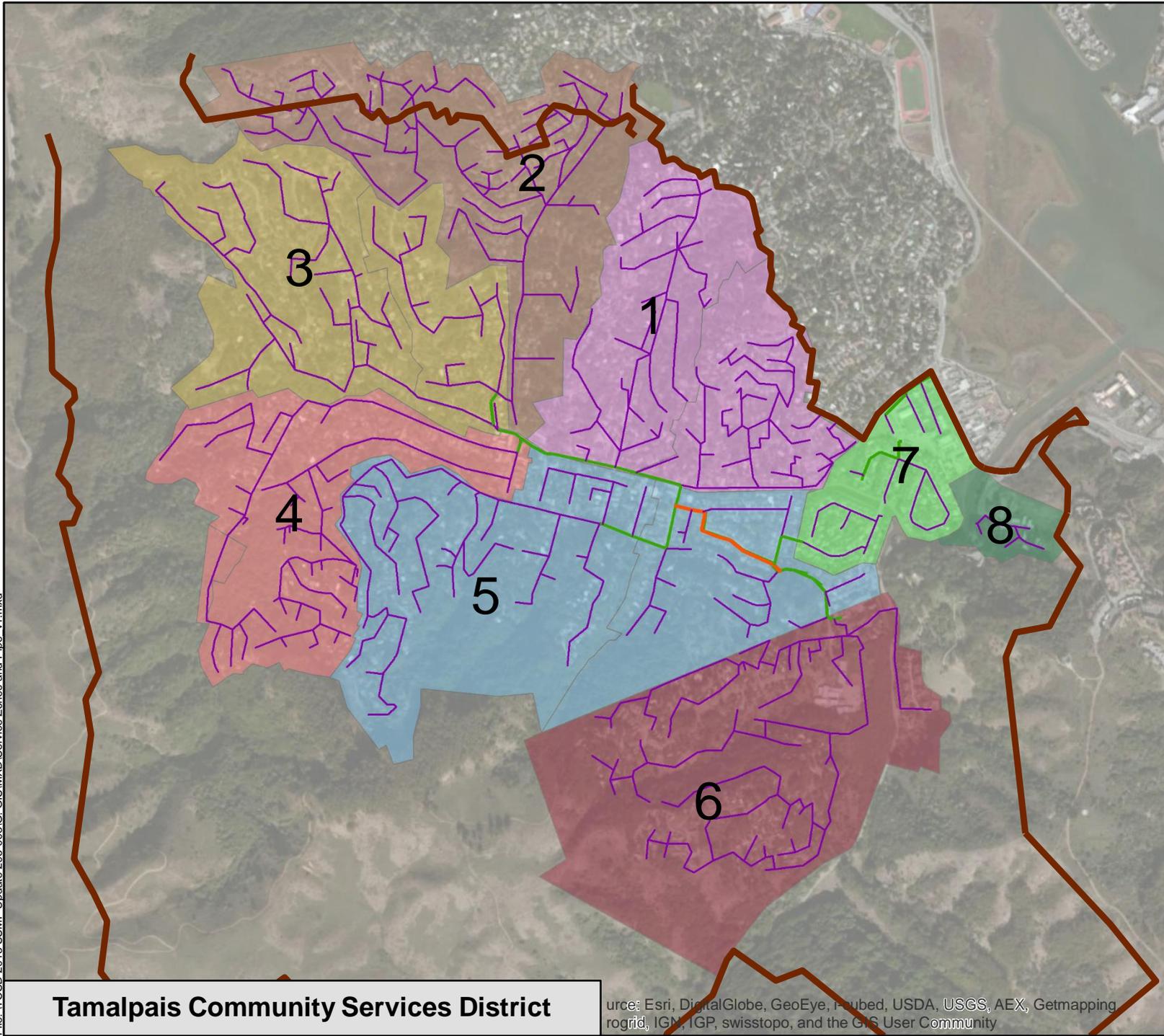
NOES, Directors: 0

ABSENT, Directors: S. Bartschat

  
\_\_\_\_\_  
Jeff Brown  
Vice President, Board of Directors  
Tamalpais Community Services District

ATTEST:  
  
\_\_\_\_\_  
Board Secretary

**Appendix B: Sewer Service Zones and Pipe Diameter**

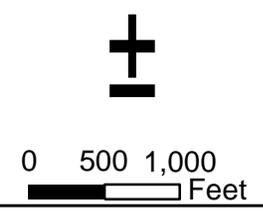


**Legend**

- District Boundary
- Pipe Diameter**
  - 6" - 8"
  - 10" - 14"
  - 18"
- Zone**
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8

**Tamalpais Community Services District**

Source: Esri, DigitalGlobe, GeoEye, Earthstar, USDA, USGS, AEX, Getmapping, rogrid, IGN, IGP, swisstopo, and the GIS User Community



## **Appendix C: Spill Emergency Response Plan (SERP)**



# SPILL EMERGENCY RESPONSE PLAN

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Tamalpais Community Services District

Updated May 2023, amended July 2025



V.W. HOUSEN  
& ASSOCIATES

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## LIST OF ACRONYMS

BACWA	Bay Area Clean Water Agencies
Cal OES	Office of Emergency Services
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
CIWQS	California Integrated Water Quality System
FOG	Fats, Oils and Grease
GPM	Gallons per Minute
LRO	Legally Responsible Official
MGD	Million Gallons per Day
MRP	Monitoring and Reporting Program
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
RWQCB	Regional Water Quality Control Board
SASM	Sewerage Agency of Southern Marin
SERP	Spill Emergency Response Plan
Spill	Sanitary Sewer Spill
SWRCB	State Water Resources Control Board
TCSD	Tamalpais Community Services District
WDR	General Waste Discharge Requirements

## LIST OF TERMS

Bay Area Clean Water Association (BACWA) – Association comprised of Bay Area wastewater treatment and collection system agencies. BACWA represents the interests of public wastewater agencies in regulatory matters and to support the exchange of information.

Website: <http://www.bacwa.org>

Blockage – An object that partially or fully hinders flow through a sewer pipeline. The blockage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. Also known as a stoppage.

California Integrated Water Quality System (CIWQS) – A computer system used by the State and Regional Water Quality Control Boards to track information about Spills, among other information. CIWQS is the tool used for online submittal of spill details, which are then made available to the public. Website: <http://www.swrcb.ca.gov/ciwqs/>

Enrollee – The legal public entity that owns a sanitary sewer system, as defined by the Statewide WDR. Also known as a sewer system agency or wastewater collection system agency.

Infiltration – The seepage of groundwater into a sewer system, including service connections. Seepage frequently occurs through defective or cracked pipes, pipe joints, connections or manhole walls and joints.

Inflow – Water discharged into a sewer system from such sources as roof leaders, cellars, yard and area drains, foundation drains, through holes in manhole covers, cross connections from the storm system or street wash waters. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak through defects in the sewer.

Lateral or Private Lateral – The privately-owned sewer pipeline that conveys wastewater from the premises of a user to the District's sewer system. The upper lateral extends from the building to property line (or easement line). The lower lateral extends from the property or easement line to the connection to the pipe.

Monitoring and Reporting Program – The program used by the District to monitor, maintain records, report issues and complete needed public notifications.

San Francisco Bay Regional Water Quality Control Board – Also known as Region 2 or RWQCB. This regulatory agency preserves, enhances and restores the quality of California's water resources, and ensures their proper allocation and efficient use for the benefit of present and future generations. Website: <http://www.waterboards.ca.gov/sanfranciscobay>

Sanitary Sewer Spill – A discharge of sewage from any portion of the publicly owned sanitary sewer system due to a sanitary sewer system spill, operational failure, and/or infrastructure failure

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the wastewater treatment plant.

Sewer System Management Plan – A series of written programs that address how a collection system owner/operator conducts daily business. Each SSMP is unique for an individual discharger. The plan includes provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit.

Spill Emergency Response Plan – This document identifies measures that are needed to respond to sanitary sewer spills in a way that maximizes the protection of public health and the environment.

State Water Resources Control Board – Also called the State Board. This agency developed and passed the Statewide Waste Discharge Requirements for collection systems and maintains the spill reporting web site.

Statewide Waste Discharge Requirements – The Statewide General Waste Discharge Requirements for Sanitary Sewer Systems was adopted by the SWCRB on December 6, 2022 and is known as Order WQ 2022-0103-DWQ.

Wastewater Collection System – See Sanitary Sewer System.

## 1 INTRODUCTION

The Tamalpais Community Services District (TCSD or District) Spill Emergency Response Plan (SERP) provides guidelines for responding to, cleaning, containing, and reporting spills that occur during the collection system service area.

### 1.1 SPILL EMERGENCY RESPONSE PLAN OBJECTIVES

The Spill Emergency Response Plan includes measures to protect public health and the environment. This plan includes information to support District response to spills from its system in a timely manner that minimizes water quality impacts and nuisance by:

- Stopping the spill and preventing/minimizing a discharge to waters of the State<sup>1</sup>;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.

### 1.2 REGULATORY REQUIREMENTS

On May 2, 2006, the State Water Resources Control Board (SWRCB) issued a directive through Order No. 2006-0003-DWQ to require all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under the Statewide WDR. Portions of this Order related to monitoring and reporting were amended by Order No. 2013-0058-EXEC, dated July 30, 2013. All of the previous SWRCB Orders were superseded by Order No. 2022-0103-DWQ, effective June 5, 2023, which is referenced in this document as the Statewide WDR.

In addition to meeting the requirements of the Statewide WDR, this Spill ERP addresses the requirements of Section II of the EPA Amended Order for Compliance, Docket No. CWA-309(a)-08-030 dated September 2, 2008 (Sanitary Sewer Overflow Response Plan). Please note this AO has since been terminated by the EPA.

The Statewide WDR requirements for the Spill Emergency Response Plan are listed below.

The District must develop and implement a spill emergency response plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. At a minimum, this plan must include procedures to:

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<sup>1</sup> Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of the Statewide WDR, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control, and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required by the Statewide WDR; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan and update it as needed.

## 2 SPILL CATEGORIES

Four categories of spills, Categories 1 through 4, are defined in the Statewide WDR, as defined in Table 2.1. For reporting purposes, the Statewide WDR also has requirements for a “No Spill” category.

All agencies that own or operate sanitary systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility are required to report all spills, excluding private lateral spills.

**TABLE 2.1 STATEWIDE WDR SPILL CATEGORIES**

<b>Category 1</b>	<p>A spill of any volume of sewage from or caused by a sanitary sewer system or publicly owned lateral that results in a discharge to:</p> <ul style="list-style-type: none"> <li>• A surface water, including a surface water body that contains no flow or volume of water; or</li> <li>• A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.</li> </ul> <p>Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.</p>
<b>Category 2</b>	A spill from a sewer main of 1,000 gallons or greater that does not discharge to a surface water.
<b>Category 3</b>	A spill from a sewer main of equal to or greater than 50 gallons and less than 1,000 gallons that does not discharge to a surface water.
<b>Category 4 and non-Category 1 publicly owned lateral spills</b>	A spill from a sewer main of less than 50 gallons or a non-Category 1 spill from a publicly-owned lateral that does not discharge to a surface water.

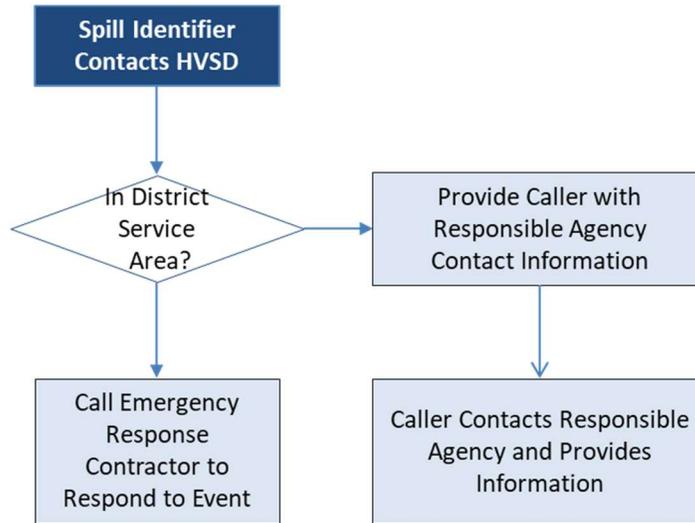
### 3 NOTIFICATION PROCEDURES

The District has adopted service call / spill response procedures requiring immediate response to minimize or eliminate impacts resulting from the spill. The District provides all necessary spill response supplies. These supplies are available for use at any time. The District’s Spill Response Standard Operating Procedure (SOP) is included in Appendix 1, to aid staff in prompt and responsible spill response.

When a notification of a spill is received, it should be clearly communicated who will respond, the estimated time of arrival, and what areas will need to be accessed. The information provided by the caller should be verified before dispatching a field crew. This includes verifying the address and nearest cross street and making sure it is part of the District’s conveyance system. If not, provide the caller with the phone number of the responsible agency and follow up by calling the agency and providing the details of the call.

Contact information for neighboring agencies is included in Appendix 2. Figure 3.1 summarizes the District’s process for spill notification and response.

**FIGURE 3-1. SPILL NOTIFICATION PROCESS**



#### 3.1 Roles for Responding to Spills

Currently, the following positions are responsible for responding to spills:

- First Responder to Spill: District Collections Crew or Emergency Response Contractor
- First Responder to Pump Station or Forcemain Failure: District Collections Crew
- Claims Processing: General Manager

The contact information for those currently holding the positions named above are shown in Appendix 3.

### 3.2 Notification by Field Staff or the Public

Public observation is the most common way that the District is notified of blockages and spills. Contact information for reporting sewer spills and backups is in the phone book and on the website: <http://www.tamcsd.org>. The main telephone number is (415) 388-6393.

#### 3.2.1 Normal Working Hours

The regular working hours are Monday through Friday from 8:00 a.m. 4:30 p.m., except holidays. When a report of a sewer spill or backup is made, District staff route the call directly to the Operations Superintendent or his/her designee, who takes the information from the caller, and fills out the first section of the Sanitary Sewer Spill Field Report Form (Field Report) found in Appendix 4.

The individual receiving the call should also collect the information listed in Table 3.1, below.

**TABLE 3.1. INFORMATION TO GATHER FROM CALLER OF POTENTIAL SPILL**

Call Notes from Potential Spill – Conversation Checklist
<ul style="list-style-type: none"><li>• Date and time of call;</li><li>• Date and time the caller first noticed the spill, if available;</li><li>• Specific location of the potential problem;</li><li>• Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available;</li><li>• Caller’s contact information, if available; and</li><li>• Additional supportive information such as whether the caller smells any odor, or whether the appearance was at a cleanout or manhole would be beneficial.</li><li>• Document on the same record the final resolution of the call.</li></ul>

The Operations Superintendent verbally communicates the information to Collections Crew (do not leave a voicemail) along with any information collected on the Field Report (Appendix 4).

#### 3.2.2 Outside of Normal Working Hours

Outside of normal working hours, calls are automatically routed to an answering service. The service’s telephone number is (415) 779-9059. The answering service takes essential information and then notifies the District’s On-Call Crew members, who complete the first part of the Field Report (Appendix 4) and also collects the information shown on Table 3.1. The On- Call Crew determines the appropriate response measures based on information provided by the caller.

### **3.3 Receipt of SCADA Alarm**

The District's pump stations are monitored using SCADA. Alarm conditions are monitored by District staff. When a SCADA alarm is received, then the first responder for pump stations is contacted to respond to the alarms.

### **3.4 Staff Observation**

District field crews and contractors perform periodic work on its sewer system facilities. Any problems noted with the sewer system facilities are reported to the Operations Superintendent who, in turn, responds to emergency situations.

### **3.5 Reporting Deadlines**

Sewer Service calls are high priority events that demand a prompt response. The Statewide WDR has mandatory timelines for reporting spill events that are summarized in Table 3.2 on the following page.

**TABLE 3.2 REGULATORY REPORTING TIMELINES**

Element	Requirement	Method
<b>NOTIFICATION</b>	<p>Category 1 Spill Greater than 1,000 Gallons:</p> <ul style="list-style-type: none"> <li>Notify OES within two hours of becoming aware of the spill</li> <li>Obtain an OES notification control number.</li> <li>Also notify Marin County Environmental Health, and the County Health Officer</li> </ul>	<ul style="list-style-type: none"> <li>Call Cal OES at: <b>(800) 852-7550</b></li> <li>County Health Officer <b>(415) 473-3707</b> and Marin County EHS <b>(415) 473-6907</b> are also to be contacted.</li> <li>During evenings/weekends, call the Sheriff Communication Center at <b>(415) 479-2311</b>.</li> </ul>
<b>REPORTING</b>	<p>Category 1 Mainline and Lateral Spills:</p> <ul style="list-style-type: none"> <li>Draft Report within three business days of becoming aware of the spill   LRO certifies within 15 calendar days of spill end date</li> <li>Spill Technical Report within 45 calendar days after the spill end date if 50,000 gallons or more</li> </ul> <p>Category 2 Spill:</p> <ul style="list-style-type: none"> <li>Draft Report within 3 business days of becoming aware of the spill   LRO certifies within 15 calendar days of the spill end date</li> </ul> <p>Category 3 &amp; 4 Spills:</p> <ul style="list-style-type: none"> <li>CAT 3 and non-Category 1 publicly-owned lateral spills - Certified report within 30 calendar days of the end of month in which the spill occurred</li> <li>CAT 4 - Monthly the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills within 30 calendar days after the end of the calendar month in which the spills occurred</li> <li>LRO certifies annually a report of all Category 4 spills and non-Category 1 publicly-owned lateral spills by February 1 after the end of the calendar year in which the spills occurred</li> </ul> <p>“No Spill” Certification</p> <ul style="list-style-type: none"> <li>LRO certifies that no Spill occurred within 30 calendar days of the end of the month in which there are no spills.</li> </ul>	<ul style="list-style-type: none"> <li>Enter data into the CIWQS Online Spill Database (<a href="http://ciwqs.waterboards.ca.gov/">http://ciwqs.waterboards.ca.gov/</a>), certified by the Legally Responsible Official(s).</li> <li>All information required by CIWQS will be captured in the Sanitary Sewer Spill Report.</li> <li>Certified spill reports may be updated by amending the report or adding an attachment to the spill report within 90 calendar days after the spill end date. After 90 days, the State Spill Program Manager must be contacted to request to amend a spill report along with a justification for why the additional information was not available prior to the end of the 90 days.</li> </ul>
<b>WATER QUALITY MONITORING</b>	<p>The District will conduct water quality sampling within 18 hours after being aware of Category 1 spills in which 50,000 gallons or greater are spilled to surface waters. EHS may require daily water quality sampling until compliance is achieved.</p>	<p>Water quality results will be included in the Spill Technical Report for Category 1 spills in which 50,000 gallons or greater reach surface waters.</p>

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## 4 SPILL RESPONSE PROGRAM

This section describes responsibilities, priorities, and field response activities related to spills.

### 4.1 Customer Relations Practices

As a representative of the District, you will occasionally have to deal with an irate homeowner. A sewer backup is a stressful event and even a reasonable homeowner can become irate if it is perceived that staff members as being indifferent, uncaring, unresponsive, and/or incompetent.

Although sometimes difficult, effective management of a sewage backup situation is critical. If it is not managed well, the situation can end up in a costly, prolonged process with the homeowner. The homeowner should feel assured that the District is responsive and the homeowner's best interest is a top priority.

It is important for employees to communicate effectively with customers, especially in sewage backup situations. How we communicate – on the phone, in writing, or in person – is how we are perceived. Good communication with the homeowner results in greater confidence in our ability to address the problem satisfactorily, less chance of having the homeowner prolong the claims process, and less chance of the customer exaggerating the damage done on the property.

**Here are a few communication tips:**

- Give the homeowner ample time to explain the situation or to vent. Show interest in what the homeowner has to say, no matter how many times you have heard it before, or how well you understand the problem.
- As soon as possible, let the customer know that you will determine if the source of the sewer backup is in the sewer main and, if it is, will have it corrected as quickly as you can.
- Acknowledge the homeowner's concerns. For example, if the homeowner seems angry or worried about property damage, say something like, "I understand that you're concerned about the possible damage to your property, but a professional cleanup crew can restore the area."
- Express understanding and empathy for any inconveniences caused by the incident, but do not admit fault. If it is determined that the District is at fault, the property owner has the right to file a claim for any reasonable repairs or losses resulting from the incident.
- As much as possible, keep the homeowner informed on what is being done and will be done to correct the problem.
- Keep focused on getting the job done in a very professional manner. Don't wander from the problem with too much unnecessary small talk with the homeowner.
- Don't find fault or lay blame on anyone.

## **4.2 First Responder Priorities**

The first responder's priorities are as follows:

- To follow safe work practices, including those related to traffic control, confined space, and employee and public safety
- To respond promptly with the appropriate equipment
- To evaluate the cause of spill and determine responsibility
- To restore the flow as soon as possible
- To contain the spill whenever feasible
- To minimize public access to and/or contact with the spilled sewage
- To promptly notify the Operations Superintendent and the General Manager in the event of a Category 1 or 2 spill
- To restore the area to its original condition (or as close as possible)

## **4.3 Safety**

The first responder is responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work. Special consideration should be given to following all local traffic, confined space, and safety procedures.

## **4.4 Initial Response**

All sewer system calls require a response to the reported location of the event in an attempt to minimize or eliminate the spill. The first responder must respond to the reporting party or site of the problem and initiate response activities within 60 minutes after initial reporting of the spill to the District or its emergency response contractor. If the responder cannot be at the spill location within 60 minutes after the spill, then the late response shall be reported as part of the EPA SSORP Quarterly Spill Report (see Section 6).

The First Responder should determine appropriate response measures based on the circumstances and information provided by the caller (e.g., weather and traffic conditions, small backup vs. sewage flowing on the ground, etc.). If additional help is needed, contact other employees, contractors, and/or equipment suppliers. Contact information for the District personnel is available in Appendix 3. A comprehensive emergency contact list can be found in Appendix 2. Based on available information, the First Responder should determine if a combination sewer cleaning truck and/or a spill response vehicle is needed.

Upon arrival at the site, the first responder should:

- Note arrival time at spill site, and include the time in the Field Report Form. Record basic incident information on site, and complete the form after finishing the response;
- Verify the existence of a sewer system spill or backup;
- Field-verify the address and nearest cross street, and confirm that the spill is part of the District's sewer/conveyance system;
- Identify and clearly assess the affected area and extent of spill. For spills discharging to surface water, conduct receiving water visual observations;
- Comply with all safety precautions (traffic, confined space, etc.);
- Contact caller, if time permits.
- Notify the General Manager if:
  - The spill appears to be large, in a sensitive area, or there is doubt regarding the extent, impact, or how to proceed; or
  - Additional help is needed for line cleaning or repair, containment, recovery, lab analysis, and/or site cleanup.

#### **4.5 Restore Flow**

Upon arrival at the location of a spill into a house or a building, the first responder should evaluate and determine if the spill was caused by a blockage in the lateral or in the District owned sewer main, caused either by a backup in the sewer main line or nearby operations and maintenance activities.

- If a blockage is found in a property owner's lateral, it should be clearly communicated that it is not the District's responsibility to work on a private lateral.
- If a backup in the main line is found to have caused the spill in a house or building, relieve the blockage in the main line and see Section 5.5 for Claims and Restoration Firm information.

The first responder should attempt to remove the blockage from the system and restore flow to the area. Using the appropriate cleaning tools, the field crew should set up downstream of the blockage and hydroclean upstream from a clear manhole. The flows should be observed to ensure that the blockage does not recur downstream.

If the blockage cannot be cleared within a reasonable time, or sewer requires construction repairs to restore flow, then initiate containment and/or bypass pumping. If assistance is required, immediately contact other employees, contractors, and equipment suppliers. A First Responder Contact List can be found in Appendix 3, and an Emergency Contact List is in Appendix 2.

#### **4.6 Contain the Spill**

The first responder should attempt to contain as much of the spilled sewage as possible using the following steps:

- Determine the immediate destination of the spill.
- Plug storm drains using available equipment and materials to contain the spill, whenever appropriate. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- Contain/direct the spilled sewage using dike/dam or sandbags.
- Pump around the blockage/pipe failure/pump station or vacuum flow from upstream of the blockage and dispose of downstream of the blockage to prevent further spills.
- When a spill occurs inside of a house or building, the first responder should provide a copy of the residential sewage contamination flyer in Appendix 10 and the property owner should be instructed to follow these guidelines:
  - Keep all family members and pets away from the affected area.
  - Place towels, rags, blankets, etc. between areas that have been affected and areas that have not been affected.
  - Do not remove any contaminated items.
  - Turn off the HVAC system.
  - Move any uncontaminated property away from the spill area.

NOTE: If a spill reaches a water body, see Section 4.8 for Water Quality Sampling requirements.

#### **4.7 Spill Notification Signage and Restrict Public Access**

Barriers shall be installed to prevent the public from having contact with the sewage if possible. Signs should be posted to keep vehicles and pedestrians away from contact with spilled sewage. Do not remove the signs until directed by the Operations Superintendent or his/her designee. A sample warning sign is included in Appendix 5 of this document.

#### **4.8 Impact to Surface Waters**

If a spill is confirmed to have entered surface waters, the Operations Superintendent and the General Manager shall be immediately notified. The response team then proceeds with the following additional activities:

- Determine the extent of the spill by investigating downstream until there is no evidence of sewage or debris along the creek or water body

- Conduct Water Quality Sampling, following the process described below. If the spill is 50,000 gallons or greater, collect water quality samples **within 18 hours** of becoming aware of the spill
- Immediately post contaminated water sign(s) and protect the waterbody from public access on all sides
- Photograph sign placement and evidence of the spill in and around the waterbody to the farthest point reached by the sewage
- Determine if the waterbody is safe to enter. During the winter storm season, cleaning the waterbody may not be feasible due to high water flows
- If feasible, block the waterbody downstream of the affected area in a location that is safe to enter and is accessible to set up a pump or utilize other sewer cleaning equipment
- To the extent feasible, recover and return contaminated water to the collection system
- Perform follow-up sampling until the area shows no water quality impairment and the posted signs can be removed. The General Manager ultimately determines when this happens and makes any follow up calls to affected agencies

#### 4.8.1 Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the response team shall gather and document the following information for spills discharging to surface waters.

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
  - Waterbody bank erosion,
  - Floating matter;
  - Water surface sheen;
  - Discoloration of receiving water; and
  - Impact to the receiving water.

#### 4.8.2 Water Quality Sampling and Analysis for Category 1 Spills of 50,000 Gallons or More

Water quality sampling and testing are required for sanitary sewer spills that are 50,000 gallons or greater and reach surface water. Sampling and testing may be required for spills less than

50,000 gallons as required by the Marin County Health Officer. The purpose of testing is to determine the extent and impact of the spill. The following guidelines must be followed:

- The first responder should notify the Operations Superintendent and General Manager to collect samples. Samples should be collected as soon as possible after the discovery of the spill event;
- If sampling is required by the County for spills less than 1,000 gallons, at a minimum, samples should be collected at the discharge point, 100 feet upstream, and 100 feet downstream;
- Sample locations required by the Statewide WDR are listed in the Table 4.1 on the following page. The County may require additional sample locations;
- Samples must be collected **within 18 hours** of initial knowledge of the spill event; and
- Records of monitoring information should include the date, exact place, and time of sampling or measurements, the individual(s) who performed the sampling or measurements, the date(s) analyses were performed, the individual(s) who performed the analyses, the analytical technique or method used, and the results of such analyses.

The required water quality sampling procedures are as follows:

- Collect one water sample, each day of the duration of the spill, upstream of the spill entry point if sewage discharges to a surface water via a drainage conveyance system; and/or
- Three receiving water sampling locations (upstream, at the spill entry point, and downstream).
- If the receiving water has no flow during the duration of the spill, report “No Sampling Due to No Flow” for the receiving water sampling locations;
- Analyze the collected receiving water samples for **Ammonia** and the appropriate other bacterial indicator(s) that include one or more of the following, unless directed otherwise by the Regional Water Board: **Total Coliform Bacteria, Fecal Coliform Bacteria, E-coli, and/or Enterococcus**; and
- Collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

Sample locations are described further in Table 4.1 on the following page. The distance above and below the sample point should be selected by the District as appropriate for the spill location. Often, samples are taken 100 feet upstream and downstream of the spill location, and also at the spill location.

**TABLE 4.1 SAMPLING OF FLOW FOR SPILLS 50,000 GALLONS OR GREATER**

Sampling Location	Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

- Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. A method is considered sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria; and
- The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP). Additional sites may require sampling, following the requirements of the County Environmental Health Services (EHS) department.

In addition, the District’s water quality sampling procedures, which are the same as the EHS procedures, are:

- Keep the sterile collection bottle closed until it is to be filled. Do not contaminate inner surface of the lid or bottle rim;
- Collect water sample just below the surface in knee deep water, approximately 3 feet deep (full arm’s length), without rinsing. If needed, extend the sampling pole to the fullest length to reach deeper water depth. Minimize contact with bank or beach bed as water fouling may occur;
- Remove cap and hold the bottle near its base and plunge it, neck downward, below the surface;
- Turn bottle until neck points slightly upward and mouth is directed toward the current. Fill bottle leaving about 1 inch of air to allow lab to mix by shaking. Collect a minimum of 100

mL. (If applicable, insert sterile collection bottle into the holder on the sample pole. Extend the sample pole and plunge bottle end into the water, bottle opening downward);

- Immediately place cap securely on bottle to avoid leaks and contamination;
- Dry the bottle;
- Label container with distinctive sample site name, date, and time collected; and
- Complete the laboratory requisition slip with requested information (site, bottle number, collector, date and time of collection, type of sample, test requested, name and phone number of responsible person for reporting purposes, and deliverer name). Note any field observations that may have occurred during the sampling.
- Test samples for ammonia, dissolved oxygen (optional to meet WDR), fecal coliform, total coliform, and enterococcus. The method of analysis for ammonia and dissolved oxygen may be a readily available, good quality test kit, suitable for field analysis.

Samples should be stored and shipped according to the following procedures:

- Place water sample bottle in a cooler with frozen blue ice. Water sample must be kept cool. Ice may be used but care must be taken so water samples are not contaminated or diluted by the ice.
- Bring to a California state-certified laboratory within 8 hours of collection. For compliance tests, the holding time must not exceed 8 hours from the time of collection to time of processing or the tests will be invalidated. Other water tests for non-compliance purposes may be held below 10 degrees C until the time of analysis, up to 24 hours.

Water samples may be taken to the Water samples may be taken to the **County of Marin Health and Human Services Public Health Laboratory, 920 Grand Avenue, San Rafael, CA, 94901, (415) 499-6849**. The water samples must be brought to the laboratory within 8 hours of collection, before 3:00 pm, for processing.

If the County Health Laboratory is closed, utilize an alternate testing laboratory that is certified for the required water quality tests.

If deemed necessary by County EHS, sampling must be tested for compliance with Public Beach Sanitation and Ocean Water-Contact Sports bacteriological standards.

A single sample exceeds the standard if:

- Total coliform bacteria are > 1,000 per 100 mL sample, if the ratio of fecal/total coliform bacteria exceeds 0.1; or
- Total coliform bacteria are > 10,000 per 100 mL sample; or
- Fecal coliform bacteria are > 400 per 100 mL sample; or
- Enterococcus bacteria > 104 per 100 mL of sample.

The mean value of at least five weekly consecutive samples during any 30-day sampling period exceeds the standards if:

- Total coliform bacteria > 1,000 per 100 mL of sample; or
- Fecal coliform bacteria are > 200 per 100 mL sample; or
- Enterococcus bacteria are > 35 per 100 mL sample.

If water quality samples are required by an environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the District or its agent(s), as a result of any spill, records of monitoring information shall include:

- The date, exact place, and time of sampling or measurements;
- The individual(s) who performed the sampling or measurements;
- The date(s) analyses were performed;
- The individual(s) who performed the analyses;
- The analytical technique or method used; and
- The results of such analyses.

#### 4.8.3 Spill Technical Report

If 50,000 gallons or greater from a spill reaches surface waters, a spill Technical Report must be prepared and submitted to the CIWQS online spill database within 45 calendar days of the spill end date. The spill Technical Report must include, at a minimum, the following:

1. Spill causes and circumstances, including at minimum:
  - a) Complete and detailed explanation of how and when the spill was discovered;
  - b) Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
  - c) Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
  - d) Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
  - e) Detailed description of the spill cause(s);
  - f) Description of the pipe material, and estimated age of the pipe material, at the failure location;
  - g) Description of the impact of the spill;
  - h) Copy of original field crew records used to document the spill; and

- i) Historical maintenance records for the failure location.
2. The District's response to the spill:
    - a) Chronological narrative description of all actions taken by the District to terminate the spill;
    - b) Explanation of how the Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
    - c) Final corrective action(s) completed and a schedule for planned corrective actions, including:
      - i) Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
      - ii) Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
      - iii) Necessary modifications to the Spill Emergency Response Plan to incorporate lessons learned in responding to and mitigating the spill.
  3. Water Quality Monitoring, including at minimum:
    - a) Description of all water quality sampling activities conducted;
    - b) List of pollutant and parameters monitored, sampled and analyzed;
    - c) Laboratory results, including laboratory reports;
    - d) Detailed location map illustrating all water quality sampling points; and
    - e) Other regulatory agencies receiving sample results (if applicable).
  4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

The General Manager is responsible for managing the development of the Spill Technical Report, and for certifying and submitting the report. An outline for the Spill Technical Report is included in Appendix 11.

#### 4.8.4 Spill Notification Signage

Barriers shall be installed to prevent the public from having contact with the sewage. Signs should be posted to keep vehicles and pedestrians away from contact with spilled sewage. Do not remove the signs until directed by the Operations Superintendent, General Manager, and/or their designee. A sample warning sign is included in Appendix 5.

Additional information about posting signs and public notification during Category 1 and 2 spills is included in Section 6 of this document.

## 5 RECOVERY AND CLEANUP

The recovery and clean up phase begins when the flow has been restored and the spilled sewage has been contained to the extent possible.

### 5.1 Recovery of Spilled Sewage

Vacuum up or pump the spilled sewage and discharge it back to the sanitary sewer system.

### 5.2 Clean Up and Disinfection

Clean up and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with a spill event. The procedures described are for dry weather conditions and should be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of District staff, a cleanup contractor will be used.

#### 5.2.1 Private Properties

If a sewage backup occurs inside a building or on private property, provide a copy of the residential sewage contamination flyer in Appendix 10 to the resident(s).

The homeowner is responsible for clearing any blockage in the home's plumbing system or private lateral and for any resulting flood damage to the structure. The homeowner is also responsible for damage that happens because a lateral was not properly installed. Spills inside houses or buildings should be cleaned up by a professional cleaning company. Contact information for professional cleaning companies can be found in the "Water Damage Restoration" section of the Yellow Pages.

If the sewage backup is located inside a building or on private property and the backup was caused by a blockage in the public sewer main, the District may be responsible for cleanup and restoration. If this is the case, the District will arrange for a water damage restoration company. Claims by homeowners, if applicable, should be submitted based on information in Section 5.5 of this document

#### 5.2.2 Hard Surface Areas

- Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms.
- Take reasonable steps to contain and vacuum up the wastewater.
- Disinfect all areas that were contaminated from the spill using the disinfectant solution of household bleach diluted 10:1 with water. Apply minimal amounts of the disinfectant solution using a hand sprayer. Document the volume and application method of disinfectant that was employed.

- Allow area to dry. Repeat the process if additional cleaning is required.

### 5.2.3 Landscaped and Unimproved Natural Vegetation

- Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms.
- Allow the area to dry. Repeat the process if additional cleaning is required.

### 5.2.4 Natural Waterways

The California Department of Fish and Game (CDFG) should be notified in the event a spill impacts any creeks, gullies, or natural waterways. CDFG will provide the professional guidance needed to effectively clean up spills that occur in these sensitive environments. Clean up should proceed quickly in order to minimize negative impact. Any water that is used in the cleanup process should be de-chlorinated prior to use.

### 5.2.5 Wet Weather Modifications

Omit flushing and sampling during heavy storm events with heavy runoff where flushing is not required and sampling would not provide meaningful results.

## 5.3 Estimate the Volume of Spilled Sewage

Use the methods outlined in Appendix 6 to estimate the volume of the spilled sewage.

Some spills may occur in locations where the wastewater can seep into the ground or flow away from the spill location. In such conditions, consider when the spill was first detected and observations from bystanders in order to determine the total spill volume.

## 5.4 Follow Up Activities

If sewage has reached the storm drain system, the combinations sewer cleaning truck should be used to vacuum/pump out the catch basin and any other portion of the storm drain that may contain sewage.

In the event that a spill occurs at night, the location should be reinspected first thing the following day. The operator should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

## 5.5 Claims for Backups into a Building

The responder to a sewer backup into a house or building should complete the following:

- Gather information and fill out the Sewer Backup Summary Report included in Appendix 7.

- Notify the Operations Superintendent and the General Manager of the incident.
- Wait for restoration firm to arrive.
- Forward incident reports and related documents to the Operations Superintendent and the General Manager.

For potential claims, follow District policies.

## **5.6 Post-Spill Assessment**

The objective of the failure analysis investigation is to determine the “root cause” of the spill and to identify corrective action(s) needed that will reduce or eliminate future potential for the spill to recur.

When this optional investigation is deemed necessary, the investigation should include reviewing all relevant data to determine appropriate corrective action(s). The investigation should include:

- Reviewing and completing the Field Report (Appendix 4);
- Reviewing past maintenance records;
- Conducting a CCTV inspection to determine the condition of the line segment immediately following the spill and reviewing the video and logs; and
- Interviewing staff who responded to the spill.

The product of the failure analysis investigation should be the determination of the root cause and the identification of the corrective actions. The Collection System Failure Analysis Form (Appendix 8) should be used to document the assessment.

## 6 PUBLIC NOTIFICATION

### 6.1 Spills that Do Not Reach Surface Waters

For spills that are contained and do not release unrecovered sewage into a storm drain, stream or a surface water body, notification to the public shall be accomplished through the use of signs at the location of the spill. See Section 4.8 and Appendix 5 for guidelines on the installation of signs for these types of spills.

### 6.2 Spills that Reach Surface Waters - County EHS Requirements

The County EHS Deputy Director shall determine if a field investigation of the discharge site and potentially affected areas is required. If possible, verify the extent of the contamination in the field before the water body closure decision is made. During the field investigation, EHS staff will typically notify the EHS Deputy Director of their findings by telephone.

Creeks, streams, and beaches that have been contaminated as a result of a spill should be posted at visible access locations until the risk of contamination has subsided to acceptable background levels. The warning signs, once posted, should be checked every day to ensure that they are still in place. "Closed" signs shall be posted at the outfall and a minimum of 100 feet upstream and 100 feet downstream of the discharge. If there is a large volume of sewage, more signs must be posted downstream.

Signs must remain posted until at least two consecutive days of samplings meet the Public Beach Sanitation and Ocean Water-Contact Sports standards as listed in Section 4.9 of this document. In the event where background levels of the water bodies may exceed the standards, EHS will analyze available test results, the situation at hand, and/or require more testing to determine if the Public Beach Sanitation and Ocean Water-Contact Sports standards can be met. The removal of signs must be approved by EHS and the County Public Health Officer.

EHS has the authority to close and re-open the beaches and water bodies for public water contact. The water bodies affected are determined by the following parameters and best professional judgment:

- The volume of sewage discharged;
- Parameters affecting flow of sewage to the water bodies;
- Direction of current;
- Tides;
- Past experience in the area; and/or
- Any other pertinent information.

### **6.3 Public Contact**

The General Manager or his/her designee shall be responsible for public notification, if necessary.

## **7 SPILL DOCUMENTATION**

In accordance with the WDR, the District should maintain the following records for each sanitary sewer spill. Records are maintained at the District office.

1. Records are retained for at least five (5) years
2. Records are readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request
3. Records are retained for each of the following spill-related events and activities:
  - a. Spill event complaints
  - b. Category 4 spills (in addition to records for Cat 1 through 3 spills listed under Reporting)
  - c. Sewer system telemetry records
  - d. Sewer system management plan implementation records
  - e. Audit records
  - f. Equipment Records
  - g. Work orders

This section also lists spill-specific documentation that is required, which includes spill location and spread and volume estimation.

Specific requirements for recordkeeping are listed further in the sections below.

### **7.1 Responsibilities**

The First Responder should complete a work order and Field Report (Appendix 4). The First Responder should follow the procedures and complete the Sewer Backup Summary Report (Appendix 7) if a spill has occurred in a residence or building.

The General Manager will prepare a file for each individual spill.

### **7.2 Spill Event Complaints**

The District shall maintain records for each of the following spill-related events and activities:

- Spill event complaint, including but not limited to records documenting how the District responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
  - Date, time, and method of notification;
  - Date and time the complainant first noticed the spill, if available;
  - Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available;
  - Complainant's contact information, if available; and
  - Final resolution of the complaint.
- Records documenting the steps and/or remedial action(s) undertaken by the District;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Water quality monitoring records.

### **7.3 Recordkeeping of Category 4 Spills**

The District shall maintain the following records for each individual Category 4 spill:

1. Contact information: Name and telephone number of District contact person to respond to spill-specific questions;
2. Spill location name;
3. Description and GPS coordinates for the system location where the spill originated;
4. Did the spill reach a drainage conveyance system? If Yes:
  - a. Description of drainage conveyance system location;
  - b. Estimated spill volume fully recovered within the drainage conveyance system;
  - c. Estimated spill volume remaining within the drainage conveyance system; and
  - d. Estimated total spill volume exiting the sanitary sewer system.
5. Spill date and start time;
6. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
7. System failure location (for example, main, pump station, etc.);
8. Description of spill response activities including description of immediate spill containment and cleanup efforts;
9. Description of how the volume estimation was calculated, including, at minimum:

- a. The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered); and
  - b. The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time.
10. Description of implemented system modifications and operating/maintenance modifications.

#### **7.4 Recordkeeping for Total Annual Spill Information**

The District shall keep the following records summarizing annual spills:

1. Estimated total annual spill volume;
2. Description of spill corrective actions, including at minimum:
  - a. Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable; and
  - b. System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

#### **7.5 Sewer System Telemetry Records**

The District shall maintain the following sewer system telemetry records if used to document compliance with Statewide WDR, as applicable:

1. Supervisory control and data acquisition (SCADA) system(s);
2. Alarm system(s);
3. Flow monitoring device(s) or other instrument(s) used to estimate sewage flow rates, and/or volumes;
4. Computerized maintenance management system records; and
5. Asset management-related records.

#### **7.6 Sewer System Management Plan Implementation Records**

The District shall maintain records documenting the implementation of its Sewer System Management Plan, including documents supporting its Sewer System Management Plan audits, corrections, modifications, and updates to the Sewer System Management Plan.

#### **7.7 Audit Records**

The District shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other internal audits:

1. Completed audit documents and findings;
2. Name and contact information of staff and/or consultants that conducted or involved in the audit; and
3. Follow-up actions based on audit findings.

## **7.8 Equipment Records**

The District shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

## **7.9 Work Orders**

The District shall maintain record of work orders for operations and maintenance projects.

## **7.10 Spill Specific Monitoring (Documentation)**

Spill-specific monitoring means the gathering of information and data for a specific spill event to be reported or kept as records. The WDR requires the following assessments, as a component of data gathering following a spill.

### **7.10.1 Spill Location and Spread**

The District shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The District shall document the critical spill locations, including:

- Photography and GPS coordinates for:
  - The system location where spill originated; or
  - For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
  - Drainage conveyance system entry locations;
  - The location(s) of discharge into surface waters, as applicable;
  - Extent of spill spread; and
  - The location(s) of clean up.

### **7.10.2 Spill Volume Estimation**

The District shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The District shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event, including:

- Initial service call information
- Spill Report Form
- Copies of the certified CIWQS report forms including volume estimate
- CCTV inspection, if completed
- Water quality sampling and test results, if applicable
- Spill Technical Report, if prepared

#### **7.11 Other Records**

In addition to the abovementioned records, the following additional records should also be retained for all spills when available and as applicable:

- All original recordings for continuous monitoring instrumentation
- Service call records and complaint logs of calls received by the District for the previous five years
- Work orders, work completed, and any other maintenance records from the previous five years that are associated with spills
- Documentation of performance and implementation measures for the previous five years

## 8 REGULATORY REPORTING

This section describes the requirements that have been established for reporting of spills to the regulatory agencies.

Table 8.1 summarizes key deadlines to be aware of for spill reporting. Table 8.2 lists all regulatory reporting requirements and timelines that are also described further in this section. Table 8.3 lists contact information for spill reporting.

Figure 8.1 presents a flow chart showing the external reporting and response requirements based on the type of spill.

**TABLE 8.1. KEY DEADLINES FOR SPILL REPORTING**

<b>2 HOURS of being aware of spill</b>	<b>Call Office of Emergency Services &amp; Health Department if Category 1 sewer main or publicly owned lateral spill is 1000 gallons or more</b>
<b>3 BUSINESS DAYS of being aware of spill</b>	Submit draft reports to CIWQS for Category 1 and sewer main and/or publicly owned lateral or Category 2 sewer main spills
<b>15 CALENDAR DAYS from spill end date</b>	Certify Category 1 and Category 2 spills
<b>30 CALENDAR DAYS from end of month if applicable</b>	Certify Category 3 and/or Category 4 sewer main spills and/or non-Category 1 publicly owned lateral sewer main spills. Alternatively, submit “No Spill” report.
<b>45 CALENDAR DAYS from spill end date</b>	Submit Spill Technical Report for spills 50,000 gallons or larger that reach surface waters
<b>90 CALENDAR DAYS from spill end date (Cat 1 or 2) or certified spill report due date (Cat 3)</b>	Submit amended spill reports for Category 1 through 3 spills if any
<b>FEBRUARY 1 of each year</b>	Submit Category 4 and non-Category 1 publicly owned lateral spill summary reports

**TABLE 8.2. SPILL REPORTING REQUIREMENTS**

If spill	Then Notify
<p>Category 1 Spill: 1000 gallons or more reaching a surface water or with the potential to reach a surface water. This includes public sewer main and publicly-owned lateral spills</p>	<p><b>2-Hour Notification to Cal OES:</b> (800) 852-7550. Ask for an OES Control Number (for RWQCB). County Health Officer (415) 473-3707 and Marin County Environmental Health Services (EHS) (415) 473-6907 are also to be contacted. During evenings/weekends, call the Sheriff Communication Center at (415) 473-7250.</p> <p><b>Within 3 Business Days</b> of having knowledge of spill report to SWRCB using CIWQS</p> <p><b>Within 15 Calendar Days</b> of Conclusion of Response certify by LRO using CIWQS</p> <p><b>Within 45 Calendar Days of Conclusion of Response</b> submit Spill Technical Report via CIWQS online database if 50,000 gallons or more</p> <p><b>Additional Notification as Needed</b> – California DFWS: (707)-944-5500</p>
<p>Category 2 Sewer Main Spill: 1,000 gallons or more without the potential to reach surface waters.</p>	<p><b>Within 3 Business Days</b> of having knowledge of spill report to SWRCB using CIWQS.</p> <p><b>Within 15 Calendar Days</b> of Conclusion of Response certify by LRO using CIWQS.</p>
<p>Category 3 Sewer Main Spill: 50 gallons to less than 1000 gallons without the potential to reach surface waters.</p> <p>Category 4 Spill: 49 gallons or less, not reaching surface waters.</p> <p>Non-Category 1 Publicly-Owned Lateral Spill</p>	<p><b>Within 30 Calendar Days</b> past End of Month with Spill Event, report to SWRCB and certify by LRO using CIWQS.</p> <p><b>By February 1 of the Year Following the Year in Which Cat 4 and/or non-Category 1 Publicly-Owned Lateral Spills Occurred</b> submit annual report to SWRCB and Certify by LRO using CIWQS.</p>
<p>No Spill Reporting: (no spills in month.</p>	<p><b>Within 30 Calendar Days</b> past End of Month report by LRO to SWRCB using CIWQS.</p>
<p>Member Agency spill (respond and then contact member agency)</p>	<p>SASM: (415) 388-2402  City of Mill Valley: (415) 388-4033  Homestead Valley Sanitary District: (415) 388-4796  Alto Sanitary District: (415) 388-3696  Almonte Sanitary District: (415) 388-8775  Tamalpais Community Services District: (415) 388-6393</p>
<p>Annual Report (Was Collection System Questionnaire)</p>	<p>Update and certify April 1 beginning in 2024 (Submit Collection System Questionnaire on prior schedule in 2023)</p>

**TABLE 8.3. CONTACT INFORMATION FOR SPILL REPORTING**

**California Integrated Water Quality System (CIWQS)**

*SWRCB REPORTING TIMEFRAMES DEPEND ON THE SIZE AND FINAL DESTINATION OF THE SPILL*

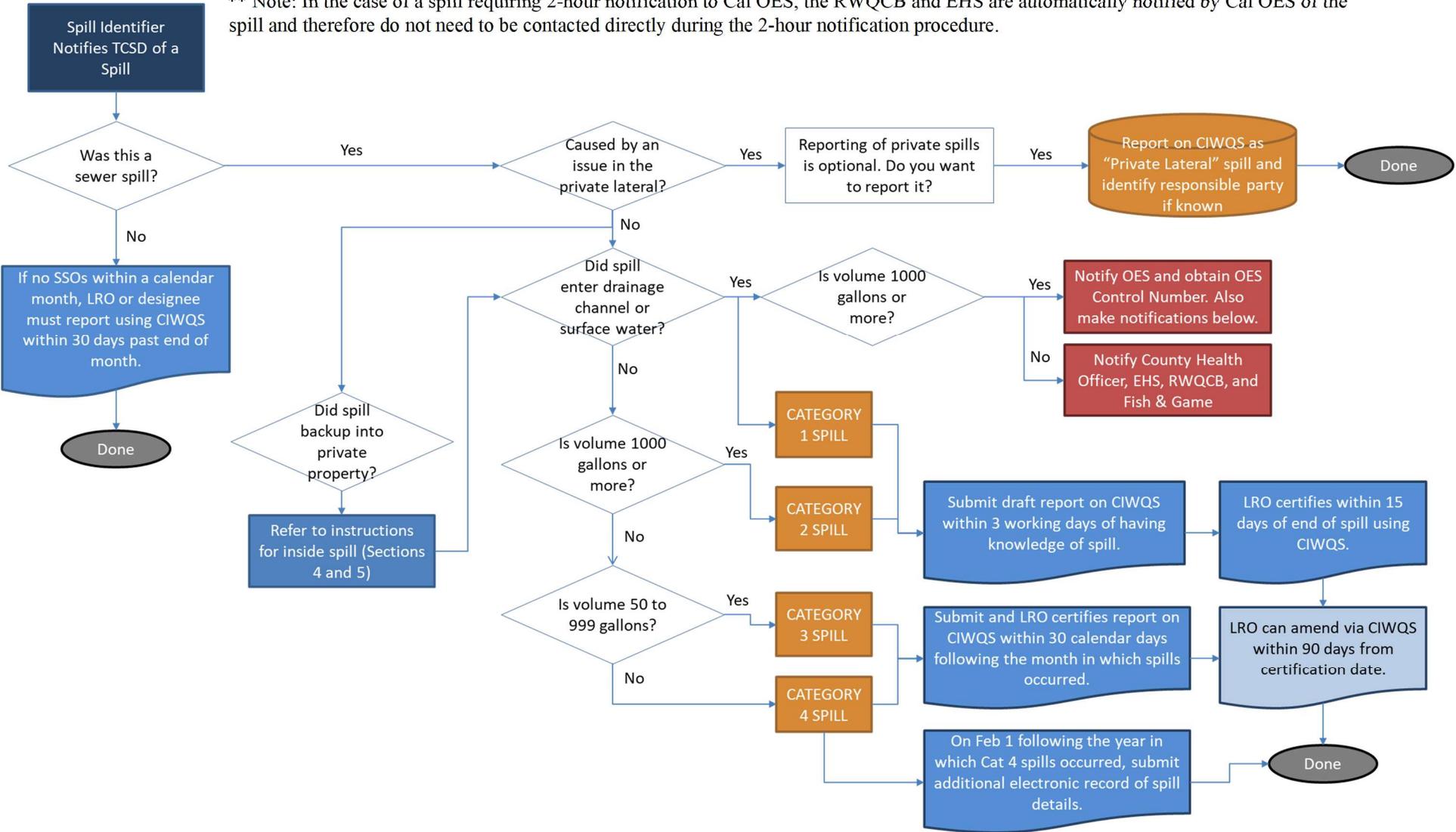
- CIWQS must be used for reporting if the website is available (<http://ciwqs.waterboards.ca.gov>)
  - User Name: XXXX
  - Password: XXXX
  - Waste Discharge Identification Number (WDID): 2SSO10202
- The spill database will automatically generate an email notification with customized information about the spill upon initial reporting and final certification for all Category 1 spills.
- Emails must be sent to the EHS and the San Francisco Bay RWQCB.
- Fax the RWQCB if the website is down.

**Two-Hour Notification**

1. State Office of Emergency Services (OES)
    - Phone: (800) 852-7550. Make sure you ask for an “OES CONTROL NUMBER”
  2. Marin County Environmental Health Services
    - Phone – Day: (415) 499-6907
    - Phone – Night: (415) 499-7235 (Sheriff’s Communication Center)
    - County Health Officer: (415) 473-3703
  3. RWQCB Region 2 (San Francisco Bay)
    - Phone – Day: (510) 622-2300
    - Phone – Night: (510) 622-2369
    - Online: [RB2SpillReports@waterboards.ca.gov](mailto:RB2SpillReports@waterboards.ca.gov)
-

**FIGURE 8.1 EXTERNAL REPORTING AND RESPONSE REQUIREMENTS**

\*\* Note: In the case of a spill requiring 2-hour notification to Cal OES, the RWQCB and EHS are automatically notified by Cal OES of the spill and therefore do not need to be contacted directly during the 2-hour notification procedure.



## 8.1 Multiple Appearance Points – Single Spill

For reporting purposes, if one spill event of whatever category results in multiple appearance points in a sewer system, a single spill report is required in CIWQS which includes the GPS coordinates for the location of the spill appearance point closest to the failure point, blockage or location of the flow condition that caused the spill, and descriptions of the locations of all other discharge points associated with the single spill event.

## 8.2 2-Hour Notification to Regulatory Agencies of Spills

Cal OES is to be notified of a Category 1 spill greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water. In addition, both the County Health Officer and EHS are to be contacted. During regular business hours, the Health Officer can be reached at (415) 473-3707 and the main EHS phone number to call is (415) 473-6907. During evenings/weekends, call the Sheriff Communication Center at (415) 479-2311.

The First Responder is responsible for reviewing field data for reporting to regulatory agencies. If it is determined that the criteria for OES notification was met, then the First Responder must notify OES of the event no later than two (2) hours after:

1. The District has knowledge of the spill;
2. Notification is possible; and
3. Notification can be provided without substantially impeding cleanup or other emergency measures.

The OES phone number is (800) 852-7550.

The First Responder is responsible for obtaining an OES Control number. Following the initial notification to OES and until the spill report is certified in the SWRCB online spill Database, the LRO will provide updates (or provide direction for updates to be provided) to OES regarding substantial changes to estimated volume of untreated or partially treated sewage discharged and any substantial changes to known impact(s).

## 8.3 Detailed Reporting Requirements

The following sections describe the detailed reporting requirements for each category of spill.

### 8.3.1 Spill Reporting for Category 1 Spills

The first responder will immediately notify the Operations Superintendent or his/her designee. The Operations Superintendent will inform the General Manager. The first responder will fill out the Field Report and turn it in to the Legally Responsible Official (LRO). The General Manager, or their designee, will meet with field crew(s) at the site of the spill event to assess the situation. In the event of a very large spill or a spill in a sensitive area, the General Manager will notify the Board of Directors.

8.3.1.1 Draft Spill Report

- Cal OES and EHS shall receive notification with 2 hours of having knowledge of any Category 1 spills greater than or equal to 1,000 gallons, as stated earlier in this section.
- The Data Submitter must then submit the initial draft report to the SWRCB’s CIWQS Online spill database @ <http://ciwqs.waterboards.ca.gov/ciwqs> within 3 business days of becoming aware of the spill.

Table 8.4 on the following page lists information that is required in the draft spill report. The data provided in the draft spill must be supplemented further, during the certification process, as discussed further below

**TABLE 8.4 CATEGORY 1 AND 2 CIWQS DRAFT SPILL REPORT – REQUIRED INFORMATION**

Required Information for Category 1 and 2 Draft Spill Reports
<ol style="list-style-type: none"> <li>1. Contact information: Name and telephone number of contact person to respond to spill-specific questions;</li> <li>2. Spill location name;</li> <li>3. Date and time the District was notified of, or self-discovered, the spill;</li> <li>4. Operator arrival time;</li> <li>5. Estimated spill start date and time;</li> <li>6. Date and time the District notified the California Office of Emergency Services, and the assigned control number;</li> <li>7. Description, photographs, and GPS coordinates of the system location where the spill originated;</li> <li>8. If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;</li> <li>9. Estimated total spill volume exiting the system;</li> <li>10. Description and photographs of the extent of the spill and spill boundaries;</li> <li>11. Did the spill reach a drainage conveyance system? If Yes:               <ol style="list-style-type: none"> <li>a. Description of the drainage conveyance system transporting the spill;</li> <li>b. Photographs of the drainage conveyance system entry location(s);</li> <li>c. Estimated spill volume fully recovered from the drainage conveyance system;</li> <li>d. Estimated spill volume remaining within the drainage conveyance system;</li> <li>e. Description and photographs of all discharge point(s) into the surface water;</li> </ol> <p style="text-align: center;">** Items 12 and 13 are required for Category 1 spills only **</p> </li> <li>12. Estimated spill volume that discharged to surface waters; and</li> <li>13. Estimated total spill volume recovered.</li> </ol>

### 8.3.1.2 Spill Certification for Category 1 Spills – 15 Calendar Days of the Spill End Date

Within 15 calendar days of the spill end date, the LRO must review and certify the report in the CWIQS Online spill database @ <http://ciwqs.waterboards.ca.gov/ciwqs>

The Certified Spill Report requires additional information to supplement the data provided in the Draft Spill Report. Table 8.5 on the following page summarizes information that is required during spill certification.

### 8.3.1.3 Spill Amendments for Category 1 Spills – 90 Calendar Days of the Spill End Date

The District shall update or add additional information to a Certified Spill Report within 90 calendar days of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report. After 90 calendar days, the District shall contact the State Water Board at [SanitarySewer@waterboards.ca.gov](mailto:SanitarySewer@waterboards.ca.gov) to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

## 8.3.2 Spill Reporting for Category 2 Spills

The first responder will fill out the Field Report and turn it in to the LRO.

### 8.3.2.1 Draft Spill Report – 3 Business Days of Becoming Aware of the Spill

Within 3 business days of becoming aware of the spill, the LRO must submit the initial report to the SWRCB's CWIQS Online Spill Database @ <http://ciwqs.waterboards.ca.gov/ciwqs>. The draft report shall include Items 1 through 11 of the list provided above for the Category 1, 3-day draft report.

### 8.3.2.2 Spill Certification for Category 2 Spills – 15 Calendar Days of the Spill End Date

Within 15 calendar days of the spill end date, the LRO must review and certify the report in the CWIQS Online Spill Database @ <http://ciwqs.waterboards.ca.gov/ciwqs>. The Spill Certification must include, in addition to the information provided in the draft report, Items 1 through 13 of the list provided above for the Category 1 Spill Certification. *In addition, the Spill Certification must include a new Item 14 - Whether or not the spill was located within 1,000 feet of a municipal surface water intake.*

### 8.3.2.3 Amended Certified Spill Reports for Individual Category 2 Spills – 90 Calendar Days of the Spill End Date

The District shall update or add additional information to a Certified Spill Report within 90 calendar days of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The LRO shall certify the amended report. After 90 calendar days, the District shall contact the State Water Board at

**TABLE 8.5 CATEGORY 1 AND 2 CIWQS SPILL CERTIFICATION – REQUIRED INFORMATION**

Required Information for Category 1 and 2 Spill Certification
<ol style="list-style-type: none"> <li>1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;</li> <li>2. Spill end date and time;</li> <li>3. Description of how the spill volume estimations were calculated, including at a minimum:               <ol style="list-style-type: none"> <li>a. The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered); and</li> <li>b. The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;</li> </ol> </li> <li>4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);</li> <li>5. System failure location (for example, main, lateral, pump station, etc.);</li> <li>6. Description of the pipe material, and estimated age of the pipe material, at the failure location;</li> <li>7. Description of the impact of the spill;</li> <li>8. Whether or not the spill was associated with a storm event;</li> <li>9. Description of spill response activities including description of immediate spill containment and cleanup efforts;</li> <li>10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;</li> <li>11. Spill response completion date;</li> <li>12. Detailed narrative of investigation and investigation findings of cause of spill;</li> <li>13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;</li> </ol> <p style="text-align: center; margin: 10px 0;">** Items 14 through 17 are required for Category 1 spills only **</p> <ol style="list-style-type: none"> <li>14. Name and type of receiving water body(s);</li> <li>15. Description of the water body(s), including but not limited to:               <ol style="list-style-type: none"> <li>a. Observed impacts on aquatic life;</li> <li>b. Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill;</li> <li>c. Responsible entity for closing/restricting use of water body; and</li> <li>d. Number of days closed/restricted as a result of the spill.</li> </ol> </li> <li>16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and</li> <li>17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, “Not Applicable” shall be selected.</li> </ol>

SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

**8.3.3 Spill Reporting for Category 3 and 4 Spills**

**8.3.3.1 Monthly Spill Reporting for Category 3 Spills**

Within 30 calendar days of the end of the calendar month in which the spill occurred, the LRO must submit and certify a report to the SWRCB's CWIQS Online Spill database @ <http://ciwqs.waterboards.ca.gov/ciwqs>. For each spill, the report shall include the information shown in Table 8.6.

**TABLE 8.6 CATEGORY 3 CIWQS SPILL CERTIFICATION – REQUIRED INFORMATION**

Required Information for Category 3 Spill Certification
<ol style="list-style-type: none"> <li>1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;</li> <li>2. Spill location name;</li> <li>3. Date and time the Enrollee was notified of, or self-discovered, the spill;</li> <li>4. Operator arrival time;</li> <li>5. Estimated spill start date and time;</li> <li>6. Description, photographs, and GPS coordinates where the spill originated;</li> <li>7. If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;</li> <li>8. Estimated total spill volume exiting the system;</li> <li>9. Description and photographs of the extent of the spill and spill boundaries;</li> <li>10. Did the spill reach a drainage conveyance system? If Yes:               <ol style="list-style-type: none"> <li>a. Description of the drainage conveyance system transporting the spill;</li> <li>b. Photographs of the drainage conveyance system entry locations(s);</li> <li>c. Estimated spill volume fully recovered from the drainage conveyance system; and</li> <li>d. Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.</li> </ol> </li> <li>11. Estimated total spill volume recovered;</li> <li>12. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;</li> <li>13. Spill end date and time;</li> <li>14. Description of how the spill volume estimations were calculated, including, at minimum:               <ol style="list-style-type: none"> <li>a. The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to</li> </ol> </li> </ol>

**Required Information for Category 3 Spill Certification**

- estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered); and
- b. The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time.
15. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
  16. System failure location (for example, main, pump station, etc.);
  17. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
  18. Description of the impact of the spill;
  19. Whether or not the spill was associated with a storm event;
  20. Description of spill response activities including description of immediate spill containment and cleanup efforts;
  21. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    - a. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    - b. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
      - i. Adjusted schedule/method of preventive maintenance;
      - ii. Planned rehabilitation or replacement of sanitary sewer asset;
      - iii. Inspected, repaired asset(s), or replaced defective asset(s);
      - iv. Capital improvements;
      - v. Documentation verifying immediately implemented system modifications and operating/maintenance modifications;
      - vi. Description of spill response activities;
      - vii. Spill response completion date; and
      - viii. Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill.
  22. Detailed narrative of investigation and investigation findings of cause of spill.

*8.3.3.2 Amended Certified Spill Reports for Individual Category 3 Spills – 90 Calendar Days of the Spill End Date*

The District shall update or add additional information to a Certified Spill Report within 90 calendar days of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The LRO shall certify the amended report. After 90 calendar days, the District shall contact the State Water Board at

SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

#### *8.3.3.3 Monthly Spill Reporting for Category 4 Spills*

Within 30 calendar days of the end of the calendar month in which the spill occurred, the LRO must submit and certify the estimated total spill volume exiting the sanitary sewer system and the total number of all Category 4 spills to the SWRCB's CIWQS Online spill database @ <http://ciwqs.waterboards.ca.gov/ciwqs>.

#### *8.3.3.4 Annual Spill Reporting for Category 4 Spills*

Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1<sup>st</sup> after the end of the calendar year in which the spills occur.

#### *8.3.4 No Spill Certification (Monthly)*

If no spills occur during a calendar month, the LRO shall certify, within 30 calendar days after the end of each calendar month, a “No-Spill” certification statement in the online CIWQS Sanitary Sewer System Database, certifying that there were no spills in the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the District has no further spills of any category, in the subsequent calendar month, the LRO shall certify “no-spills” for the subsequent calendar month. If the District has no spills from its systems during a calendar month, but the District voluntarily reported a spill from a private lateral or a private system, the LRO shall certify “no-spills” for that calendar month.

#### *8.3.5 CIWQS Not Available*

In the event that the CIWQS online spill database is not available, the LRO will fax or e-mail all required information to the RWQCB office at (510) 622-2460 in accordance with the time schedules identified above. In such an event, the District will submit the appropriate reports using the CIWQS online spill database when the database becomes available. A copy of all documents that certify the submittal in fulfillment of this section shall be retained in the spill document file.

#### *8.3.6 Amending Spill Reports*

The LRO is responsible for amending spill reports. Certified spill reports may be updated by amending the report or adding an attachment to the spill report within 90 calendar days after the spill end date. After 90 days, the District must contact the State spill Program Manager to request to amend a spill report along with a justification for why the additional information was not available prior to the end of the 90 days. The SWRCB Spill Program Manager contact information is as follows:

State Board: SanitarySewer@waterboards.ca.gov

Walter Mobley  
State Water Resources Control Board  
Division of Water Quality  
1001 I Street 15<sup>th</sup> Floor  
Sacramento, CA 95814  
E-mail: Walter.Mobley@waterboards.ca.gov  
Phone: (916) 323-0878

#### **8.4 EPA Reporting Requirements**

On the fifteenth day of January, April, July, and October in each year in which activities are conducted pursuant to the EPA Administrative Order, District shall submit a tabulation of all sewage spills occurring during the previous calendar quarter. The quarterly reports shall indicate, for each spill, the spill date, spill volume, volume recovered, spill location, cause, and spill destination. Certified and uncertified spill reports submitted to the SWRCB's CIWQS during the previous calendar quarter may be included.

If the District cannot be at the spill location within 60 minutes after becoming aware of the spill, the late response shall be reported as part of the quarterly spill report. The District will include in the quarterly spill report a description of all late responses, reasons for each late response, and steps that will be taken to improve the response time.

## 9 EQUIPMENT INVENTORY

The District and its emergency response contractor each maintain a stock of emergency response equipment which is available if needed for spill response.

For the District's equipment list, please refer to Element 4, Section 4.4 "Equipment Inventories" of the SSMP.

For proper water quality sampling according to EHS standards, supplies are stocked for use by the County Health Department. Please refer to Element 4, Section 4.4 "Equipment Inventories" of the SSMP.

## **10 SPILL RESPONSE TRAINING**

This section provides information on the training that is required to support this Spill Emergency Response Plan.

### **10.1 Employees and Contractor Employees**

#### **10.1.1 Initial and Annual Refresher Training**

All District personnel and contractor employees who may have a role in responding to, reporting, and/or mitigating a sewer system spill should receive training on the contents of this Spill Emergency Response Plan. All new employees should receive training before they are placed in a position where they may have to respond. Current employees should receive annual refresher training on this plan and the procedures to be followed.

#### **10.1.2 Spill Training Record Keeping**

The General Manager or his/her designee keeps records of all training that is provided in support of this plan. The records for all scheduled training courses and for each spill emergency response training event should include date, time, place, content, name of trainer(s), and names of attendees.

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**Tamalpais Community Services  
District Spill Emergency Response  
Plan Appendices**

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## **SPILL RESPONSE STANDARD OPERATING PROCEDURE**

The purpose of this Standard Operational Procedure (SOP) is to aid staff in prompt and responsible spill response and is intended only as a condensed version of the Sanitary Sewer Spill Response Plan (SERP). Please note that the Operations Superintendent and General Manager may at any time have a designee assigned to their role in this SOP if they are unavailable for any reason.

### **Addressing Service Calls**

- ❑ When a report of a sewer spill or backup is made, District staff receives the call directly to the Operations Superintendent, who takes the information from the caller, and fills out the first section of Field Report.
- ❑ The Operations Superintendent verbally communicates the information to the Collections Crew (do not leave a voicemail) along with any information collected on the Field Report.
- ❑ The Operations Superintendent shall field verify the address and nearest cross street, making sure it's part of the District's conveyance system. If not, provide the caller with the phone number of the responsible agency and follow up by calling the agency yourself, providing the details of the call. Neighboring agency contact information is included in the Emergency Contact List. Provide assistance if requested.
- ❑ The response measures will be based on the information provided by the caller (weather and traffic conditions, small back up vs. sewage flowing on the ground, etc.). If additional help is needed, the Operations Superintendent will contact other employees, contractors, and/or equipment suppliers as listed in the Emergency Contact List and the First Responders Contact List.

### **Responding to Spills**

- ❑ The First Responder shall visit the site immediately in an attempt to minimize or eliminate the spill. Respond with the combination sewer cleaning truck and/or spill response vehicle depending on the situation.
- ❑ Upon arrival at the site, clearly assess the situation and comply with all safety precautions (traffic, confined space, etc.) and verify the existence of a sewer system spill or backup.
- ❑ Identify and assess the affected area and extent/impact of the spill and request additional help as needed for line cleaning or repair, containment, recovery, lab analysis and site cleanup.
- ❑ Using the appropriate cleaning equipment, set up downstream of the blockage and hydro clean upstream from a clear manhole. Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not recur downstream.
- ❑ If the blockage cannot be cleared within a reasonable time or conveyance system requires construction repairs, contingency plans must be employed as needed, including containment, bypass pumping, contractual assistance etc. If assistance is required, immediately contact other employees, contractors and equipment suppliers as required. See Emergency Contact

List and First Responders Contact List.

- ❑ Signs warning the public of a sewage release should be posted in the affected area. Use barricades, caution tape, cones, etc. as needed. Warning signs should remain posted until the County of Marin EHS Department or Regional Water Quality Control Board staff approves their removal.
- ❑ If the spill reaches a surface water or a drainage conveyance system which discharges to a surface water, sampling shall be conducted in accordance with the SERP.
- ❑ The response crew shall complete the Field Report and provide copies as stated at the bottom of the report.
- ❑ Spill Notification and Reporting: Accurate and responsive reporting is vital. Refer to the Spill External Reporting Requirement Flow Chart in the SERP.

### **Home or Business Back Ups**

In the event of a backup into a home or business, follow guidelines in the SERP.

## **REFERENCES**

### **Addressing Service Calls**

- *Sanitary Sewer Spill Field Report Form*
- *Emergency Contact List*
- *First Responders Contact List*

### **Responding to Spills**

- *Collection System Failure Analysis Form*
- *Methods for Estimating Spill Volume*

# Emergency Contact List

## Neighboring Agencies

<b>Agencies</b>	<b>Phone Number</b>
Almonte Sanitary District	(415) 388-8775
Alto Sanitary District	(415) 388-3696
City of Mill Valley	(415) 388-4033
City of Sausalito	(415) 289-4113
Homestead Valley Sanitary District	(415) 388-4796
Richardson Bay Sanitary District	(415) 388-1345
Sausalito Marin City Sanitary District	(415) 332-0244
Sewerage Agency of Southern Marin	(415) 388-2402

## Vendors

<b>Name</b>	<b>Phone Number</b>
Roy's Sewer Service	(415) 892-5480
Maggiara and Ghilotti	(415) 459-8640
Nute Engineering	(415) 453-4480

## Maintenance Contractors

<b>Company</b>	<b>Name</b>	<b>Phone</b>	<b>E-Mail</b>
Ideal Restoration Drying	Mark Simkins	(800) 379-6881	www.ideal1.com

## **SSMP and First Responder Contact List**

### **Vendors**

- Roy's Sewer Service: (415) 892-5480
- Maggiora and Ghilotti: (415) 459-8640
- Nute Engineering: (415) 453-4480

### **Maintenance Contractors**

- Ideal Restoration Drying: Mark Simkins, (800) 379-6881, [www.ideal1.com](http://www.ideal1.com)

### **TCSO Staff Contact Information**

- TCSO General Office Number: (415) 388-6393
- Garrett Toy, General Manager: (415) 388-6393
- Alan Shear, Assistant General Manager: (415) 388-6393
- Mike Quecke, Operations Superintendent: (415) 388-6393
- Nick Udaloff, Sanitation, Maintenance, & Solid Waste Worker: (415) 388-6393
- Orlando Ramos, Sanitation, Maintenance, & Solid Waste Worker: (415) 388-6393
- Natalie Callahan, Administrative Clerk: (415) 388-6393
- Sarah Mehtar, Finance and Program Manager: (415) 388-6393

**Sanitary Sewer Spill Service Call and Field Report Form  
(Field Report)**

**Initial Information**

Date:	Call Received	AM / PM
Received By:	Caller's Name:	
Caller's Phone #:	Caller's Address:	
Spill Location Name / Location of Spill	Cross Street:	
Time and Names of Crew Members Contacted:		
Description of Complaint including when first noticed, did water reach a drainage channel/ open water. Update to include the final resolution of this complaint.		

***This field report, gas detector, radio, system maps, personal protective equipment and camera should be collected by field crew prior to responding.***

Work Order No:		
Frequency of Cleaning Program:	Date of Last Cleaning:	
Recommendations on How to Eliminate Future Problems:		
Post-Spill Assessment Complete:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date:

***Distribute Field Report immediately to Manager.***

**Sanitary Sewer Spill Service Call and Field Report Form  
(Field Report)**

**Field Report for Response Crew's Use**

Time Mobilized		AM / PM	Crew:	
Time Arrived at Site:		AM / PM		
Form Completed By:			Date:	
Asset #:	U/S Asset #:	Work Area:	D/S Asset #:	
Size of Line:	Length of Line:	Easement	<input type="checkbox"/> YES	<input type="checkbox"/> NO
GPS Coordinates (Latitude / Longitude, if Available):				
Comments:				

**Sketch of Area:** (Include Manholes, Intersections, Stoppage Location, Etc.)

**Sanitary Sewer Spill Service Call and Field Report Form  
(Field Report)**

**Complete Form if a Spill Has Occurred**

Time Spill Started:	Time Spill Stopped:
Duration of Spill:	Est. Spill Volume (Gallons):
Describe How Spill Quantity was Calculated (See Volume Estimation Tools, App E):	
<input type="checkbox"/> Eyeball Estimate <input type="checkbox"/> Duration / Flowrate <input type="checkbox"/> Measured Volume	
<input type="checkbox"/> Other _____	
Did Spill Reach Storm Drainpipe That Was Not Fully Recovered? <span style="float:right"><input type="checkbox"/> YES      <input type="checkbox"/> NO</span>	
Did Spill Discharge to Drainage Channel and/or Surface Water? <span style="float:right"><input type="checkbox"/> YES      <input type="checkbox"/> NO</span>	
Impacted Surface Water(s) (If Applicable):	
Impacted Beach(es) (If Applicable):	
<b>Final Spill Destination:</b>	
<input type="checkbox"/> Storm Drain <input type="checkbox"/> Building <input type="checkbox"/> Yard/Land <input type="checkbox"/> Surface Water <input type="checkbox"/> No Water Involved	
<input type="checkbox"/> Captured from Storm Drain (100%) <input type="checkbox"/> Other _____	
Volume Recovered / Returned to Sewer System (Gallons):	
Volume to Waters & Not Recovered, Including Surface Water, Drainage Channel, or <b>NOT</b> Recovered from Storm Drain (Gallons):	
For Continuing Spills Without Complete Blockage Removal and/or Repairs (if Applicable), Current Spill Rate (Gallons per Minute):	
Weather:    Sunny <input type="checkbox"/> Cloudy <input type="checkbox"/> Rainy <input type="checkbox"/> Rain for Several Days <input type="checkbox"/>	
<b>Primary Cause:</b>	
<input type="checkbox"/> Roots <input type="checkbox"/> Grease <input type="checkbox"/> Debris <input type="checkbox"/> Vandalism <input type="checkbox"/> Pipe Failure	
<input type="checkbox"/> Construction Damage <input type="checkbox"/> Pump Station Failure <input type="checkbox"/> Power Failure	
<input type="checkbox"/> Capacity (Heavy Rain) <input type="checkbox"/> Other _____	
Additional Information:	

**Sanitary Sewer Spill Service Call and Field Report  
Form (Field Report)**

**Spill Appearance Point / Source of Spill:**

<input type="checkbox"/> Manhole <input type="checkbox"/> Gravity Main <input type="checkbox"/> Forcemain <input type="checkbox"/> Clean Out <input type="checkbox"/> Private Lateral	
<input type="checkbox"/> Pump Station: _____ (Name) <input type="checkbox"/> Other: _____	
<b>Blockage Location:</b>  Upstream MH#: _____	<input type="checkbox"/> Private Lateral  Downstream MH#: _____      Spill MH#: _____
Photos/Video Taken: <input type="checkbox"/> YES <input type="checkbox"/> NO	Photo/Video File Location:
Samples Taken By:	Location of Samples
<b>Describe Property Damage:</b>	
Signs Posted:      YES <input type="checkbox"/> NO <input type="checkbox"/>	Neighbors Notified:      YES <input type="checkbox"/> NO <input type="checkbox"/>
Barricaded      YES <input type="checkbox"/> NO <input type="checkbox"/>	CalOES Notified:      YES <input type="checkbox"/> NO <input type="checkbox"/> Date/Time: _____
CalOES Contacts/Details:	
CalOES Spill#:	
RWQCB Notified:      YES <input type="checkbox"/> NO <input type="checkbox"/>	Date/Time: _____
Other Agencies Notified: _____	
Spill Information Faxed to RWQCB: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date/Time: _____
Caller/Customer Notified re: Status:      YES <input type="checkbox"/> NO <input type="checkbox"/>	
If Not, Why: _____	
Recommended Spill Corrective Actions:	



# **WARNING**

**WATER CONTACT MAY  
CAUSE ILLNESS**

# **¡ AVISO!**

**EL CONTACTO CON AGUA  
PUEDE CAUSAR ENFERMEDADES**



BY ORDER OF THE HEALTH OFFICER  
County of Marin  
FOR FURTHER INFORMATION  
CALL: (415) 499-6907

OR CALL

GENERAL MANAGER  
TAMALPAIS VALLEY COMMUNITY SVCS DISTRICT  
(415) 388-6393 OR (415) 779-9059 AFTER HOURS

# **WARNING**

**WATER CONTACT MAY  
CAUSE ILLNESS**



# **¡ AVISO!**

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# Methods for Estimating Spill Volume

A variety of approaches exist for estimating the volume of a sanitary sewer spill. This Appendix documents the three methods that are most often employed. The person preparing the estimate should use the method most appropriate to the sewer spill in question and use the best information available.

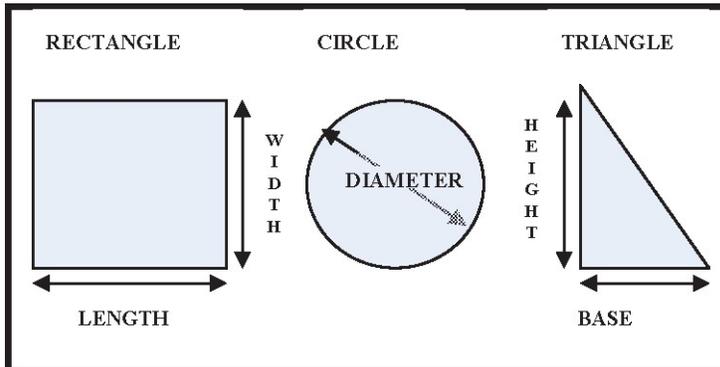
## Method 1: Eyeball Estimate

The volume of small spills can be estimated using an “eyeball estimate”. To use this method imagine the amount of water that would spill from a bucket or a barrel. A bucket contains 5 gallons and a barrel contains 50 gallons. If the spill is larger than 50 gallons, try to break the standing water into barrels and then multiply by 50 gallons. This method is useful for contained spills up to approximately 200 gallons.

## Method 2: Measured Volume

The volume of most small spills that have been contained can be estimated using this method. The shape, dimensions, and the depth of the contained wastewater are needed. The shape and dimensions are used to calculate the area of the spills and the depth is used to calculate the volume.

### Common Shapes and Dimensions



- Step 1 Sketch the shape of the contained sewage (see figure above).
- Step 2 Measure or pace off the dimensions.
- Step 3 Measure the depth at several locations and select an average.
- Step 4 Convert the dimensions, including depth, to feet.
- Step 5 Calculate the area in square feet using the following formulas:
  - Rectangle:  $\text{Area} = \text{length (feet)} \times \text{width (feet)}$
  - Circle:  $\text{Area} = \text{diameter (feet)} \times \text{diameter (feet)} \times 0.785$
  - Triangle:  $\text{Area} = \text{base (feet)} \times \text{height (feet)} \times 0.5$
- Step 6 Multiply the area (square feet) times the depth (in feet) to obtain the volume in cubic feet.
- Step 7 Multiply the volume in cubic feet by 7.5 to convert it to gallons

### **Method 3: Duration and Flowrate**

Calculating the volume of larger spills, where it is difficult or impossible to measure the area and depth, requires a different approach. In this method, separate estimates are made of the duration of the spill and the flowrate. The methods of estimating duration and flowrate are:

#### **Duration**

The duration is the elapsed time from the time the spill started to the time that the flow was restored.

**Start Time:** The start time is sometimes difficult to establish. Here are some approaches:

1. Local residents can be used to establish start time. Inquire as to their observations.

Spills that occur in rights-of-way are usually observed and reported promptly. Spills that occur out of the public view can go on longer. Sometimes observations like odors or sounds (e.g. water running in a normally dry creek bed) can be used to estimate the start time.

2. Changes in flow on a downstream flowmeter can be used to establish the start time.

Typically the daily flow peaks are “cut off” or flattened by the loss of flow. This can be identified by comparing hourly flow data during the spill event with flow data from prior days. This method will likely only be effective with consistent weather.

3. Conditions at the spill site change over time and can be used to establish the start time. Initially there will be limited deposits of toilet paper and other sewage solids. After a few days to a week, the sewage solids form a light-colored residue. After a few weeks to a month, the sewage solids turn dark. The quantity of toilet paper and other materials of sewage origin increase over time. These observations can be used to estimate the start time in the absence of other information. Taking photographs to document the observations can be helpful if questions arise later in the process. This method is valid for spills that have been occurring for a long time and may be used in conjunction with either of the above methods.

4. It is important to remember that spills may not be continuous. Blockages are not usually complete (some flow continues). In this case the spill would occur during the peak flow periods (typically 10:00 to 12:00 and 13:00 to 16:00 each day). Spills that occur due to peak flows in excess of capacity will occur only during, and for a short period after, heavy rainfall.

**End Time:** The end time is usually much easier to establish. Field crews on-site observe the “blow down” that occurs when the blockage has been removed. The “blow down” can

also be observed in downstream flowmeters.

### **Flow Rate**

The flowrate is the average flow that left the sewer system during the time of the spill.

There are three common ways to estimate the flowrate:

1. **The San Diego Manhole Flowrate Chart:** This chart, included as at the end of this appendix, shows sewage flowing from manhole covers at a variety of flowrates. The observations of the field crew can be used to select the appropriate flowrate from the chart. If possible, photographs are useful in documenting basis for the flowrate estimate.
2. **Flowmeter:** Changes in flows in downstream flowmeters can be used to estimate the flowrate during the spill.
3. **Counting Connections:** Once the location of the spill is known, the number of upstream connections can be determined from the sewer maps. Multiply the number of connections by 200 to 250 gallons per day per connection or 8 to 10 gallons per hour per connection.

For example:            22 upstream connections \* 9 gallons per hour per connection  
                                 = 198 gallons per hour / 60 minutes per hour  
                                 = 3.3 gallons per minute

### **Spill Volume**

Once duration and flowrate have been estimated, the volume of the spill is the product of duration (hours or days) and the flowrate (gallons per hour or gallons per day).

For example:            Spill start time = 11:00  
                                 Spill end time = 14:00  
                                 Spill duration = 3 hours  
                                 3.3 gallons per minute x 3 hours x 60 minutes per hour  
                                 = 594 gallons

# Methods for Estimating Spill Volume

Page 4

City of San Diego  
Metropolitan Wastewater Department

Reference Sheet for Estimating Sewer Spills  
from Overflowing Sewer Manholes  
All estimates are calculated in gallons per minute (gpm)

Wastewater Collection Division  
(619) 654-4160



5 gpm



25 gpm



50 gpm



100 gpm



150 gpm



200 gpm



225 gpm



250 gpm



275 gpm

All photos were taken during a demonstration using a flow rate of 1.1 ft/s in cooperation with the City of San Diego's Water Department.

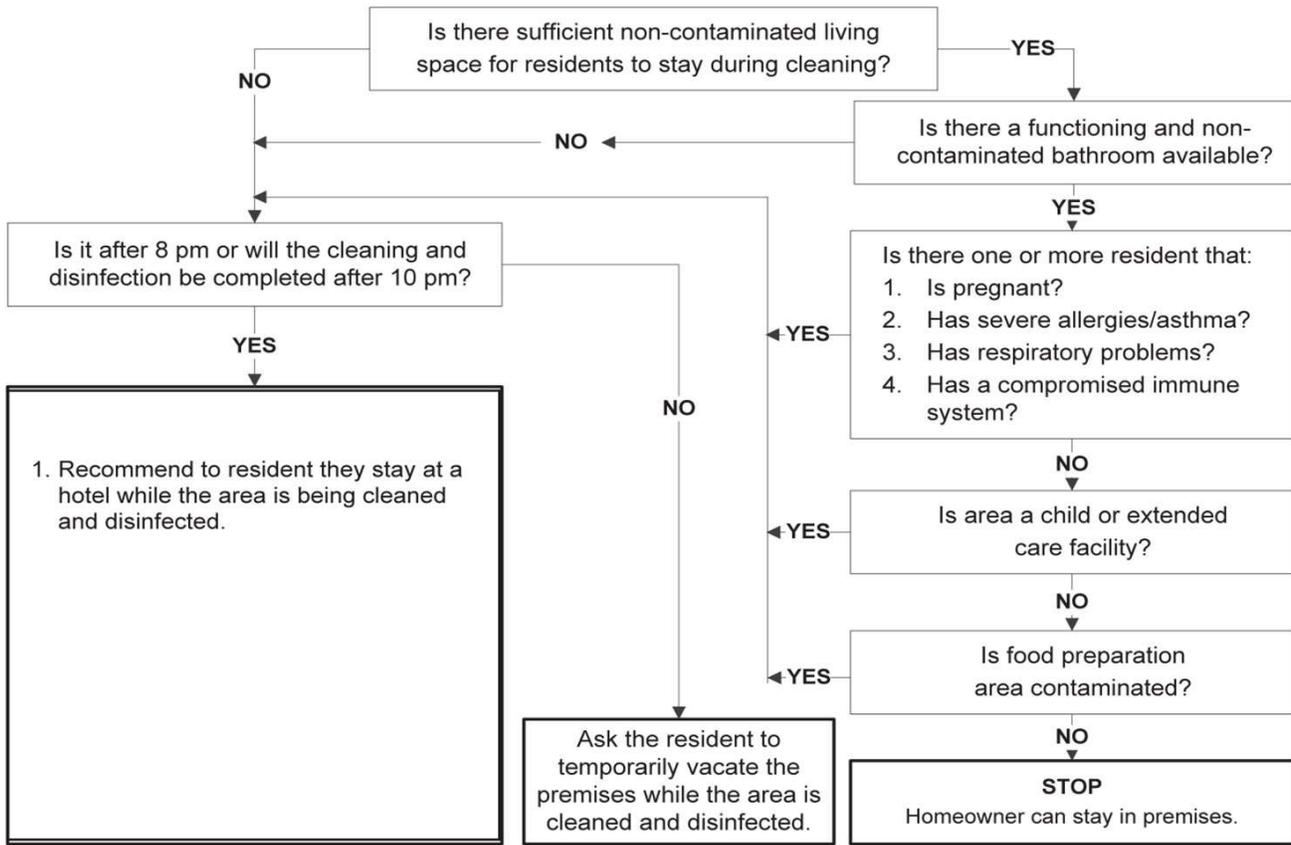
"11.4199

## Sewer Backup Summary Report

Site Arrival Time: _____		Time Cleaning Contractor Called: _____	
<b>Section A</b>			
Date:	Time:	Employee Name:	
Resident:		Property Manager (s):	
Street Address:		Street Address:	
City, State and Zip:		City, State and Zip:	
Phone:		Phone:	
Cause of Flooding:			
Location/Sewer:	<input type="checkbox"/> Street	<input type="checkbox"/> Rear Easement	<input type="checkbox"/> Manhole # _____ to # _____
	<input type="checkbox"/> Mainline	<input type="checkbox"/> Service Line	<input type="checkbox"/> Double-Wye
Damage:	<input type="checkbox"/> Black Water	<input type="checkbox"/> Grey Water	<input type="checkbox"/> Fresh Water
# of People Living at Residence: _____			
Comments:			
Cleaning Services:		<input type="checkbox"/> Requested by Owner - Wait for Cleaning Contractor to Arrive	
		<input type="checkbox"/> Declined by Owner	
<b>Section B</b>			
Approximate Age of Home:	# of Bathrooms:	# of Rooms Affected:	
Approximate Amount of Spill:		(Gallons)	
Approximate Time Sewage Has Been Sitting:		(Hours/Days)	
Number of Pictures Taken: _____		Digital or Film? _____	
Does the Customer Have a Backflow Prevention Device (BPD)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Was the BPD Operational at the Time of the Overflow?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have There Been Any Previous Spills at this Location?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Type of Flooring in the Room Affected:			
<input type="checkbox"/> Tile	Condition of Tile and Seams (Cracking, Visible Open Spaces, Etc.)		
<input type="checkbox"/> Carpet			
<input type="checkbox"/> Wood	Condition of Flooring and Joints (Cracking, Visible Open Spaces, Etc.)		
<input type="checkbox"/> Other	Please Identify: _____		
Has the Resident Had Any Plumbing Work Done Recently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
If Yes, Please Describe: _____			
Are There Baseboards:		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Baseboard Material: _____	
Condition of Baseboards:			
<input type="checkbox"/> Baseboard Bottom has Tight Seal with Wall			
<input type="checkbox"/> Baseboard Top has Tight Seal with Wall			
<input type="checkbox"/> Baseboard Has Space Between Bottom and Floor			
<input type="checkbox"/> Baseboard Has Space Between Baseboard and Wall			

# Sewer Backup Summary Report

## Section C: Livability Assessment



Please Diagram the Rooms Affected (Shade the Areas Most Heavily)

## Section D: Cleaning Contractor

Company Name:	Phone:	Arrival Time:
Comments		

## Sanitary Sewer Spill Collection System Failure Analysis Form

CIWQS Event ID:		Prepared By:	
<b>Spill/Backup Information</b>			
Event Date/Time:		Address:	
Volume Spilled:		Volume Recovered:	
<b>Cause:</b>			
<b>Date</b>	<b>Cause</b>	<b>Date Last Cleaned</b>	<b>Crew</b>
Records Reviewed By:		Record Review Date:	
<b>Summary of CCTV Information:</b>			
CCTV Inspection Date:		Tape Name/Number:	
CCTV Tape Reviewed By:		CCTV Review Date:	
Observations:			
<b>Recommendations:</b>			
No Changes or Repairs Required <input type="checkbox"/>			
Maintenance Equipment			
Maintenance Frequency			
Repair (Location and Type)			
Add to Capital Improvement Rehab/Replacement List <input type="checkbox"/> YES <input type="checkbox"/> No			
General Manager:			
Review Date:			

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## General Precautions for Sewage Contamination on Residential Property

### If a sewer backup causes flooding in your home:

- Keep people and pets away from the affected area(s).
- Do not attempt to clean it yourself.
- Turn off central heat and air-conditioning systems and prevent flow from reaching floor vents by using towels or blankets as a berm. You can also remove the vent cover and stuff a towel in the opening to help prevent the flow from entering.
- Leave items in the affected area for the experts to handle.

### Homeowner responsibilities

The homeowner is responsible for clearing any blockage in the home's plumbing system or private lateral and for any resulting flood damage to the structure. The homeowner is also responsible for damage that happens because a lateral was not properly installed. If the sewage flooding was caused by blockage in your private lateral:

- Call an experienced restoration company for cleanup and removal of affected surfaces.<sup>1</sup>
- Report a claim to your homeowner's insurance carrier.
- If you had recent plumbing work, contact your plumber or contractor.

If the sewage flooding was caused by a blockage in the public sewer main, the agency may be responsible for the damage. If you have a claim, file your claim as soon as possible. And the agency and/or insurance carrier will arrange for a restoration company.

*Note: This information is provided to assist residents who experience an overflow of sewage on their property. It is not inclusive of events involving severe flooding, which can cause additional structural damage.*

**To report a sewage spill, contact Tamalpais CSD at (415) 388-6393.**

1. See "Water Damage Restoration" section of the Yellow Pages for a list of restoration contractors.



- D. Detailed description of the methodology employed and available data used to calculate the discharge volume and, if applicable, the recovered spill volume:
  
- E. Detailed description of the spill cause(s):
  
- F. Description of the pipe material and estimated age of the pipe material at the failure location:
  
- G. Description of the impact of the spill:
  
- H. Copy of original field crew records used to document the spill are included at the end of this report.
  
- I. The Order requests historical maintenance records for the failure location. The associated pipe segment cleaning and CCTV history is provided in Table 1.

**Table 1. Maintenance Results for Pipe Segment XXXXX-XXXX**

Date	Action: Clean or CCTV	Summary of Findings



### **3.0 WATER QUALITY MONITORING**

A. Description of all water quality sampling activities conducted:

B. List of pollutant and parameters monitored, sampled, and analyzed:

C. Laboratory results, including laboratory reports:

D. Detailed location map illustrating all water quality sampling points:

E. Other regulatory agencies receiving sample results (if applicable):

### **4.0 SPILL IMPACT EVALUATION**

A. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

## **Appendix D: TCSD SSMP Change Log**

This update is an amended and restated SSMP to reflect revisions required by General Order No. 2022-0103-DWQ. Many of the revisions are minor such as reformatting and rewording sections and updating information since 2019. The significant change was in May 2023 with the development of a new Spill Emergency Response Plan (SERF) which is included in Appendix B of this SSMP.



## TAMALPAIS COMMUNITY SERVICES DISTRICT

Staff Report  
Regular Board Meeting  
August 13, 2025

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: ADOPT UPDATED ENVIRONMENTAL PRACTICES AND PURCHASING POLICY**

---

### RECOMMENDATION

Adopt Environmental Practices and Purchasing Policy and authorize the General Manager to make revisions, as needed from time to time, to comply with SB1383 and other state regulations.

### DISCUSSION

In July 2018, TCSD adopted an environmental policy to confirm and continue TCSD's on-going commitment to green business practices. As a member of the Marin County Green Business Program, the Green Business Program had recommended that all its members adopt environmental policies.

In January 2022, SB1383 took effect in California. While the primary purpose of SB1383 was to reduce methane emissions by diverting organic waste from landfills, it also specified minimum recycled content requirements for certain products, including office supplies such as copier paper and janitorial supplies.

This year CalRecycle is in the process of reviewing the Implementation Records (IRs) of all jurisdictions in the state. The IR contains policies, procedures, and other materials to document an agency's effort to comply with SB 1383. R3 Consulting and the Climate Fellow prepared the IRs for TCSD and six other Marin special districts under the SB1383 Regional Grant. One recommendation of R3 was that TCSD specifically include the SB1383 paper products requirement in our environmental policy. In addition to that revision, we also reviewed and updated the policy to reflect TCSD's current practices. Attached is redline of the proposed revisions as well as a clean copy.

### FISCAL IMPACT

N/A

### ATTACHMENTS

- A. Redline of TCSD Environmental Policy
- B. Clean version



## Tamalpais Community Services District

305 Bell Lane, Mill Valley, CA 94941 • 415 388-6393 • Fax: 415 388-4168  
info@tcsd.us • www.tcsd.us

### Environmental Practices Policy Statement and Purchasing Policy

We shall strive to incorporate sustainability into our core operations through internal and external efforts. Specifically, we shall adopt the following policies and practices:

1. Conserve energy, water and natural resources.
2. Commit to purchasing environmentally preferable products.
3. Reduce, Reuse and Recycle.
4. Promote environmental education, outreach and awareness to our staff and the greater community.

#### Reduce, Reuse and Recycle

We shall –

- Reduce our waste stream by increasing our recycling and composting capabilities to 85% diversion from the landfill.
- Strive to increase waste diversion by recycling all paper, cardboard, wood, metals, bottles, plastics, packaging and cans.
- Place Compost all food and landscape waste in green carts.
- When possible, Eliminate individual, single-use bottles of water for employees and guests.
- Replace aerosol products with pump-dispensed ones when feasible.
- Encourage proper disposal of recycling and green waste by attendees at events.
- Discourage the use of disposable products by using washable/reusable items for events.
- Reduce the waste generated by donating reusable office items (appliances, electronic equipment, and furniture) to charitable organizations or other government agencies.
- Reuse envelopes and packaging.
- Promote the use of natural lighting and solar energy, where feasible.
- Institute a policy to turn off lighting and appliances in unoccupied rooms and, when feasible, replace light switches with motion detection lights or switches.
- Conserve water with the installation of ultra-low flow and/or dual flush toilets, plant native drought tolerant plants and use water-conserving irrigation systems.

## Toxics Reduction

We shall reduce the use of toxic materials to protect employee health and the environment. Specifically, we shall:

- Purchase low to non-toxic janitorial cleaning products (only those approved for use by the CA Green Business Program). Certified by Green Seal, UL EcoLogo, EPA Safer Choice or a GoodGuide.com score of 8+.
- Use vendors that comply with County ordinances regarding use of pesticides and rodenticides.
- Purchase recycled or lightly used office furniture and equipment when feasible.
- Switch to recycled content products, materials and supplies when available.
- Purchase Low VOC paints, markers and non-toxic air fresheners.
- Recycle universal wastes (electronics, batteries, fluorescent light tubes, used motor oil) and ~~avoid~~prohibit purchasing materials that may lead to hazardous waste generation.
- Purchase rechargeable batteries ~~and appliances only~~.
- Only use pesticides and rodenticides that comply with County ordinances.
- Promote storm water pollution prevention and source control.

## Environmentally Preferable Purchasing

We shall purchase/use the following:

Paper Products: SB 1383 regulations require the District to procure Paper Products consistent with PCC Sections 22150-22154 and maintain records of the purchases. Paper products purchased shall meet the minimum recycled content requirements pursuant to Public Contract Code 12209, as amended from time to time, and shall be eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013 as long as they are available at the appropriate fitness and quality and at no greater cost than nonrecycled products.

- Printing and writing paper shall consist of at least 30 percent, by fiber weight, postconsumer fiber
- Other paper products shall consist of at least 30 percent, by fiber weight, of postconsumer recycled content fiber, except as specified below:
  - Toilet paper shall consist of at least 45 percent, by fiber weight, postconsumer recycled content fiber
  - Paper towels shall consist of at least 40 percent, by fiber weight, postconsumer recycled content fiber
  - Facial tissue shall consist of at least 10 percent, by fiber weight, postconsumer recycled content fiber
  - Toilet seat covers shall consist of at least 20 percent, by fiber weight, postconsumer recycled content fiber
  - General purpose paper wipers shall consist of at least 40 percent, by fiber weight, postconsumer recycled content fiber

- Food service ware, including but not limited to, napkins, plates, bowls, food trays, takeout boxes, placemats, etc. shall consist of at least 40 percent, by fiber weight, postconsumer recycled content fiber~~Printer/copier paper with a minimum of 30% post-consumer waste (PCW)~~  
~~Kitchen and bathroom paper with recycled content (50% minimum)~~

#### Other Products:

- Remanufactured and refillable toner cartridges.
- Products with the least packaging (no plastic, polystyrene or aerosol packaging).
- Recycled content-containing office furniture and supplies.
- Refillable bottles, canvas bags and reusable to-go containers.
- LED lighting and Energy Star appliances and electronics.
- Water efficient toilets, showerheads and faucet aerators.

#### Conserve Fossil Fuels

We shall conserve fossil fuels by:

- Encouraging the use of public transit.
- Promoting biking to work and carpooling.
- Offering telecommuting options.

We shall strive to build and remodel using LEED green building standards as budget resources permit.

Last revised: August 13, 2025

### **Employee Education**

We shall educate employees on resource conservation and pollution prevention through:

- Hosting only zero waste events i.e. ensuring that little to no waste is generated during work parties, picnics, and meetings. Ask caterers to use reusable products, buy reusable trays, etc.
- Training programs or brown bag sessions to educate employees on proper recycling & composting practices, resource conservation ideas, importance of low-toxic purchasing etc.
- Providing incentives for environmentally preferable practices such as recycling champion, transit hero, etc.
- Informing staff of environmental issues in company emails, training materials, staff meetings.

### **Environmental Stewardship**

Through the course of our work, we shall endeavor to promote these policies to other companies, organizations and individuals.



## Tamalpais Community Services District

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info@tcsd.us • www.tcsd.us

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#### **Environmental Stewardship**

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Last revised: August 13, 2025



**TAMALPAIS COMMUNITY SERVICES DISTRICT**

**Staff Report  
Board Special Meeting  
August 13, 2025**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, GENERAL MANAGER**

**SUBJECT: GENERAL MANAGER’S REPORT FOR JULY 2025 INCLUDING UPDATE ON USE PERMIT APPLICATION FOR 305 BELL LANE**

**RECOMMENDATION**

Receive and discuss the July 2025 General Manager’s report.

**DISCUSSION**

*Wastewater Statistics and Work*

- June flow through Bell Lane Pump Station: 8,298,400 gallons
- June flow through Bob Bunce Pump Station: 122,414 gallons
- Rain: .04 total inches
- Sewer Spill(s): 0
- Lateral Inspections YTD: 120 includes multi-inspections of properties and 49 inspections conducted as part of CIP Phase E.

*Solid Waste Statistics and Work*

- Began delivery of the compost pails on the residential routes and apartment complexes. The firm contracted to deliver the pails indicated it is much more time consuming than they anticipated. They will restart deliveries in mid-August. TCSD’s climate fellow intern will continue delivering the pails to apartment complexes thru August. Over 30 compost pails have been returned by residents who stated they have their own system in place. We very much appreciate those residents who took the time to return pails.

CALLS FOR SOLID WASTE SERVICE- 2025

TYPE OF SERVICE	Month						
	Jan	Feb	March	April	May	June	July
Missed pick-up	16	23	45	32	29	21	23
New Service request	7	6	10	7	6	9	12
Replacement carts	11	16	9	9	7	9	14
Dumpsters	7	3	2	18	5	3	5
Extra trash pick-up	20	14	11	13	11	16	24
Late put out	10	5	2	1	1	3	1
Other	<u>1</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>	-	<u>1</u>
Total	72	68	81	83	60	61	80
YTD Total							505
						Avg/mo.	72

Parks & Recreation

- July 18<sup>th</sup>: PARC meeting
- July 11<sup>th</sup> and 25<sup>th</sup> : Creekside Unplugged at the Cabin; these events were well-received with over 100 attendees at each event.
- We are working to find a company to operate the aftercare program at Tam Valley Elementary School. The company would be responsible for meeting all the state requirements for such programs and include Tia in its program. The need to find an alternative model is because TCSD lacks the ability to continue to operate an aftercare program which meets state standards.
- At the meeting, we will provide an update on the planning for Oktoberfest (September 20<sup>th</sup>).

Administration

- The Marin County Deputy Zoning Administrator's (DZA) public hearing for TCSD's use permit applications for 203 Marin Ave (Community Center) and 305 Bell Lane (office/corporation yard) was held June 16, 2025. The DZA approved the use permits as recommended by County staff. However, the use permit approval for 305 Bell Lane to allow Debris Days and Household Hazardous Waste Day (HHWD) was appealed by the homeowner of 303 Bell Lane to the Marin County Planning Commission. The use permit for 203 Marin Ave was not appealed, which means TCSD can now hold certain events with amplified music at the Community Center.

On August 4<sup>th</sup>, the Planning Commission (PC) discussed and denied the appeal for the use permit for 305 Bell Lane. The PC decision can be appealed to the Board of Supervisors within 8 business days of the action. If the approval is not appealed, TCSD will schedule a Debris Day for this year.

- PG&E and the County of Marin are continuing to evaluate locational options for the replacement transmission tower. At the last meeting with County staff and PGE, PG&E agreed to provide more specifications for its transmission pole so the County's pump station consulting engineer can evaluate the additional costs and any project constraints for installing the transmission pole at the Marin Ave pump station. When the analysis is complete, PG&E and the County will provide an update at a Board meeting. Supervisor Moulton-Peters continues to work closely with TCSD, Marin County and PG&E staffs to facilitate the discussions.
- Board conducted its July 27<sup>th</sup> work session in the corporation yard to discuss Solid Waste and Wastewater operations and capital projects
- Report Schedule
  - Specific Event revenue and expense reports approximately one month after the conclusion of the event(s).
  - We will provide an annual update to the wastewater metrics report at the August of September work sessions.

I attended the regular SASM Meeting for July 17, 2025, at the SASM wastewater plant conference room.

### **Attendance**

Four SASM Commissioners were present, establishing a quorum:

- Lew Kious – President, SASM Board (Almonte Sanitary District)
- Stephen Burke – Commissioner (City of Mill Valley)
- Jim Jacobs – Commissioner (Tamalpais Community Services District)
- Al Leibof – Commissioner (Homestead Valley Sanitary District)

Absent Commissioners

- Peter McIntosh (Richardson Bay Sanitary District)
- Todd Gates (Alto Sanitary District)

SASM Staff Present

- Mark Neumann – General Manager (GM), Wastewater Treatment Plant
- Natalie Beyer – Administrative Assistant

Absent City of Mill Valley Representatives

- Todd Cusimano – City Manager
- Andrew Poster, P.E. – City Engineer and Director of Public Works

Absent Special District Manager

- Bonner Buehler – General Manager, Almonte Sanitary District (typically in attendance)

### **Meeting Overview**

The meeting began at 6:00 PM with General Manager Mark Neumann presenting the monthly report. Key highlights included:

- Litigation Settlement: SASM finalized litigation with a settlement of \$797,500.
- Workplace Safety: As of March 1, 2025, SASM has achieved 4,381 consecutive workdays without a lost-time injury or accident.
- SSMP Update: The Sewer System Management Plan (SSMP) was formally updated and approved in July 2025.

### **Cash for Sewers Program Review**

Originally revised in June 2023 and piloted since then, the Cash for Sewers Program was reviewed by GM Neumann after two years of implementation. He summarized key successes and areas for improvement. The following adjustments have been made or are recommended:

- Direct Payment to Contractors: SASM may now pay contractors directly, reducing financial burden on homeowners.
- Increased Grant Amount: The maximum grant has been increased to \$2,500 (previously \$2,200).
- Raised Income Threshold: Annual income eligibility has been raised to \$120,000 (from \$100,170).

- Loan Component Removed: The loan option was discontinued, as private-market loans are more efficient and less costly to administer.

The Board further discussed potentially expanding the overall funding pool for the program, incorporating additional low-income eligibility tiers, and establishing project-specific grants that could benefit all residents. The SASM GM and Commissioner Leibof will discuss more specific funded projects that can be added to the program.

**NEXT SASM MEETING**

The next SASM meeting is August 21, 2025 at 6:00 pm. I will not attend the meeting.

Sincerely,

Jim Jacobs  
TCSO Representative

I attended the SMCSD Board of Directors Meeting on August 5, 2025 at noon.

During public expression I mentioned that Garrett would invite GM Kingston to address the TCSD Board at our October 8 meeting.

AS he is retiring, on behalf of TCSD, I also thanked Bill Ring for his years of service to SMCSD.

Also note that there is a retirement party for DeLano on Aug. 25 at Sausalito City Hall. All invited with RSVO to Kathy.

Board Topics:

1. Bill Ring resigned his Director position effective today. District will begin search for a new director with a deadline for applications Aug. 20.
2. Staff has begun to develop operational and transfer plans with the City of Sausalito for its sewer system. One position, a Maintenance Technician from the City of Sausalito will be transferred to SMCSD.

GM Report:

1. No high flow, blending or overflow events in July.
2. On July 12 the Sausalito area lost power for 2 1/2 hours which impacted the treatment plant and all pump stations. All back up systems worked as designed with no loss of service.
3. The Bay Area Air Quality District inspected the plant and its operations. All relevant documentation was supplied as required.

Projects:

1. South Clarifier Rehab completed and is in testing phase. Major accomplishment as all systems now have redundancy.
2. Plant Electrical Upgrade project is near completion.
3. Beach Main project: includes TCSD flow meter which will be finalized by months end..

Steve Levine  
8/5/25



## TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
info@tamcsd.org ♦ www.tamcsd.org

### TCSD BOARD OF DIRECTORS SPECIAL MEETING

#### MINUTES

WEDNESDAY, JULY 9, 2025 AT 6:00 P.M.

1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Special Meeting was called to order by President Bartschat at 6:03 pm on Wednesday, July 9, 2025.

2. ROLL CALL

President Steffen Bartschat

Vice President Jim Jacobs, Directors Jeff Brown, Steve Levine, Mat McMahon

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM), Alan Shear

Others present: Attorney Janet Coleson, and Attorney Gale Connor

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: S. LEVINE / J. JACOB    AYES: 5 (S. BARTSCHAT, J. JACOBS, J. BROWN, S. LEVINE, M. MCMAHON )    NAYS: 0    ABSENT: 0

4. PUBLIC COMMENT ON CLOSED SESSION

There was no public comment.

5. ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTER

Closed session was called to order by President Bartschat at 6:04 pm.

Closed session topics:

Conference with legal counsel

Government Code Section 54956.9(d)(1)

Michael Gervais v. Tamalpais Community Services District

Marin County Superior Court, Case No. CV0006326

ANNOUNCEMENT OF CLOSED SESSION ACTION

Reporting on any action taken at the closed session will be done in the open session at the Beginning of the TCSD Board of Director’s regular meeting on July 9, 2025 (following this Special meeting at 7:00 pm).

The Board adjourned the close session at 6:50 pm.

Approved by Board on: \_\_\_\_\_



# TAMALPAIS COMMUNITY SERVICES DISTRICT

305 Bell Lane, Mill Valley, CA 94941 ♦ 415.388.6393 ♦ Fax: 415.388.4168  
 info@tamcsd.org ♦ www.tamcsd.org

## TCS D BOARD OF DIRECTORS MEETING MINUTES WEDNESDAY, JULY 9, 2025 AT 7:00 PM

### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 7:02pm on Wednesday, July 9, 2025.

### 2. ROLL CALL

President Steffen Bartschat

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

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM) Alan Shear; TCS D Clerk, Natalie Callahan

Others Present: Kevin Conger, with CMG Landscape Architects

### 3. APPROVE AGENDA

Director Levine made an amended motion to remove agenda item 6A and 6B from the agenda.

#### **MOTION TO APPROVE THE AMENDED AGENDA**

**M/S: S. LEVINE/J. JACOBS      AYES: 5 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE, M. MCMAHON)      NAYS: 0      ABSENT: 0**

### 4. ANNOUNCEMENT FROM CLOSED SESSION ACTION (Closed session July 9, 2025 at 6:00 pm)

There was no reportable action.

### 5. PUBLIC EXPRESSION

President Bartschat invited public expression on non-agenda items, in response to which there was the following:

There was no public expression.

### 6. REGULAR BUSINESS: Board Actions

C. Approve agreement with CMG Landscape Architecture for services to develop a Cabin MasterPlan In an amount not-to-exceed \$38,000.

Received a presentation from Kevin Conger with CMG Landscape Architects. Mr. Conger shared with the Board the work plan for the Cabin Masterplan. The key components are summarized below:

- Prepare Site analysis / Opportunities & Constraints.

- August 13<sup>th</sup> Board meeting to discuss Site Analysis/Opportunities and Constraints and receive guidance on the conceptual alternatives.
- Preliminary Conceptual Alternatives – CMG will develop up to 3 preliminary concept designs, including program development, character, layout, and narrative.
- Introduce the Cabin project and concept to the community at Creekside Unplugged.
- Present three preliminary designs at the October 8<sup>th</sup> Board Meeting, which will also be advertised as a Community Meeting.
- Prepare Final Masterplan package – refine documents and create a final set of plans and reports, and updated rough cost estimates.
- Final Board presentation on the masterplan by Kevin Conger at the November 12<sup>th</sup> Board Meeting.

The Board discussed and asked questions of staff and Mr. Conger.

There was no public comment.

**MOTION TO APPROVE AGREEMENT WITH CMG LANDSCAPE ARCHITECTURE FOR SERVICES TO DEVELOP A CABIN MASTERPLAN IN AN AMOUNT NOT-TO-EXCEED \$38,000 AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE AGREEMENT WITH CMG LANDSCAPE ARCHITECTURE.**

**M/S: S. LEVINE / J. BROWN      AYES: 5 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE, M. MCMAHON)      NAYS: 0      ABSENT: 0      ABSTAIN: 0**

D. Discuss revisions to the draft 2025 update of the Sewer System Management Plan.

GM Toy gave a brief explanation on the primary purpose of a Sewer System Management Plan (SSMP).

GM Toy shared with the Board that the Sewer System Management Plan (SSMP) is prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) Order No. 2022-0103-DWQ Statewide General Waste Discharge Requirement for Sanitary Sewer Systems (WDR), and the California Water Code Section 13267. The WDR requires all Enrollees to develop and implement a SSMP and make it available to the SWRCB, the San Francisco Regional Water Quality Control Board (RWQCB).

GM Toy shared with the Board the SWRCB Order No. 2022-0103 DWQ amended and restated the 2006 order and revised the eleven (11) required elements of the WDR. In essence, the element requirements remained the same, except for the Spill Emergency Response Plan. TCSB updated the Spill Emergency Response Plan (SERP) and incorporated into the SSMP in 2023.

GM Toy went over the eleven (11) required elements of the Waste Discharge Requirement (WDR).

GM Toy shared with the Board that the WDR requires an update to SSMP every six (6) years. This SSMP is an update to the June 2019 SSMP. The update was prepared in-house to save money and reflects that many of the District's programs, procedures, and plans remained relatively the same as they still comply with the requirements.

GM Toy shared with the Board the following key revisions to the updated Plan:

- Updates to projects, activities and maintenance practices such as the adoption of the Five (5) Year CIP projects and maintenance practices/policies revised since 2019.
- Reflects the positive impact of sewer main replacement projects since 2019.
- The adoption of Ordinance No 100, which amended and restated Ordinance No. 96 regarding sewer laterals.
- Reformatting of the SSMP to reflect the revisions in the element requirements.
- No changes to the SERP as it meets the current SSMP requirements.
- Termination of EPA Administrative Orders based on TCSB's success in reducing the frequency and volume of sewer spills due to proactive cleaning and maintenance schedules, and capital improvement program to replace sewer main lines.

GM Toy shared with the Board that we are still in the process of updating the SSMP and will bring a final update to the Board for adoption at the August 13<sup>th</sup> board meeting.

The Board discussed the matter and asked questions of staff.  
There was no public comment.

- E. Receive status update on the Memorandum of Understanding between the Sausalito Marin City Sanitary District and the City of Sausalito regarding the transfer of Sausalito's sewer collection system to SMCS.

GM Toy gave a status update on the Memorandum of Understanding between the Sausalito Marin City Sanitary District (SMCSD) and the City of Sausalito regarding the transfer of Sausalito's sewer Collection system to SMCSD.

GM Toy explained the SMCSD EDU Rate Calculation FY24-25 to the Board.  
The Board asked staff to invite Jeffrey Kingston, GM of Sausalito Marin City Sanitary District, to attend the September board meeting to give them an overall update.

The Board discussed the matter and asked questions of staff.  
There was no public comment.

- F. Adopt resolution approving notice of completion for the Phase E Sewer Improvement Project and the release of the project retention amount of \$53,607.45.

Assistant GM Shear gave the Board a brief background on the Phase E Sewer Improvement Project.  
There was no public comment.

**MOTION TO ADOPT RESOLUTION APPROVING NOTICE OF COMPLETION FOR THE PHASE E SEWER IMPROVEMENT PROJECT AND THE RELEASE OF THE PROJECT RETENTION AMOUNT OF \$53,607.45.**

**M/S: J. BROWN / J. JACOBS      AYES: 5 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE, M. MCMAHON)      NAYS: 0      ABSENT: 0      ABSTAIN: 0**

- G. Vote for one candidate for the California Special Districts Association (CSDA) Board of Directors For Seat B – Bay Area Network for the term 2026-28.

The Board discussed the candidates and agreed on Clemens Heldmaier.  
There was no public comment.

**MOTION TO VOTE FOR CLEMENS HELDMAIER FOR THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS FOR SEAT B-BAY AREA NETWORK FOR THE TERM 2026-2028.**

**M/S: S. BARTSCHAT / S. LEVINE      AYES: 5 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE, M. MCMAHON)      NAYS: 0      ABSENT: 0      ABSTAIN: 0**

**6. REGULAR BUSINESS: Information Items**

- A. General Manager report

GM Toy reported on the following:

- Gave an update on PG&E replacement transmission tower. PG&E is still studying the options with the County of Marin and Flood Control.
- Discussed Creekside Unplugged.

There was no public comment.

- B. Receive Sewer treatment plant update reports: SASM and SMCSB

Director Brown attended the SASM Board of Commissioners meeting in Director Jacobs absence on June 26, 2025. Director Brown reported on his written report.

Director Levine attended the SMCSB Board of Commissioners meeting on July 8, 2025.

Director Levine reported on his written report.

There was no public comment.

- C. Board member Committee/Subcommittee reports

There were no other Board reports.

**7. CONSENT CALENDAR**

*All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single action of the Board. There will be no separate discussion unless specific items are removed from the Consent Calendar during adoption of the Agenda for separate discussion and action.*

- A. Received monthly financial reports
- B. Approve minutes of June 11, 2025, regular meeting
- C. Approve minutes of June 25, 2025, special meeting – Kay Park
- D. Approve minutes of June 25, 2025, special meeting – Eastwood Park

**MOTION TO APPROVE THE CONSENT CALENDAR SUBJECT TO THE ONE REVISION ON THE JUNE 11, 2025 BOARD MEETING MINUTES – DIRECTOR MCMAHON WAS ABSENT DURING THE VOTING TO APPROVE THE CONSENT CALENDAR AT THE JUNE 11, 2025 MEETING.**

M/S: M. MCMAHON / S. LEVINE AYES: 5 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE, M. MCMAHON) NAYS: 0 ABSENT: 0

8. FUTURE AGENDA ITEMS

A. Review of meeting.

The meeting went well.

B. Board input for future Board Meeting Agendas

- July 23 work session will be held in the corporate yard discussing sewer and solid waste operations.
- August 13 special board meeting will be held at the Cabin.

There was no public comment.

9. ADJOURNMENT

MOTION TO ADJOURN

THE MEETING WAS ADJOURNED AT 8:19 PM

Approved by Board on: \_\_\_\_\_



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCS D BOARD OF DIRECTORS SPECIAL WORK SESSION MEETING 1

### MINUTES

WEDNESDAY, JULY 23, 2025, 8:30 AM

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 8:31 am on Wednesday, July 23, 2025. (Note: meeting was opened concurrently with work session 2)

#### 2. ROLL CALL

President Steffen Bartschat

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

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM) Alan Shear; TCS D Clerk Natalie Callahan; Operations Superintendent, Mike Quecke

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

M/S: J. JACOBS / S. LEVINE AYES: 5 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE, M. MCMAHON) NAYS: 0 ABSENT: 0

#### 4. PUBLIC EXPRESSION

President Bartschat invited public expression on non-agenda items. Director McMahon gave an update on the PG&E transmission tower location – 99% likely to be located at the TCS D Community Center parking lot. No members of the public were present.

#### 5. REGULAR BUSINESS: Board Actions

A. Staff and the Board discussed Parks & Recreation administration, operations, maintenance, programs such as the afterschool program, events/activities, capital improvement projects policies, and other related issues.

The Board discussed and asked questions of staff.

There was no public comment.

#### 6. FUTURE AGENDA ITEMS

There were no future agenda items discussed.

There was no public comment.

#### 7. ADJOURNMENT

MOTION TO ADJOURN

MEETINGS Was ADJOURNED AT 9:00 AM

Approved by Board on: \_\_\_\_\_



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## TCSD BOARD OF DIRECTORS SPECIAL WORK SESSION MEETING 2

### MINUTES

WEDNESDAY, JULY 23, 2025, 8:30 AM

#### 1. CALL TO ORDER

The Tamalpais Community Services District Board of Directors Meeting was called to order by President Bartschat at 9:00 am on Wednesday, July 23, 2025. (Note: meeting was opened concurrently with work session 1)

#### 2. ROLL CALL

President Steffen Bartschat

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

Staff Present: General Manager (GM), Garrett Toy; Assistant General Manager (AGM) Alan Shear; TCSD Clerk Natalie Callahan; Operations Superintendent, Mike Quecke

#### 3. APPROVE AGENDA

##### MOTION TO APPROVE THE AGENDA

M/S: J. JACOBS / S. LEVINE AYES: 5 (S. BARTSCHAT, J. BROWN, J. JACOBS, S. LEVINE, M. MCMAHON) NAYS: 0 ABSENT: 0

#### 4. REGULAR BUSINESS: Board Actions

A. Staff and the Board discussed Solid Waste and Wastewater administration, operations, maintenance, equipment/vehicles, budget, Sewer System Management Plan, capital improvements projects, policies, and/or other related issues and toured the corporation yard facilities.

The Board asked questions of staff.

There was no public comment.

#### 5. FUTURE AGENDA ITEMS

There were no future agenda items discussed.

There was no public comment.

#### 6. ADJOURNMENT

MOTION TO ADJOURN

MEETING WAS ADJOURNED AT 9:38 AM

Approved by Board on: \_\_\_\_\_