City of Sebastopol

Sewer System Management Plan

Original Approval by City Council Resolution No. 5812, August 3, 2010
Recertified by City Council on March 17, 2015, Resolution No. 6031
WDID #1SSO10017

Prepared in Conjunction with
Causey Consulting
Walnut Creek, CA 94598

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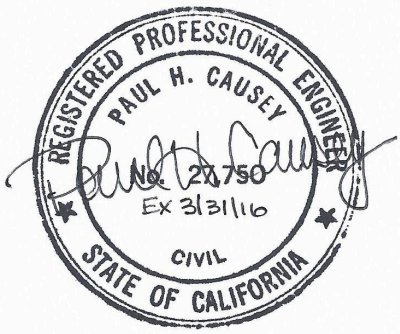

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Introduction

Sewer System Management Plan

This Sewer System Management Plan (SSMP) has been prepared by the Public Works Department of the City of Sebastopol with the assistance of Causey Consulting, Walnut Creek, CA. It is a compendium of the policies, procedures, and activities that are included in the planning, management, operation, and maintenance of the City's sanitary sewer system. This SSMP is intended to meet the requirements of the State Water Resources Control Board sanitary sewer system general waste discharge requirements (GGWDR or GWDR).

The State Water Resources Control Board (SWRCB) has issued statewide GGWDR for sanitary sewer systems, which include requirements for development of a Sewer System Management Plan (SSMP). The State Water Board requirements are outlined in Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006 (SSO GWDR), and Order No. WQ-2008-0002-EXEC, dated February 20, 2008, which was amended by Order No. 2013-0058-EXEC, effective September 9, 2013, which changed the Monitoring and Reporting Program (MRP). The City is also named in the Santa Rosa Subregional Water Reclamation Facility National Pollution Discharge Elimination Permit No. CA0022764 issued pursuant to Regional Board Order No. R1-2013-0001.

The structure (section numbering and nomenclature) of this SSMP follows the above referenced GGWDR and MRP. This SSMP is organized by the SWRCB outline of elements; and contains quoted language taken from the GWDR shown in the gray box at that beginning of each element. The GWDR uses the term "Enrollee" to mean each individual municipal wastewater agency that has completed and submitted the required application for coverage under the GWDR (in this case, the Enrollee is the City of Sebastopol). The Enrollee must own a collection system of at least one mile and discharge to a sewage treatment plant. The City's waste discharger identification number (WDID) in the California Integrated Water Quality System (CIWQS) is 1SSO10017. The City must report all SSOs using the WDID number into the statewide reporting system.

Sanitary Sewer System Facilities

The City operates a sanitary sewer system that serves a population of approximately 7,440 in a 1.85 square mile service area. The sewer system serves 2,800 service lateral connections as of January 2014. The sewer system consists of 29.6 miles of gravity sewers (approximately 750 line segments), 10.5 miles of lower laterals (approximately 2,800 laterals), 749 manholes, 2.7 miles of force mains, and two (2) lift stations, the Morris Street Lift Station and the Valley View Lift Station. The sewers range in size from six (6) inches to twenty-one (21) inches in diameter.

The City provides service and repair of the lower lateral (the portion of the lateral that extends from the sewer main in the public right-of-way to the clean out at the property line/edge of the right-of-way or for easements to the easement line). The property owner

is responsible for installation, maintenance, operation, inspection, testing, rehabilitation and repair of the upper lateral that extends from the clean out at the property line/edge of right-of-way or from the easement edge to the building. The City Council may, in the future, consider requirements for the testing and repair of laterals for purposes of reducing infiltration and inflow. Figure 1 contains a map of the City's sanitary sewer system. The composition of the sewer piping by size, material and pipe age of construction is shown on Tables 1, 2 and 3.

Figure 1. Sanitary Sewer System Map

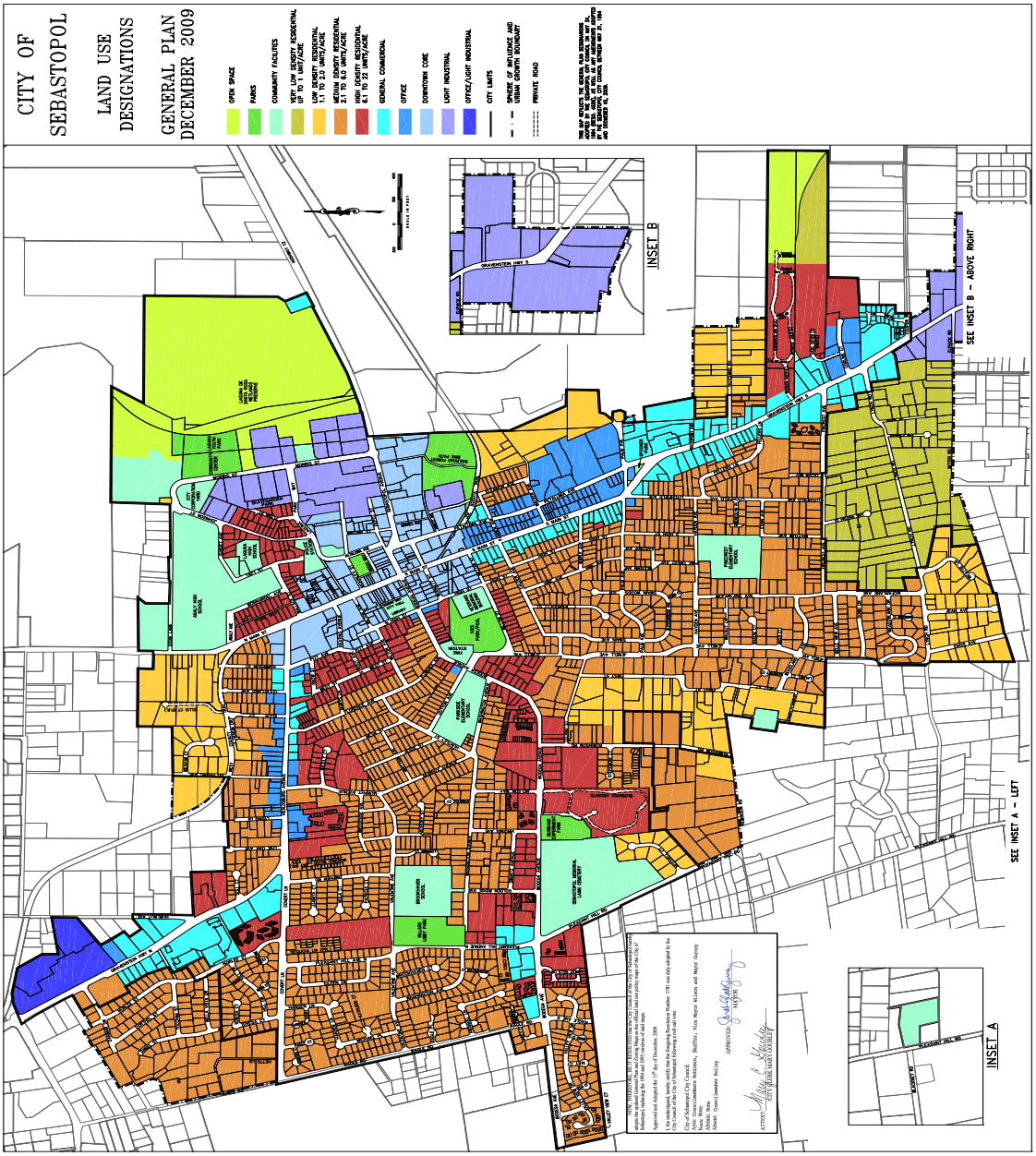


Table 1. Gravity Sewer System Size Distribution

Diameter, inches	Number of Line Segments*	Pipe Length, linear feet	Portion of Sewer System, %
6	340	102,030	67.1
8	81	24,365	16.0
10	40	11,983	7.9
12	22	6,627	4.4
14	11	3,201	2.1
15	5	1,424	0.9
16	3	868	0.6
18	1	108	0.1
21	5	1,428	0.9
Unknown	0	0	0
Total	508	152,034	100.0

Source: December 2005 Sanitary Sewer System Utility Master Plan
* Estimated by City Staff

Table 2. Sewer System Materials of Construction

Material	Number of Line Segments*	Pipe Length, LF	Percent of Sewer System
VCP	106	31,726	20.9
PVC	13	3,804	2.5
Ductile Iron	349	104,751	68.9
ACP	39	11,753	7.7
Unknown	0	0	0
Total	508	152,034	100.0

Source: December 2005 Sanitary Sewer System Utility Master Plan
* Estimated by City Staff

Table 3. Inventory of Sewer Lines by Pipe Age

Age, Years	Construction Period	Percent of System*	Linear Feet of Main
0-15	2000 - current	5	7,601
16 – 35	1980 – 1999	20	30,407
36 – 55	1960 – 1979	50	76,017
56 – 75	1940 – 1959	20	30,407
76 - 95	1920 – 1939	5	7,601
95 - 115	1900 – 1119	0	0
>115	Before 1900	0	0
Total, linear feet			152,034
Total Miles			28.8
* Source: City Staff November 2014			

Definitions, Acronyms, and Abbreviations

Asbestos Cement Pipe (ACP)

American Society for Testing and Materials (ASTM)

American Water Works Association (AWWA)

Best Management Practices (BMP)

Refers to the procedures employed in commercial kitchens to minimize the quantity of grease that is discharged to the sanitary sewer system. Examples include scraping food scraps into a garbage can and dry wiping dishes and utensils prior to washing.

Building Lateral
Refers to the piping (upper and lower lateral) that conveys sewage from the building to the City sewer system.

Calendar Year (CY)

California Integrated Water Quality System (CIWQS)
Refers to the State Water Resources Control Board online electronic reporting system that is used to report SSOs, certify completion of the SSMP, and provide information on the sanitary sewer system. The electronic reporting requirement became effective on May 2, 2007.

Capital Improvement Plan (CIP)
Refers to the document that identifies future capital improvements including renewal and replacement and capacity enhancements to the City's sanitary sewer system.

City
Refers to the City of Sebastopol.

City Clean Out
Refers to the clean out that is typically located on the building lateral near the sidewalk (lower lateral) or at the edge of the City right-of-way. The City clean out is used to provide access for City crews to provide courtesy maintenance to the lower lateral. Not all buildings in the City have a City clean out.

Closed Circuit Television (CCTV)
Refers to the process and equipment that is used to internally inspect the condition of gravity sewers.

Computerized Maintenance Management System (CMMS)
Refers to a computerized maintenance management system that is used to plan, dispatch, and record the work on its sanitary sewer system.
California Water Environment Association (CWEA)

Director of Utilities
Means the person at the City of Santa Rosa Subregional Water Reclamation System responsible for the administration and enforcement of the City FOG and industrial waste program.

Ductile Iron Pipe (DIP)

Division of Water Quality (DWQ)
Refers to the State of California Division of Water Quality of the State Water Resources Control Board.

Enforcement Response Plan (ERP)
Plan for the enforcement of pretreatment program of the City of Santa Rosa Environmental Compliance Division.

Enrollee

A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general GWDRs, and that has submitted a complete and approved application for coverage under the GGWDR.

Fats, Oils, and Grease (FOG)
Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system.

Feet per sec (fps)

First Responder
Refers to the field crew or the On Call personnel that are the City's initial response to an SSO event or other sewer system event.

Fiscal Year (FY)
Means a 12-month period beginning July 1st and ending June 30th.

Food Service Establishment (FSE)
Refers to commercial or industrial facilities where food is handled/prepared/served that discharge to the sanitary sewer system.

Full-time Equivalent (FTE)
Refers to the equivalent of 2,080 paid labor hours per year by a regular, temporary, or contract employee.

General Waste Discharge Requirements (GGWDR)
Refers to the State Water Resources Control Board Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006 and any amendments to the GWDR or MRP in the intervening years.

Geographical Information System (GIS)
Refers to the City's system that it uses to capture, store, analyze, and manage geospatial data associated with the City's sanitary sewer system assets.

Global Positioning System (GPS)
Refers to the handheld unit that is recommended to determine the longitude and latitude of sanitary sewer overflows for use in meeting CIWQS reporting requirements.

Gallons per Day (GPD)

Grease Removal Device (GRD)
Refers to grease traps and grease interceptors that are installed to remove FOG from the wastewater flow at food service establishments.

Infiltration/Inflow (I/I)
Refers to water that enters the sanitary sewer system from storm water and/or groundwater and increases the quantity of flow treated. Infiltration enters through defects in the sanitary sewer system after flowing through the soil. Inflow enters the sanitary sewer without flowing through the soil. Typical points of inflow are holes in manhole lids and direct connections to the sanitary sewer (e.g. storm drains, area drains, and roof leaders).

Lateral
See building lateral.

Legally Responsible Official (LRO)
Person(s) designated by an agency to be responsible for formal reporting and certification of all reports and documents submitted to the SSO (CIWQS) database, the SWRCB and the RWQCB.

Lower Lateral
That portion of the sewer lateral from the main to the private property line or cleanout at the street or for easement lines from the edge of the easement to the City sewer system.

Maintenance Management System (MMS)
See computerized maintenance management system.

Manhole (MH)
Refers to an engineered structure that is intended to provide access to a sanitary sewer for maintenance and inspection.

Monitoring, Measurement, and Plan Modifications (MMPM), Element IX of the SSMP Monitoring and Reporting Program (MRP)

Office of Emergency Services (OES)

Refers to the California State Office of Emergency Services.

Operations and Maintenance (O&M)

Overflow Emergency Response Plan (OERP), Element VI of the SSMP.

Pipeline Assessment and Certification Program (PACP)
Refers to at NASSCO certification program for the evaluation and condition assessment of sewer lines and appurtenances from closed circuit televising of the lines and appurtenances.

Polyvinylchloride Pipe (PVC)

Preventative Maintenance (PM)
Refers to maintenance activities intended to prevent failures of the sanitary sewer system facilities (e.g. cleaning, CCTV, repair).

Private Lateral
That operation of the sewer lateral from the property line or cleanout to the building or for easements from the edge of the sewer easement to the building.

Property Damage Overflow
Refers to a sewer overflow or backup that damages a private property owner's premises.

Public Works (PW)

Pump Station (PS)

Regional Water Quality Control Board (RWQCB)
Refers to the North Coast Regional Water Quality Control Board.

Santa Rosa Subregional Water Reclamation System (SRSWRS)
Refers to the subregional water reclamation facility to which the Sebastopol wastewater is discharged for treatment and disposal. The staff of this agency is also responsible for the FOG and industrial waste program administration in the City service area.

Sanitary Sewer Overflow (SSO)
Refers to the overflow or discharge of any quantity of partially treated or untreated wastewater from the sanitary sewer system at any point upstream from the wastewater treatment plant. SSOs are typically caused by blockages, pipe failure, pump station failure, or capacity limitation.

Sanitary Sewer System
Refers to the portion of the sanitary sewer facilities that are owned and operated by the City of Sebastopol.

Sensitive Area
Refers to areas where an SSO could result in a fish kill or pose an imminent or substantial danger to human health.

Sewer System
Refers to the sanitary sewer system owned and operated by the City.

Sewer System Management Plan (SSMP)

Standard Dimension Ratio (SDR)
Refers to the ratio of pipe diameter to pipe wall thickness in plastic pipes.

Standard Operating Procedures (SOP)
Refers to written procedures that pertain to specific activities employed in the operation and maintenance of the sanitary sewer system.

Standard Specifications
Refers to the latest edition of Standard Specifications published by the California Department of Transportation, Caltrans.

State Water Resources Control Board (SWRCB)
Refers to the California Environmental Protection Agency (EPA) State Water Resources Control Board and staff responsible for protecting the State's water resources.

Supervisory Control and Data Acquisition (SCADA)
Refers to the system that is employed by the City to monitor the performance of its pump stations and to notify the operating staff when there is an alarm condition that requires attention.

System Evaluation and Capacity Assurance Plan (SECAP), Element VIII.

Upper Lateral
Refers to that portion of the Private Lateral generally from the property line or cleanout or for easement connections from the edge of the easement to the building owned and maintained by the private property owner.

Vitrified Clay Pipe (VCP)

Waste Discharge Identification Number

The facility identification number or WDID number is the number the SWRCB gives each Enrollee when they apply for the coverage under the GWDR and is used to identify the agency reporting and certifying an SSO and other required reports and documents.

Wastewater Discharge Permit (WWDP)

The written permit or mechanism by which new or increased contributions of pollutants or changes in the nature of pollutants to the Subregional System by industrial users, maybe controlled to ensure compliance with applicable pretreatement standards, pretreatment requirements, or City local limits.

Water Discharge Requirement (GWDR, SSO GWDR)

Water Body
A water body is any stream, creek, river, pond, impoundment, lagoon, wetland, or bay.

Water of the State
Water of the State means any surface water, including saline waters, within the boundaries of California. In case of a sewage spill, storm drains are considered to be waters of the State unless the sewage is completely contained and returned to the sewer system.

Water Quality Monitoring Plan (WQMP)
Plan required by the Waste Discharge Regulations for the water quality monitoring and testing of sanitary sewer overflows greater than 50,000 gallons or that reach or have the potential to reach waters of the State.

Work Order (WO)
Refers to a document (paper or electronic) that is used to assign work and to record the results of the work.

References

State Water Resources Control Board Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, California State Water Resources Control Board, May 2, 2006.

State Water Resources Control Board Order No. Order No. 2013-0058-EXEC, Amending Monitoring And Reporting Program For Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, September 9, 2013.

Element I: Goals

SWRCB Waste Discharge Requirement:

The goal of the Sewer System Management Plan (SSMP) is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

I-1. SSMP Goals

The goals of the City of Sebastopol SSMP are:

1. To properly and safely manage, operate, and maintain all portions of the City's wastewater collection system; and
2. To understand the condition of and maintain of infrastructure to maximize the life of the collection system; and
3. To operate and maintain our system to minimize impacts on customers; and
4. To effectively identify and remedy design, construction and operational deficiencies; and
5. To minimize the frequency of SSOs; and
6. To mitigate the impacts that are associated with any SSO that may occur; and
7. To meet all applicable regulatory notification and reporting requirements.

Element II: Organization

The SSMP must identify:

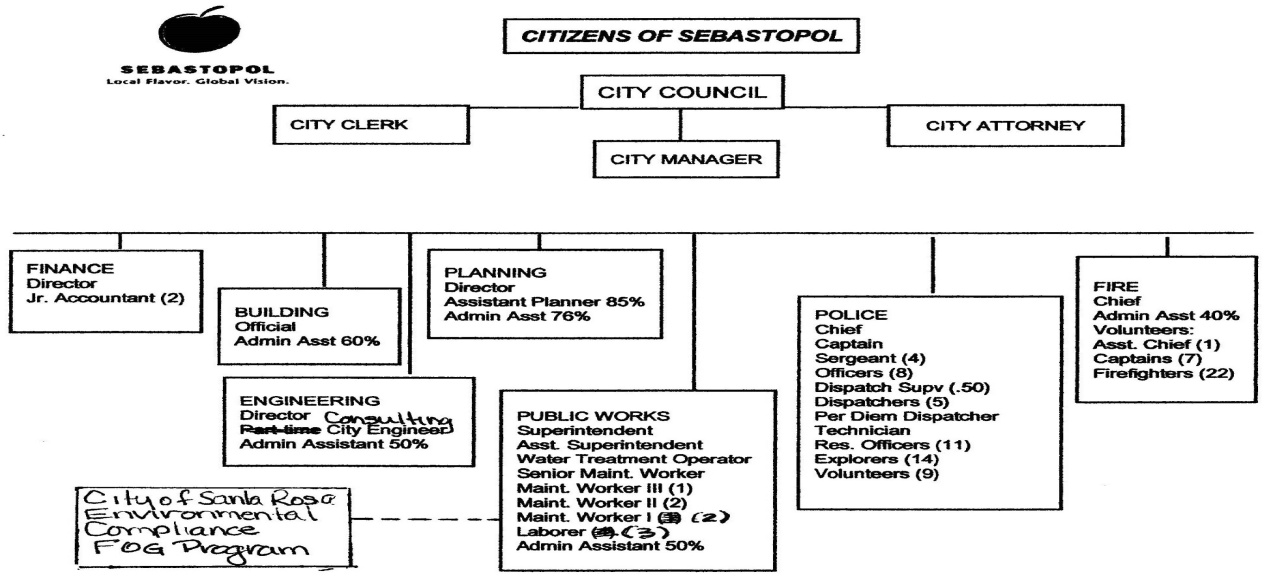
(a) The name of the responsible or authorized representative as described in Section J of this Order.
(b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and

(c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

II-1. Organizational Structure

The organization chart for the management, operation, and maintenance of the City's wastewater collection system is shown on Figure 2.

Figure 2. Organization Chart



II-2. Authorized Representative

The City's Legally Responsible Officials (LRO) for wastewater collection system matters are the Public Works Superintendent and the Engineering Director. In addition, the City Manager and the Assistant Public Works Superintendent have been designated as addition LROs for the City. An LRO is authorized to submit electronic and written spill reports to the Office of Emergency Services (OES) and the statewide reporting system (CIWQS). They are the City's legally responsible officials who are authorized to certify electronic spill reports submitted to CWIQS or as required by the WDR and/or MRP.

II-3. Responsibility for SSMP Development, Implementation, and Maintenance

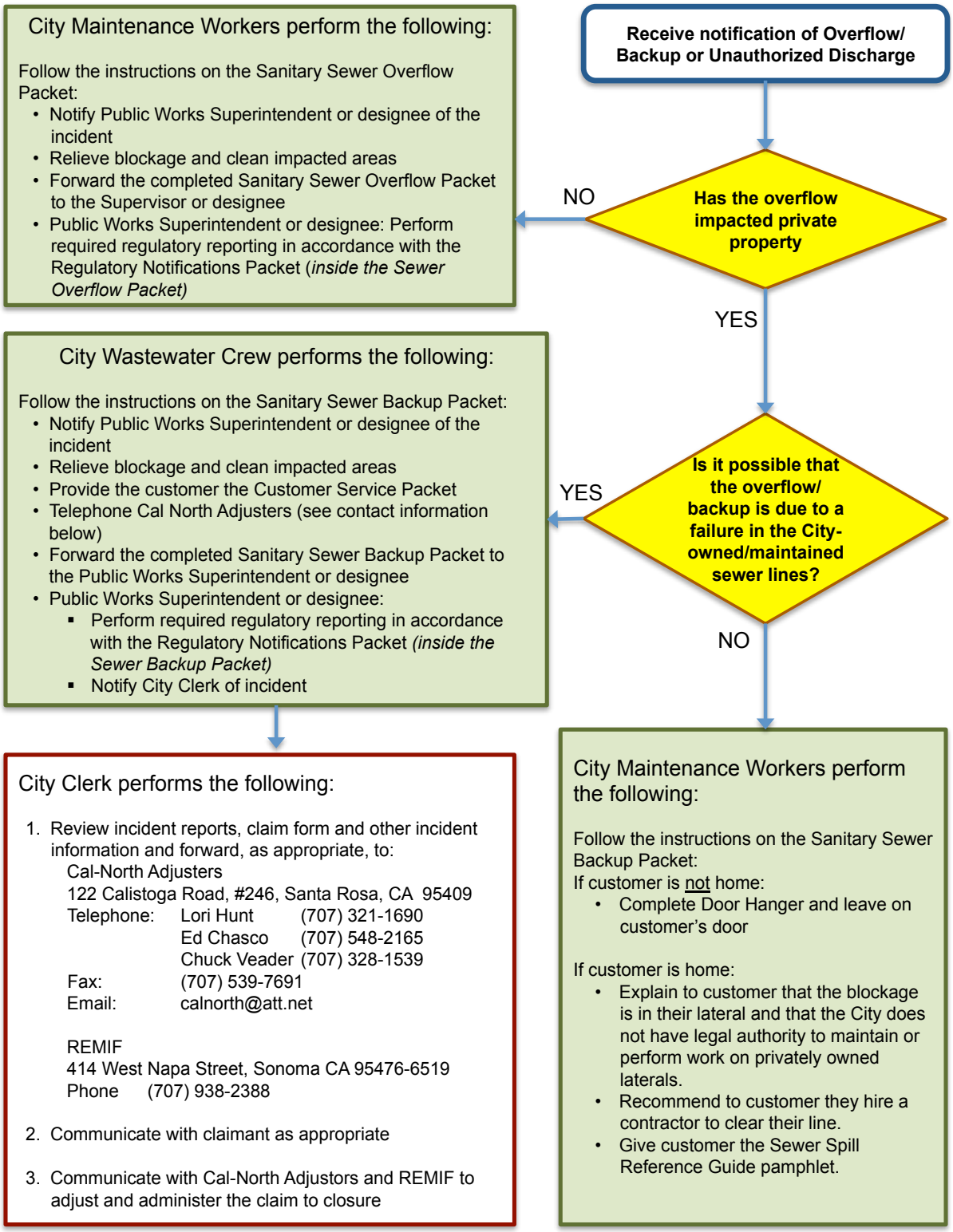
The Public Works Superintendent, the Assistant Public Works Superintendent and the Engineering Director have responsibility for developing, implementing, periodically auditing, and maintaining the City's SSMP. He/she may delegate the responsibility for developing, implementing, periodically auditing, and maintaining portions of the City's SSMP to his/her staff. The City of Santa Rosa Environmental Compliance Division is responsible for the City FOG Program in Element 7.

Other City Staff responsible for developing, implementing, and maintaining specific elements of the City's SSMP, along with their job titles and contact information, are shown in **Appendix II-A**.

II-4. SSO Reporting Chain of Communication

The SSO Reporting Chain of Command follows the Organization Chart shown in **Figure 3**. The SSO Reporting process and responsibilities are described in detail in the Overflow Emergency Response Plan described in more detail in Element VI.

Figure 3 SSO Reporting Chain of Command



Appendix II-A
City Staff with Area of Responsibility for SSMP

Element	Element Name	Responsible City Official	Phone	Email
	Introduction	Public Works Superintendent	707-823-5331	remig@cityofsebastopol.org
1	Goals	Public Works Superintendent	707-823-5331	remig@cityofsebastopol.org
2	Organization	Public Works Superintendent	707-823-5331	remig@cityofsebastopol.org
3	Legal Authority	Engineering Director	707-823-2151	skelly@cityofsebastopol.org
4	Operations and Maintenance Program	Public Works Superintendent	707-823-5331	remig@cityofsebastopol.org
5	Design and Performance Provisions	Engineering Director	707-823-2151	skelly@cityofsebastopol.org
6	Overflow Emergency Response Plan	Public Works Superintendent	707-823-5331	remig@cityofsebastopol.org
7	Fats, Oils and Grease (FOG) Control Program	Santa Rosa Environmental Services Division – Environmental Compliance Supervisor	707-543-3409	mstgeorge@srcity.org
8	System Evaluation and Capacity Assurance Plan	Engineering Director	707-823-2151	skelly@cityofsebastopol.org
9	Monitoring, Measurement and Program Modifications	Public Works Superintendent	707-823-5331	remig@cityofsebastopol.org
10	Program Audits	Public Works Superintendent	707-823-5331	remig@cityofsebastopol.org
11	Communications Program	Engineering Director	707-823-2151	skelly@cityofsebastopol.org

Element III: Legal Authority

Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

1. Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);
2. Require that sewers and connections be properly designed and constructed;
3. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
4. Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
5. Enforce any violation of its sewer ordinances.

III-1. Municipal Code

The Sebastopol Municipal Code describes the City's current legal authorities. The legal authorities provided by the Municipal Code generally found in Title 13, Chapter 13.08 et seq. and other Municipal Code sources that address the regulatory requirements are summarized on **Table 4**. In addition, the City has transferred authority for the FOG and industrial pretreatment program to the Santa Rosa Subregional Water Reclamation Facility Director of Utilities and the Utilities Environmental Compliance Section.

Table 4. Summary of Legal Authorities in Municipal Code and Other Sources

Requirement	Legal Authority Reference Sebastopol Municipal Code (SMC)
Prevent illicit discharges into the wastewater collection system	13.08.070
Require that sewers and connections be properly designed and constructed	13.08.060
Require proper installation, testing, and inspection of new and rehabilitated sewers	13.08.060(B)
Clearly define City responsibility and policies	13.08.030
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the City	13.08.290 (F)
Control infiltration and inflow (I/I) from private service laterals	13.08.240E2(r)
Limit the discharge of fats, oils, and grease and other debris that may cause blockages	13.08.240(E)*
Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements	13.08.210 et seq. and 15.04.070 (Uniform Plumbing Code)*
Authority to inspect grease producing facilities	13.08.290
Enforce any violation of its sewer ordinances	13.08.300 - 310

*In addition, the City by agreement with the Santa Rosa Subregional Water Reclamation Facility is required to maintain and operate the City collection system FOG and industrial waste program in accord with applicable laws and regulations and the Subregional Partners Agreement.

Element IV: Operations and Maintenance Program

The Sewer System Management Plan (SSMP) must include those elements listed below that are appropriate and applicable to the Enrollee's system:

a. Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;

b. Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;

c. Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;

d. Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and

Provide equipment and replacement part inventories, including identification of critical replacement parts.

IV-1. Collection System Mapping

The City currently has collection system maps that are outdated and have not been revised in many years even though only limited additions to the collection system have occurred. Collection staff has over time identified changes that are needed on forty-two inch (42") maps that are carried in the operations vehicles and are in the main Public Works office. The 2005 City Sanitary Sewer Utility Master Plan included the most recent updates of the City collection system maps in AutoCAD however the City does not have appropriate software to be able to access these maps. The Santa Rosa Subregional Water Reclamation Facility currently hosts a GIS website that the City can use for mapping capabilities. Finally the City will be developing in the next year Map Updating Procedures to assure that all known updates and corrections found in the field are added to the maps – this is due to the anticipated retirements of long tenured employees in the Public Works Department.

The field crews use hard copy maps that have been in the vehicles for many years. The hard copy maps contain update information from the past operations of the collection system directly on the maps. Corrections that are identified by the field crews are marked

on the field copies of the maps, by completing the Plat Sheet Discrepancy Form in **Appendix IV-A** and then transferred to the main office copy of the system maps. It is the City's stated goal to update all collection system maps and to make 11X17" map books available for all crew vehicles and for the Public Works office in the next year. These updates will include both sanitary and storm sewer system infrastructure.

IV-2. Preventive Operation and Maintenance

The elements of the City's sewer system O&M program include:

- Proactive, preventive, and corrective maintenance of gravity sewers;
- CCTV inspection program to determine the condition of the gravity sewers;
- Rehabilitation and replacement of sewers that are in poor condition; and
- Periodic inspection and preventive maintenance for the pump stations and force mains.

Figure 4 contains the collection system organization chart for implementing the City's O&M program. The details of the program are explained below.

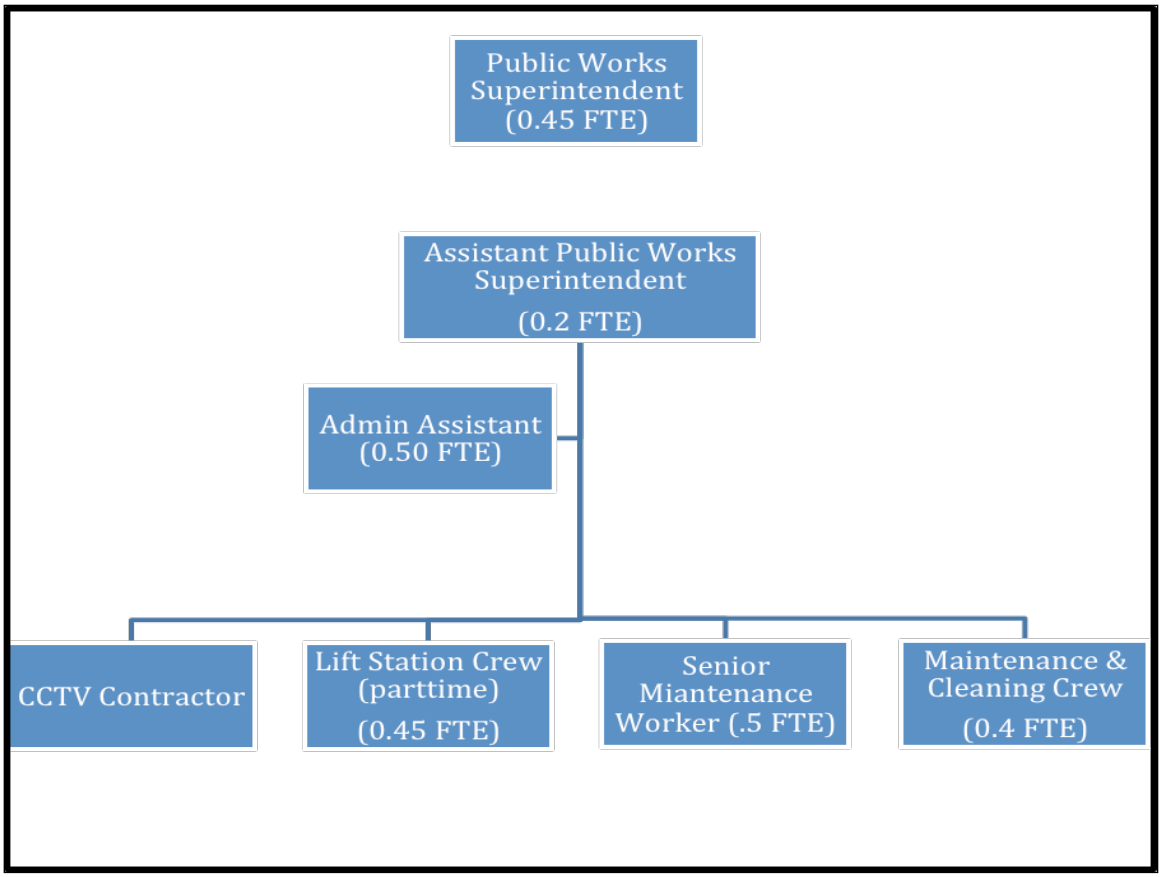


Figure 4. Collection System Organization Chart

The City Public Works Department staff is required to conduct all utility related functions. This requires each position in the organization chart to be able to conduct multiple utility functions such as water, storm drainage and sewer system maintenance. The total allocation of staffing resources to the collection system operations and maintenance function is currently 1.75 FTEs in 2014/2015. The two crews and the senior maintenance worker are responsible for sewer system cleaning, hot spot cleaning, emergency response, pump station operation and maintenance and minor CCTV of small lines. The City currently has a services contract for a complete CCTV and condition assessment of all sewer lines and manholes to be completed in the next year. Thereafter, City staff will again be responsible for minor CCTV work on the collection system. The results will be used to evaluate cleaning protocols and future condition assessment needs and to prioritize future short and long range planning for renewal and replacement of sewer lines.

The crews are generally composed of one maintenance worker III and one maintenance worker I except when working in busy traffic areas or where safety is a concern. In these locations a third public works employee would be added to the crew to assure proper safety of the working crew.

IV-3. Gravity Sewers

The City proactively cleans its sewer system every five (5) years and is moving to clean six (6) miles per year, and it preventively cleans sewers with a history of problems monthly. The line cleaning crew evaluates cleaning results based upon the Nature and Quantity of Debris Removed During Cleaning **Table 5** below. Staff places line segments on the high frequency schedule based upon past cleaning results, history of SSO events, history of cleaning results, previous CCTV assessments and/or professional judgment. One sewer-cleaning crew is assigned part-time to these activities and there are two (2) crewmembers per crew, depending on the specific activities required. These crews operate combination-cleaning units to accomplish cleaning of lines.

The City has broken the collection system into five (5) sewer basins for purposes of preventative maintenance – these basins are rotated annually until the entire system has been cleaned in approximately five years. In the future, the City will be moving to a condition based program that will result in cleaning based upon the cleaning results and CCTV assessments. **Table 6** contains summary of monthly statistics for the high frequency lines now on this cleaning list. All lines on the high frequency list are cleaned monthly. **Table 7** contains the historical line cleaning results for the past six years excluding the high frequency cleaned line totals and lines 15 inches and greater. Currently, the City has approximately 4,000 linear feet of larger diameter lines that do not receive regular cleaning due to their size and lack of historical performance problems.

The City will be evaluating the means and methods for the management and proper cleaning of these lines in the next few years. Finally, the collection system also contains two (2) siphons that have not experienced any operational problems but have never had direct maintenance to them. The City will also be evaluating proper maintenance procedures for these facilities in the next two (2) years.

Table 5. Nature and Quantity of Debris Removed during Cleaning

Type of Debris	Clear (no debris)	Light	Moderate	Heavy
Sand, grit, rock	CLR	DL	DM	DH
Grease	CLR	GL	GM	GH
Roots	CLR	RL	RM	RH
Other (specify)	CLR	OL	OM	OH

Table 6. High Frequency Lines

Frequency	Number of Segments	Linear Feet	Annual Cleaning, Linear Feet
Monthly	28	9,425	113,100
TOTAL:	28	9,425	113,100

Table 7. Historical Line Cleaning Results

Calendar Year	Line Cleaning Results, linear feet*	Line Cleaning Results, miles	Percent of System
2014	0	0	0
2013	0	0	0
2012	0	0	0
2011	120,000	22.7	79
2010	0	0	0
2009	145,500	27.6	96

* The above results are in addition to the cleaning reported in Table 6.

Gravity sewer maintenance is currently scheduled by collection system zone only. The City has no formal work order (WO) or computerized maintenance management system (CMMS) currently in use but maintains paper records from the maintenance. The City

expects during the next five (5) years to evaluate and select a computer-based system for the management and scheduling of all complaints, preventative maintenance and condition assessment activities. The use of a CMMS will create a systematic set of records that will support the recordkeeping requirements of the GWDR as well as easily track and make available performance results from the maintenance program. This software addition should assist the City in evaluating the effectiveness of its program in meeting the requirements of the GWDR and the goals of the City identified in Element 1.

The City's CCTV crew does periodic condition assessment and follow-up after all SSO events. The last full CCTV and condition assessment of the City collection system lines was done during the 2005 Sanitary Sewer Utility Master Plan Project. The City has currently authorized a services contract to have the entire collection system and all manholes televised and new condition assessments completed. The results will be used to establish a condition based cleaning program as well as establishing new priorities for the renewal and replacement of pipelines and manholes. In addition, the condition assessment results will be used to inform and assist the City's I/I Studies and the need for future smoke testing of lines and laterals in areas with high structural ratings are showing evidence of significant I/I. The City CCTV inspection program strives to televise all lines at least every ten (10) years. The City will in the future be moving to a condition based CCTV frequency based upon the PACP results as stated in **Figure 5** below. The City has one sewer repair crew to correct problems identified by the CCTV or sewer cleaning crews. Repairs are completed in priority order based on Pipeline Assessment and Certification Program (PACP) rating City crews are limited to repairs that are minor and do not require trench shoring. All other repairs are contracted with local construction companies.

The wastewater collection system staff maintains a list of known structural deficiencies determined from past and current CCTV results conducted during pipeline assessments. This list is and will be maintained in priority order by structural rating. High priority structural deficiencies, PACP ratings 4 and 5, are repaired or have been repaired as soon as possible by the City's sewer repair crew or by an outside contractor on an as-needed basis.

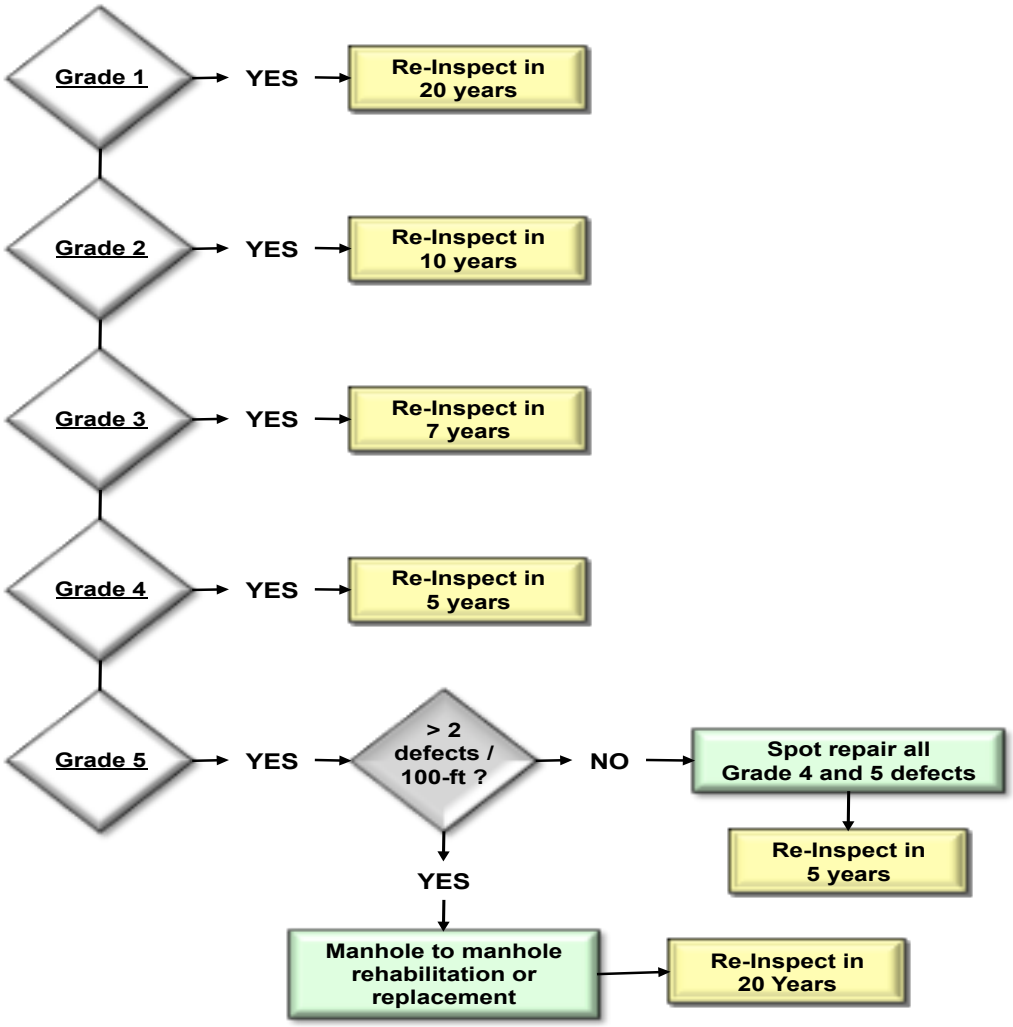


Figure 5. Return Frequency for CCTV Inspections

IV-4. Pump Stations and Force Mains

The City conducts regular operational inspections of its pump stations. Sanitary sewer pump stations are inspected on a daily basis. The wet wells are cleaned monthly. The electrical equipment preventive maintenance is scheduled annually. Mechanical equipment preventative maintenance is conducted based upon reductions in pump efficiencies noted by the field staff inspections. The Morris Street Pump Station Maintenance Checklist is included in Appendix IV-B. It is recommended that the City initiate annual pump station condition assessments of all pump station related facilities utilizing **Appendix IV-F**, Lift Station Condition Assessment Checklist.

The two (2) City Pump Stations discharge to 2.7 miles of force mains. Force main alignments will be inspected on an annual basis, and discharge locations will be surveyed for possible damage and corrosion from the release of hydrogen sulfide when the force

main discharges to the gravity collection system. **Table 8 and 9** below lists the pump stations and force mains in the City, respectively.

The City has developed written pump station standard operating procedures for each pump station and these documents include the hard copy maintenance forms that are used to record important pump station operating and condition information. A sample of the Morris Street Pump Station Maintenance Checklist is included as **Appendix IV-B** below. This checklist is used to guide the pump station crew in the work and inspections required by the City.

Table 8. Summary of Pump Station Facilities

Pump Station Name	Location	No. Pumps	Pump HP/each	Pump Manufacturer	Design Flow, gpm	Standby Generation, KW
Morris Street Pump Station	275 Morris Street	3	150	Fairbanks Morse	1,000	500
Green Valley Pump Station (aka Valley View PS)	8401 Bodega Highway	2	20	Flygt	500	60

Table 9. Summary of Force Main Assets

Pump Station Name	Force Main Asset Information		
	Length	Size	Material
	Linear Feet	inches	
Morris Street Pump Station Force Main	10,500	14	HDPE, PVC C905
Green Valley Pump Station Force Main	3,756	8	ACP

IV-5. Smoke Testing

The City does not have a formal smoke-testing program. However the current CCTV services contract includes tasks for smoke testing in those areas of the City that are found to have significant I/I from the CCTV or which have structural condition assessment ratings indicating that extraneous water entering into the collection system. Upon the conclusion of the condition assessment, the City will determine the areas where it will be appropriate to conduct further system testing using the agreement task price from the outside service contractor. It is expected that this work will be completed during calendar 2015.

IV-6. Rehabilitation and Replacement Program

The City's Capital Improvement Plan for the next five (5) years will be developed from the CCTV inspection program that evaluates the condition of all gravity sewers and assigns a PACP condition assessment rating to each pipe segment inspected. The information gathered during the condition assessment will be used to select gravity sewers and manholes for repair/rehabilitation/replacement and/or for additional smoke testing to define I/I potential.

The City has a sewer rehabilitation and replacement program to rehabilitate or replace the portions of its wastewater collection system where conditions warrant. The projects that are included in the City's Capital Improvement Program are listed in **Appendix IV-C**. The funds that support the Capital Improvement Program come from the City's Sewer Fund. The sewer fund is an enterprise fund and sewer fees are established to meet projected needs.

IV-7. Training

The City uses a combination of in-house classes; on the job training; and conferences, seminars, and other training opportunities to train its wastewater collection system staff. The City highly encourages its wastewater collection system employees to be certified in Collection System Maintenance by the California Water Environment Association (CWEA). The certification process requires employees to demonstrate that they have participated in 12 hours of training every two years in order to renew their certificates. As of the date of this SSMP, five of eight employees hold various levels of certification.

The City will annually train its wastewater collection system and Public Works employees on both the SSMP and OERP. This training may include field exercises in the estimation of SSO volumes and SSO containment.

The City's standard service and construction contract language requires all contractors working in or near the wastewater collection system to respond appropriately should an SSO occur in or around their work area. The City has included in its standard specifications, Part II General Conditions, Section 48 language and proper procedures for the contractor's response to causing or witnessing a sanitary sewer overflow. Additional provisions are also included in Element 6, OERP, and Section VI-14.4.

IV-8. Equipment and Replacement Parts

The list of the major equipment that City uses in the operation and maintenance of its sewer system is included in **Appendix IV-D**.

The City has developed a Critical Replacement Parts List in **Appendix IV-E**. It has also developed a Replacement Parts Inventory procedure.

IV-9. Outreach to Sewer Service Contractors

The City participates with the Santa Rosa Subregional Water Reclamation System region-wide outreach program and has posted brochures on the City website to aid and educate contractors & residents. The City SSMP is available on the Engineering/Water and Wastewater web page along with all references as required by the MRP.

Appendix IV-A

PLAT SHEET DISCREPANCY FORM

DATE _____ **Submitted By** _____

Supv Initials: _____

Utility (Circle)
Sewer Wate Street Light
Storm Sidev Other _____

Map Page (Grid No) _____

General Address _____

Describe Problem _____

_____

DRAWING (as needed to add detail)

Staple a copy of the Plat Sheet to this form

Office Use:

Date Rec'd: _____

Assigned: _____

Date Closed: _____

PW100_5.22.14

Appendix IV-B

MORRIS STREET PUMP STATION MAINTENANCE CHECKLIST

DATE: _____ **INSPECTED BY:** _____
MONTH / DAY / YEAR **INITIALS**

✓ **MINIMUM FREQUENCY OF INSPECTION / ITEM**

DAILY

■	**OUTSIDE BUILDING**
	Check perimeter of facility for vandalism, illegal dumping and gates are locked
■	**INSIDE BUILDING**
	Visual inspection of all lights, digital reads, fans motor operation
	Check and record Pump #1, #2, #3 Hour Meter Reads
	Check and record Daily and Accumulative Pump Flow Totals
	Check Bioxide level in 50-gallon tank (Refill as needed)
■	**WET WELL**
	Check dimmunutor (solids grinder)
	Clean dimmunutor channel weir of rock and debris
■	**PUMP AND DRIVE SHAFT ROOMS**
	Verify Force Main pressure digital read to manual gauge
	Check pumps and drive shafts #1, #2, and #3 for excessive noise, overheating, leaking, vibration, etc.
	Exercise ¾" gate valves on pumps #1, #2, and #3 (Air valve to prevent air-lock)

WEEKLY

■	**INSIDE BUILDING**
	Call in total daily flows to City of Santa Rosa 707-543-3351
	Check Generator, Control in AUTO and Record _____ _____Hours
	Check Fuel Tank Status and Record Fuel Level _____ _____Gallons

PUMP ROOM / WET WELL

- [ ] Check to verify sump pumps are working, clean trough and pit
- [ ] Exercise Inflow Gate, simulate transducer high level gate closed

MONTHLY

GENERATOR

- [ ] Check generator water and oil. Simulate power outage, exercise generator. Record in Operations Binder

WET WELL

- [ ] Clean wet well, hose down room and stairs

PUMP ROOM

- [ ] Clean pumps, hose down room and stairs

Notes

CITY OF SEBASTOPOL
MORRIS STREET PUMP STATION
MAINTENANCE CHECKLIST

DATE: _____ **INSPECTED BY:** _____
MONTH / DAY / YEAR **INITIALS**

✓ **MINIMUM FREQUENCY OF INSPECTION / ITEM**

30-60 DAYS, QUARTERLY, OR AS NEEDED

■	**DIESEL FUEL TANK**
☐	Check ink clarity on graph. Change cartridge as needed.
☐	Change paper roll as needed
☐	Check and note any alarms (Leak detection, Water in Fuel, etc.)
■	**PUMP ROOM**
☐	Check Water Lube shaft packing (insure water flow)
☐	Inspect Check Valve Packing (tighten as Needed)
☐	If flow is restricted on or at pump, close proper valves, lock out pump, open side inspection plate and clean out impeller. Reverse Steps. (as Needed)

ANNUAL / BI-ANNUAL

■	**INSIDE BUILDING**
☐	Generator to be serviced and load-tested
☐	Check and re-charge fire extinguisher
☐	Fill main bi-oxide tank
■	**PUMP ROOM**
☐	Grease pump zircs (bi-annually)
☐	

Performed By:

Date:

Notes

Appendix IV-C
Rehabilitation and Replacement Program

Rehabilitation and Replacement Program Budget, in $1000

Project	FY 14/15
Sewer System CTV	$305
Lateral Replacement Program	$40
Sewer System Management Plan	$25
Totals	**$370**

Appendix IV-D
Major Sewer System Equipment Inventory

Table 1: Critical Equipment Inventory

Equipment Number	Major Equipment Type	Year Purchased
13 PW	Ford 350, Flat Bed Dump Truck	2002
16PW	Ford Ranger Pick-up	2002
18 PW	Ford F250, Pick-up Corp Yard	1998
19 PW	Ford F350, w/ Dump Body	2014
20 PW	Ford Pickup	1997
22 PW	Ford F650 5-yd Dump	2010
23 PW	International 5-yd Dump	1994
87 PW	John Deere 310E Backhoe Corp Yard	2002
88 PW	Case 570XLT Loader/Grader	2002
95 PW	Vactor 2103 Vacuum/Hydro Combo Truck	2009
MS-	Fairbanks Morris 5”, C5416 Pumps X3	2012
MS-	Flygt CP3068.090 Morris Street Sump Pump	2012
MS-	CAT C15, S/N C5E02502 Morris Street Generator	2012
MS-	T20” Morris Street Dimminuter	2012
MS-	Whipps Inc./Rotork Morris St Sluice gate w/ Rotork Operator	2012
VV-	Flygt 3152, 454, 20HP Valley View Pumps X3 2 in service, 1 backup	2008 - 2014
VV-	Onan-Cummings 3.9L, S/N 45302029, Valley View Generator	1995

Equipment Inventory as of October 2014

Appendix IV-E
Critical Sewer System Replacement Parts Inventory

Table 1: Critical Sewer System Replacement Parts Inventory

Part Description	Number in Inventory	Location
4” Sewer Repair Coupling	25 each	East Shop
6” Sewer Repair Coupling	20 each	East Shop
8” Sewer Repair Coupling	5 each	East Shop
10” Sewer Repair Coupling	4 each	East Shop
6” Romar Dresser Coupling	4 each	East Shop
8” Romar Dresser Coupling	2 each	East Shop
10” Romar Dresser Coupling	3 each	East Shop
4” SDR 35 Pipe	100 lf	Pipe Rack
6” SDR 35 Pipe	20 lf	Pipe Rack
8” SDR 35 Pipe	20 lf	Pipe Rack
10” SDR 35 Pipe	20 lf	Pipe Rack
12” SDR 35 Pipe	32 lf	Pipe Rack
14” SDR 35 Pipe	12 lf	Pipe Rack
6” C900 Pipe	40 lf	Pipe Rack
10” C900 Pipe	40 lf	Pipe Rack
3” SCH40 Pipe	20 lf	Pipe Rack
6” SCH40 Pipe	80 lf	Pipe Rack

Last Inventory Date: October 2014

Appendix IV-F: Lift Station Condition Assessment Checklist

Inspection Information	
Inspection date	
Inspection participants	
Facility name	Morris Street Pump Station
Facility address	275 Morris Street, Sebastopol
Comments	

Background Information (Prior 12 Months)	
SSOs	
Equipment failures	
Alarm history (attach copy)	
Major maintenance activities (attach list if applicable)	
Pending work orders (attach copies)	
Operating problems (attach copy of operating log)	
Comments	

Security Features	
Fence and gate	
External lighting	
Visibility from street	
Doors and locks	
Intrusion alarm(s)	
Signs with emergency contact information	
Other security features	
Comments	

Safety Features and Equipment	
Signage (confined space, automatic equipment, hearing protection, etc.)	
Fall protection	
Emergency communication	
Equipment hand guards	
Hand rails and kickboards	
Platforms and grating	
Tag out and lock out equipment	
Hearing protection	

Safety Features and Equipment	
Eye wash	
Chemical storage	
Comments	

External Appearance	
Fence	
Landscaping	
Building	
Control panels	
Other external features	
Comments	

Building/Structure	
PS building	
Control room	
Dry well	
Wet well	
Other structures	
Comments	

Instrumentation and Controls (including SCADA Facilities)	
Control panel	
Run time meters	
Flow meter	
Wet well level	
Alarms	
SCADA	
Other instrumentation and controls	
Comments	

Electrical and Switch Gear	
Power drop	
Transformers	
Transfer switches	
Emergency generator and generator connection	
Starters	
Variable frequency drives	
Electrical cabinets	
Conduit and wire ways	
Other electrical	
Comments	

Motors	
Lubrication	
Insulation	
Operating current	
Vibration and alignment	
Other	
Comments	

Pumps	
Lubrication	
Vibration and alignment	
Seals	
Indicated flow and discharge pressure	
Shutoff head	
Corrosion and leakage evidence	
Drive shaft	
Other	
Comments	

Valves and Piping	
Valve operation	
Valve condition	
Pipe condition	
Pipe support	
Other	
Comments	

Other	
Lighting	
Ventilation	
Support systems (air, water, etc.)	
Signage	
Employee facilities	
Sump pump	
Overhead crane	
Portable pump connections	
Portable pumps	
Comments	

Element V: Design and Performance Provisions

(a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and

(b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

V-1. Design Criteria for Installation, Rehabilitation and Repair

The City's Wastewater Collection System Design Criteria are:

V-1.1. General

The City of Sebastopol's current City Standard Details and Specifications were formally adopted by the City Council by Resolution 4798 on September 1, 1998. The standards are available from the City Engineering Department or can be located on the Engineering Department web page titled "Engineering Contractors and Consultants". In addition, the latest edition of the State of California Department of Transportation Standard Specifications supplements these standards.

V-1.2. Main, Manholes, Clean Outs and Laterals

Section 3 and 4 of the Standard Details and Specifications provides the details and specifications for the installation of new and rehabilitated mains, manholes, cleanouts and laterals within the public right-of-way.

V-1.3. Pump Station

The City strives to minimize the need for sewer pumping stations by the use of gravity systems as a first alternative. If pumping facilities are determined by the part time City Engineer to be required, then these designs are prepared and signed by a professional engineer upon approval of the City Engineer.

V-1.4. City Sewer System – Authorized Materials

The authorized materials for the City Sewer System are shown in **Table 10.**

Table 10. Acceptable Pipe Materials for New Gravity Sewers

Material	Designation	Standard
Ductile Iron Pipe (DIP)	Cement mortar lined and coated	ANSI A21.51 (AWWA C151)
Polyvinylchloride Pipe (PVC)	SDR-35	ASTM D3034
Vitrified Clay Pipe (VCP)	Extra Strength	ASTM C700-71T

V-1.5. Private Sewer Systems

All private sewer systems are to be designed, approved and installed pursuant to the City Building and Safety Department construction codes and regulations after review and approval by the City Engineer.

V-2. Inspection and Testing Criteria

The City's Sanitary Sewer Lines Inspection and Testing Criteria are based on the City Standard Details and Specifications on the City webpage under Engineering Contractors and Consultants or as required by the City Engineer. The City's inspection and testing criteria are:

V-2.1. New and Rehabilitated Gravity Sewers

a. Inspection during Construction

All new gravity and rehabilitated sewers will be periodically inspected during construction to ensure that the sewer is constructed using the specified materials and methods.

b. Leakage

All new gravity sewers will be air tested to verify that they have been properly constructed immediately following pipe cleaning. The contractor shall supply all necessary equipment to air test a new segment of pipeline. The air test shall be conducted at an internal pressure of 4 psi at the required time based upon pipe length and size. See City Standard Specifications for further details. Gravity sewers that fail the test shall be repaired and retested until they pass.

c. Deflection

Deflections between any two successive pipe sections shall not exceed 80 percent (80%) of the maximum deflection as recommended in writing by the pipe manufacturer. In addition, PVC pipe will be tested for pipe deflection thirty days (30) following backfill and compaction for ring deflection per City Standard Specifications.

d. CCTV Inspection

All new gravity sewers will be inspected using a CCTV to verify that the pipe is free from defects/damage, that the joints have been correctly constructed, and that the sewer is free from sags that will cause future operational problems. Gravity sewers shall be cleaned prior to inspection and shall be flushed with water so that sags can be readily identified. Defects shall be recorded following the City of Sebastopol standards. Sags that exceed one inch in depth shall be repaired.

e. Warranty Inspection

All new gravity sewers will be inspected using CCTV prior to the end of the warranty period, bond release and final acceptance by the City Council to ensure that there are no latent defects. Repairs shall be completed at Contractor's expense.

V-2.2. New and Rehabilitated Manholes

a. Inspection during Construction

All new and rehabilitated manholes will be periodically inspected during construction to ensure that the sewer is constructed using the specified materials and methods. Unusual conditions and special features will be recorded for future reference.

b. Leakage

All new and rehabilitated manholes will be water tested to verify that the joints, connections, and frame/cover are tight. Each manhole shall be tested for leakage by plugging the sewer line between the manhole and the first joint. The manhole shall be filled with water and any drop in water level over a four-hour period shall be carefully measured. A leakage rate in excess of 10 gallons per day shall be cause for rejection and the contractor shall repair the manhole until leakage is within the limits specified.

V-2.3. New and Rehabilitated Pump Stations

a. Inspection during Construction

All new and rehabilitated pump stations will be periodically inspected during construction to ensure that they are constructed using the specified materials and methods. Unusual conditions and special features will be recorded for future reference.

b. Functional Test

All systems in new and rehabilitated pump stations will be tested to ensure they function as intended.

c. Performance Test

All new and rehabilitated pump stations will be required to pass an extended performance test to ensure that they are capable of reliably meeting the design performance for a period of at least 120 hours of continuous operation without failure or alarms. The results of these performance tests will be recorded for use as a basis for evaluating future pump station performance.

Element VI: Overflow Emergency Response Plan

Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

(a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;

(b) A program to ensure an appropriate response to all overflows;

(c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board GWDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;

(d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;

(e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and

(f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

Sanitary Sewer Overflow Emergency Response Plan

(ref. SWRCB Order No. 2006-0003-DWQ Element VI)
City of Sebastopol Overflow Emergency Response Plan dated June 14, 2014 by DKF Solutions Group, LLC.

VI-1. Purpose

The purpose of the Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). The OERP provides guidelines for City personnel to follow in responding to, cleaning up, and reporting SSOs that may occur within the City's service area. This OERP satisfies the SWRCB Statewide General Waste Discharge Requirements, which require wastewater collection agencies to have an Overflow Emergency Response Plan.

VI-2. Policy

The City's employees are required to report all wastewater overflows found in the City system and to take the appropriate action to secure the wastewater overflow area,

properly report to the appropriate regulatory agencies, relieve the cause of the overflow, ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment and to evaluate the cause of the failure that lead to the SSO. The City's goal is to respond to sewer system overflows as soon as possible following notification. The City will follow reporting procedures in regards to sewer spills as set forth by the North Coast Regional Water Quality Control Board (NCRWQCB) and the California State Water Resources Control Board (SWRCB).

VI-3. Definitions as Used in this Sanitary Sewer Overflow & Backup Response Plan

Nuisance - California Water Code section 13050, subdivision (m), defines nuisance as anything that meets all of the following requirements:

a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
c. Occurs during, or as a result of, the treatment or disposal of wastes.

Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

Sanitary Sewer Overflow (SSO) - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

(i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
(ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
(iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

NOTE: Wastewater backups into buildings caused by a blockage or other malfunction of a building lateral that is privately owned are not SSOs.

SSO Categories -

Category 1: Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either:

- Reaches surface water and/or drainage channel tributary to a surface water; or
- Reached a Municipal Separate Storm Sewer System (MS4) and was not fully captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.

Category 2: Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either:

- Does not reach surface water, a drainage channel, or an MS4, or
- The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.

Category 3: All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition.

Sanitary sewer system – Any publicly-owned system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant head works used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

Untreated or partially treated wastewater – Any volume of waste discharged from the sanitary sewer system upstream of the wastewater treatment plant head works.

VI-4. Goals

The City's goals with respect to responding to SSOs are:

- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO; and
- Meet the regulatory reporting requirements.

VI-5. SSO Detection

The processes that are employed to notify the City of the occurrence of an SSO include: observation by the public, receipt of an alarm, or observation by City Staff during the normal course of their work.

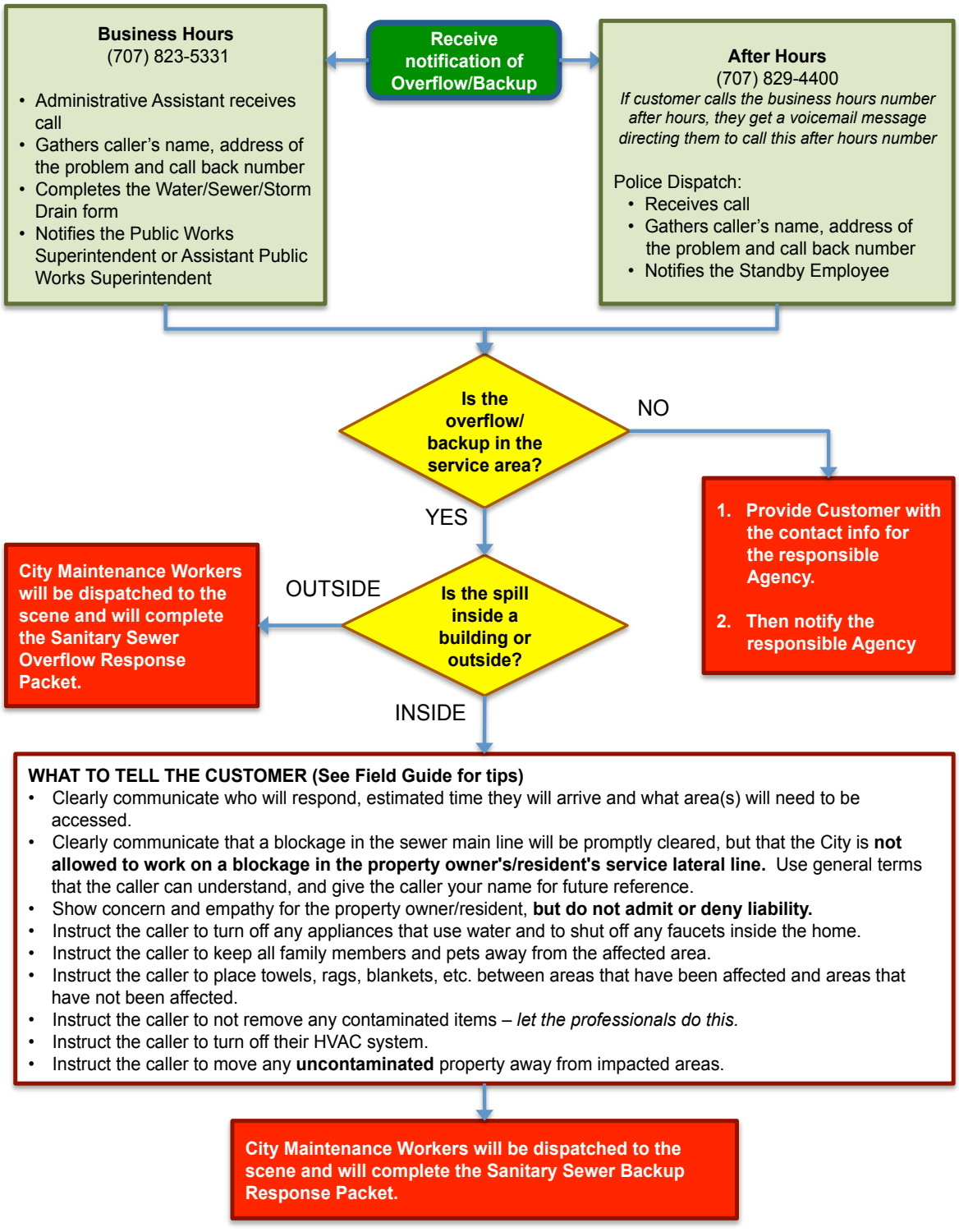


Figure 6. SSO Detection Flowchart

V1.6. Public Observations

VI-6.1. Public observations

Public observation is the most common way that the City is notified of blockages and spills. Contact numbers and information for reporting sewer spills and backups are in the phone book and on the City's website: http://www.ci.Sebastopol.ca.us. The City's telephone number for reporting sewer problems is (707) 823-5331.

Normal Work Hours

When a report of a sewer spill or backup is made during normal work hours, City staff receives the call, takes the information from the caller, and communicates it to the City Maintenance Workers.

After Hours

When customers call the sewer problem reporting telephone number, they hear a voicemail recording that directs them to call Police dispatch at (707) 829-4400. Dispatch then receives the call and notifies the Standby Employee.

VI-6.2. City Staff Observations

City staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate City staff that, in turn, responds to emergency situations. Work lists are issued to correct non-emergency conditions.

V1.7. SSO Response Procedures

First Responder Priorities

The first responder's priorities are:

- To follow safe work practices.
- To respond promptly with the appropriate and necessary equipment.
- To contain the spill wherever feasible.
- To restore the flow as soon as practicable.
- To minimize public access to and/or contact with the spilled sewage.
- To promptly notify the Public Works Superintendent or designee in event of major SSO.
- To return the spilled sewage to the sewer system.
- To restore the area to its original condition (or as close as possible).

Safety

The first responder is responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work. There may be times when City personnel responding to a sewer system event are not familiar with potential safety hazards peculiar to sewer work. In such cases it is appropriate to take the time to

discuss safety issues, consider the order of work, and check safety equipment before starting the job.

Initial Response
The first responder must respond to the reporting party/problem site and visually check for potential sewer stoppages or overflows.

The first responder should:

- Note arrival time at the site of the overflow/backup.
- Verify the existence of a sewer system spill or backup.
- Identify and assess the affected area and extent of spill.
- Contact caller if time permits.
- If the spill is large or in a sensitive area, document conditions upon arrival with photographs. Decide whether to proceed with clearing the blockage to restore the flow or to initiate containment measures. The guidance for this decision is:
    - Small spills (i.e., spills that are easily contained) – proceed with clearing the blockage.
    - Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures.
    - Moderate or large spills where containment is anticipated to be difficult – proceed with clearing the blockage; however, whenever deemed necessary, call for additional assistance and implement containment measures.

Restore Flow
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 from arrival, 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.

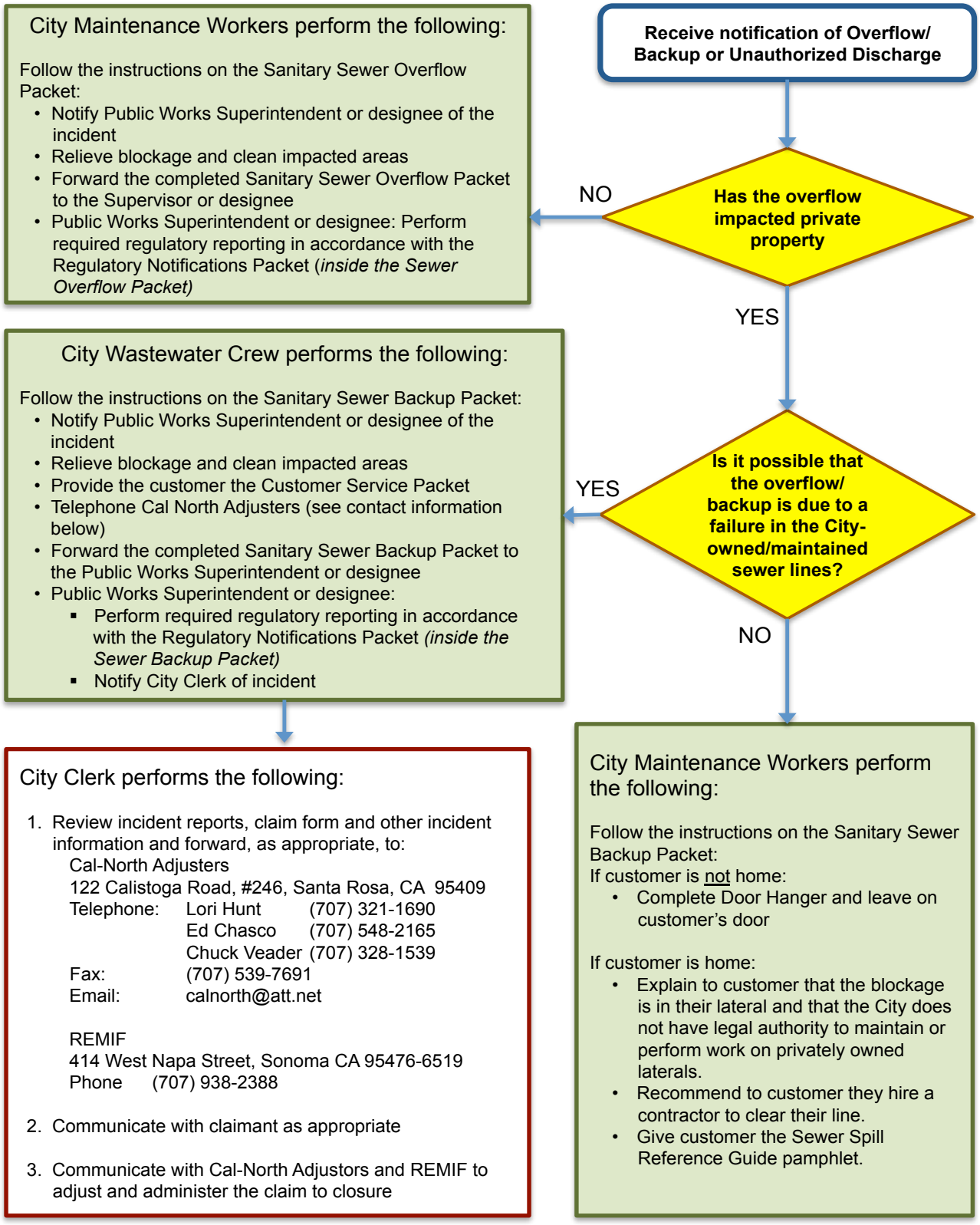


Figure 7. SSO Response Procedure Flow Chart

Initiate Spill Containment Measures
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 overflowing sewage.
- Plug storm drains using air plugs, sandbags, and/or plastic mats 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.

VI-8. Technical Report/Water Quality Sampling and Testing

Water quality sampling and testing is required whenever spilled sewage enters a water body and is performed to determine the extent and impact of the SSO. The water quality sampling procedures are:

- The first responders should collect samples as soon as possible after the discovery and mitigation of the SSO event.
- The water quality samples should be collected from upstream of the spill, from the spill area, and downstream of the spill in flowing water (e.g. creeks). The water quality samples should be collected near the point of entry of the spilled sewage.
- The samples shall then be brought to the City of Santa Rosa Treatment Plant for analysis.

A The Water Quality Monitoring Plan dated December 11, 2014 will be implemented immediately upon discovery of any Category 1 SSO of 50,000 gallons or more. The GWDR now requires that a separate SSO Technical Report be prepared and submitted to the CIWQS Reporting System for an SSO equal; to or greater than 50,000 gallons no later than 45 days after the end date of any Category 1 SSO event.

VI-9. Recovery and Clean-Up

The recovery and cleanup phase immediately begins when the flow has been restored and the spilled sewage has been contained to the extent possible. The SSO recovery and cleanup procedures are:

Estimate the Volume of Spilled Sewage
Use the methods outlined in the Field Guide to estimate the volume of the spilled sewage. Wherever possible, document the estimate using photos of the SSO site before and during the recovery operation.

Recovery of Spilled Sewage

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

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 an SSO 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 City staff, a cleanup contractor will be used.

Private Property

City crews are responsible for the cleanup when the property damage is minor in nature and is outside of private building dwellings. In all other cases, affected property owners can call a water damage restoration contractor to complete the cleanup and restoration. If the overflow into property is the definite cause of City system failure, the property owner can call out a water damage restoration contractor to complete the cleanup and restoration. In both cases, City claim forms may be issued if requested by the property owners.

Hard Surface Areas

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water until the water runs clear. Take reasonable steps to contain and vacuum up the wastewater. Allow area to dry. Repeat the process if additional cleaning is required.

Landscaped and Unimproved Natural Vegetation

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water until the water runs clear. The flushing volume should be approximately three times the estimated volume of the spill. Either contain or vacuum up the wash water so that none is released. Allow the area to dry. Repeat the process if additional cleaning is required.

Natural Waterways

The Department of Fish and Wildlife will be notified by CalOES as appropriate in the event of:

- Fish kill
- SSO greater than or equal to 1,000 gallons

Fish and Wildlife 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. Sewage causes depletion of dissolved oxygen, which will kill aquatic life. Any water that is used in the cleanup should be de-chlorinated prior to use.

Wet Weather Modifications

Omit flushing and sampling during heavy storm events (i.e., sheet of rainwater across paved surfaces) with heavy runoff where flushing is not required and sampling would not provide meaningful results.

VI-10. Public Notification

Post signs and place barricades to keep vehicles and pedestrians away from contact with spilled sewage. Follow County Environmental Health instructions and directions regarding placement and language of public warnings. Additionally, the Public Works Superintendent will use his/her best judgment regarding supplemental sign placement in order to protect the public and local environment. Do not remove the signs until directed by the Public Works Superintendent, County Environmental Health or designee.

Creeks, streams and beaches that have been contaminated as a result of an SSO should be posted at visible access locations until the risk of contamination has subsided to acceptable background bacteria levels. The warning signs, once posted, should be checked every day to ensure that they are still in place.

In the event that an overflow occurs at night, the location should be inspected first thing the following day. The field crew should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

VI-11. Failure Analysis Investigation

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

The investigation should include reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation should include:

- Reviewing and completing the Sewer Overflow Report,
- Reviewing past maintenance records,
- Reviewing available photographs,
- Conducting a CCTV inspection to determine the condition of the line segment immediately following the SSO and reviewing the video and logs, and
- Interviewing staff that 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 should be used to document the investigation.

VI-12. Post SSO Event Debriefing

Every SSO event is an opportunity to evaluate the response and reporting procedures. Each overflow event is unique, with its own elements and challenges including volume, cause, location, terrain, and other parameters. As soon as possible after Category 1 and

Category 2 SSO events, all of the participants, from the person who received the call to the last person to leave the site, should meet to review the procedures used and to discuss what worked and where improvements could be made in responding to and mitigating future SSO events. The results of the debriefing should be recorded and tracked to ensure the action items are completed.

VI-13. Equipment

This section provides a list of specialized equipment that is required to support this Overflow Emergency Response Plan.

- Closed Circuit Television (CCTV) Inspection Unit – A CCTV Inspection Unit is required to determine the root cause for all SSOs from gravity sewers.
- Camera -- A digital or disposable camera is required to record the conditions upon arrival, during clean up, and upon departure.
- Emergency Response Trucks -- A utility body pickup truck, or open bed is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools should include containment and clean up materials.
- Portable Generators, Portable Pumps, Piping, and Hoses – Equipment used to bypass pump, divert, or power equipment to mitigate an SSO.
- Combination Sewer Cleaning Trucks -- Combination high velocity sewer cleaning trucks with vacuum tanks are required to clear blockages in gravity sewers, vacuum spilled sewage, and wash down the impacted area following the SSO event.

Table 11. NOTIFICATION, REPORTING, MONITORING AND RECORDKEEPING REQUIREMENTS

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION	Within two hours of becoming aware of any Category 1 SSO 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, the City will notify the California Office of Emergency Services (CalOES) and obtain a notification control number.	Call Cal OES at: (800) 852-7550
REPORTING	**Category 1 SSO**: The City will submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. **Category 2 SSO**: The City will submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. **Category 3 SSO**: The City will submit certified report within 30 calendar days of the end of month in which SSO the occurred. SSO Technical Report: The City will submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. **"No Spill" Certification**: The City will certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. **Collection System Questionnaire**: The City will update and certify every 12 months	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by the Legally Responsible Official(s). In the event the CIWQS Database is unavailable, City personnel will notify SWRCB by telephone.
WATER QUALITY MONITORING	The City will conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.	Water quality results will be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
TECHNICAL REPORT	The City will prepare a Technical Report for any SSO greater than 50,000 gallons reaching surface water and submit it to the CIWQS database no later than 45 days following the end of the incident.	Report will be uploaded to CIWQS for spills larger than 50,000 gallons spilled to surface waters.
RECORD KEEPING	The City will maintain the following records: SSO event records. Records documenting Sanitary Sewer Management Plan (SSMP) implementation	Self-maintained records shall be available during inspections or upon request.

ELEMENT	REQUIREMENT	METHOD
	and changes/updates to the SSMP. Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. Collection system telemetry records if relied upon to document and/or estimate SSO Volume.	

VI-14. SSO Response Training

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

Initial and Annual Refresher Training

All City personnel who may have a role in responding to, reporting, and/or mitigating a sewer system overflow should receive training on the contents of this OERP. 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. Refer to page PB-4 of the packet for detail about SSO response training content.

SSO Response Drills

Periodic training drills should be held to ensure that employees are up to date on these procedures, equipment is in working order, and the required materials are readily available. The training drills will cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, force main failure, pump station failure, and lateral blockage). The results and the observations during the drills will be recorded and action items should be tracked to ensure completion.

SSO Training Record Keeping

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event and will include date, time, place, content, name of trainer(s), and names of attendees.

Contractors Working On City Sewer Facilities

All contractors working on City sewer facilities will be required to develop a project-specific OERP. All contractor personnel will be required to receive training in the contractor's OERP and to follow that OERP in the event that they cause or observe an SSO.

VI-15. Authority

- Health & Safety Code Sections 5410-5416
- CA Water Code Section 13271
- Fish & Wildlife Code Sections 5650-5656
- State Water Resources Control Board Order No. 2006-0003-DWQ including the revised MRP effective 9/13/13.

Element VII: FOG Control Program

Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;

(b) A plan and schedule for the disposal of FOG 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 FOG generated within a sanitary sewer system service area;

(c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;

(d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;

(e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;

(f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and

(g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

VII-1. Nature and Extent of FOG Problem

The City of Santa Rosa Subregional Water Reclamation staff on behalf of the City of Sebastopol administers the City's FOG program. The Sebastopol Municipal Code Section 13.08.030 establishes the authority for the program and appoints the City of Santa Rosa Director of Utilities for the administration, implementation and enforcement of the provisions related to FOG and industrial waste within the Sebastopol service area along with the full service area of the Subregional Water Reclamation System.

The City identifies controllable sources of SSO generating activities through the implementation of a FOG Program. The overall aim is to reduce the occurrence of FOG-related mainline SSOs in the service area over time. The program is focused on food service establishments (FSEs) to effectively prevent or reduce FOG-related mainline SSOs.

VII-2. FOG Source Control Program & Inspections

The FOG Source Control Program is intended to work in conjunction with the City's preventive maintenance program to prevent FOG-related SSOs. It remains an essential component in meeting and maintaining its projected SSO reduction performance goals.

The elements of the City's FOG Source Control Program include:

- Requirement for the installation of grease removal devices (GRDs);
- Permitting food service establishments (FSE);
- Requirement for proper operation and maintenance of GRDs
- Verification of grease handling and disposal practices
- FSE inspections
- Public Education and Outreach and
- Enforcement.

The Santa Rosa Director of Utilities is responsible for administering the City's Pretreatment Program that includes the FOG Source Control Program. The Santa Rosa Environmental Compliance Section at the Subregional Plant conducts all activities related to FOG. The level of staffing is considered adequate for all of the Subregional FOG programs.

The legal authority to implement, monitor and enforce the elements of the FOG Program in the service area is governed under the City Municipal Code and the codes and procedures of the City of Santa Rosa Environmental Compliance Section. These codes and procedures provide the legal authority to prohibit FOG discharges to the sanitary sewer system.

FSEs subject to the FOG Program are required to install GRDs consistent with the recommended procedures for design, construction and installation based on the current adopted California Plumbing Code. Plan check review for grease removal device installation is coordinated with the Building Division during the building permit application process.

FSEs subject to the FOG Program are required to obtain a wastewater discharge permit, which provides the legally enforceable framework to enforce the elements of the FOG Program. The discharge permit contains specific permit conditions, which require FSEs to implement FOG Best Management Practices including:

- Proper GRD operation and maintenance
- Documentation and retention of GRD pumping/cleaning activities
- Employee training on FOG handling BMPs, proper equipment cleaning, spill response clean up and control procedures
- Prohibition on the installation and use of food waste disposal grinder
- Proper disposal of grease, oils, and meat fat

- Prohibition on the use or addition of chemical or biological agent for the maintenance of GRD

The discharge permit also provides information on facility specifics relating to local limits, inspection requirements and rights of entry, reporting requirements relating to spill or accidental discharges, records retention, confidential information, limit or permit transfer, perjury clause, fees, permit duration and renewal process. In sum discharge permits issued to FSEs under the FOG Program are similar and consistent with a discharge permit typically issued to establishments covered under the Pretreatment Program. Staff from the Office of Environmental Compliance is currently evaluating whether to adopt a streamlined permit format similar to those issued and used by neighboring agencies to enforce and comply with the FOG Program required by the Sanitary Sewer Order. Any changes made to the FSE permitting program will be reported on the next SSMP audit or update.

The Enforcement Response Plan (ERP) guideline available at the Environmental Compliance website was developed and approved for use to enforce the Pretreatment Program is also utilized to enforce the FOG Program. The ERP serves as a guidance document to ensure inspection staff takes consistent actions to achieve timely and effective compliance. The ERP contains procedures and progressive enforcement actions for various field violation scenarios that include verbal and written notices of violations, cleanup requirements, administrative and criminal penalties. Each level of corrective action includes a schedule to achieve timely compliance. Enforcement actions are coordinated and communicated with applicable city staff to ensure timely resolution.

Public education and outreach remains an integral element of the FOG Program. Outreach is provided to FSE staff and management during routine inspections. Regional bilingual FOG BMP pamphlets and posters are distributed to staff and management to increase their knowledge on proper management of grease waste. Other materials distributed may include grease scrapers, list of grease haulers and cooking oil recyclers, and general technical information on grease removal devices. Inspectors strive to provide educational information to ensure FSE staff and management to ensure continued compliance with their discharge permit. Outreach targeting the general public is primarily achieved through distribution of FOG brochures and scrapers during city-sponsored events. Collection crews provide additional outreach by distributing FOG door hangers and brochure to homeowners during service calls and routine preventative maintenance activity. FOG related brochures are available on the City website.

VII-3. Response to GGWDR Requirements

Requirement (a):
An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG. All public education and outreach is conducted for the City by the Santa Rosa Utilities Department.

Response:
The Santa Rosa Utilities Department has perfromed significant public outreach and education on the subject of grease control for both residential and commercial/industrial customers. Utility bill inserts have been sent to resdients multiple times within the past few years.The City participates annully at the Water Fair and at the Cinco de Mayo celebrations. Other examples of public education materials may be found on the City website at:
http://ci.santa-rosa.ca.us/departments/utilities/treament/environmental_compliance/Pges/FOGSourceControlProgram.aspx

Requirement (b):
A plan and schedule for the disposal of FOG 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 FOG generated within a sanitary sewer system service area.

Response:
The responsibility for grease disposal is placed upon the business owner as a condition of its Wastewater Discharge Permit (WWDR). The Environmental Compliance Section informs the user of possible grease disposal providers and requires a certification of grease disposal at varying intervals. The nearest grease disposal site is EBMUD in Oakland, CA. The FOG Source Control Program on the Utilities Department website lists possible grease haulers.

Requirement (c):
The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.

Response:
The Sebastopol Municipal Code Section 13.08.030 provides the legal basis and authority (see Element 3) for the City's FOG Control Program. This code section transfers full authority for the program to the City of Santa Rosa Director of Utilities and the Santa Rosa Subregional Water Reclamation Facility.

Requirement (d):
Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.

Response:
The City's FOG Control Program is defined in Municipal Code Sections 13.08.290 and 15.04.070 and is managed by the Santa Rosa Director of Utilities.

Requirement (e):

Authorities to inspect grease producing facilities, enforcement authorities, and determination of whether the collection system agency has sufficient staff to inspect and enforce the FOG ordinance.

Response:
Enforcement of the FOG program is included in Municipal Code Section 13.08210 to 13.08.230 and is administered by the Director of Utilities on behalf of the City of Sebastopol.

The Environmental Compliance Section permits, inspects and implements compliance activities for sources of grease discharged to the wastewater collection system within the Subregional service area. New water account lists, plan check identification and local trade magazines are used to identify new food service establishments (FSE). The FSEs are permitted every six years and inspected annually, biannually or triannually dependent on the record of inspection, documentation of grease removal, and compliance status. Should local crews find grease buildup in sanitary sewer lines then area sweeps of surrounding FSEs are implemented to look for the source of the increased grease accumulation.

Compliance enforcement actions consist of Notice of Violations and Administrative Orders when necessary. Escalation supported by the City of Santa Rosa Code Title 15 – Sewers has termination of service as a final resort to end a non-compliant situation. The Enforcement Response Plan section has six Environmental Compliance Inspectors and a half time administrative person for the implementation of the whole pretreatment program. Job duties of the plan check, grease removal devise sizing, site inspection and enforcement account for two employee equivalents in the section. The inspectors also work with the Environmental Crimes Unit in the Police Department. The Unit investigates and acts in cases where there have been illegal or unauthorized discharges to the collection system.

The Master Agreement with the Subregional Partners including the City of Sebastopol, requires each User Agency to collect and convey sewage to the Subregional System in such a manner as to comply with all applicable laws, rules and regulations. They also mutually agreed that the User Agencies will enact Sewer Use Ordinances addressing specific limitations and prohibitions of discharges. The Subregional Environmental Compliance Inspectors enforce the rules and regulations applied to non-domestic discharge and industrial users for the Subregional Partners.

Requirement (f) and (g):
An identification of sewer system sections subject to FOG blockages and the establishment of a cleaning maintenance schedule for each section, and (g) development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified in (f) above.

Response:

The City's preventive maintenance program is currently targeted on the problematic grease dischargers and the FOG "high frequency" areas identified either from system cleaning, CCTV assessments or from the results and reports of the City of Santa Rosa from FSE inspections and evaluations and annual reports.

Element VIII: System Evaluation and Capacity Assurance Plan

The Enrollee shall prepare and implement a capital improvement plan (CIP) that will Provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

(a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that

contribute to the peak flows associated with overflow events;

(b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and

(c) Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

(d) Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

VIII-1. System Evaluation - Collection System Master Plan

The City completed a Sanitary Sewer Utility Master Plan in December 2005 (Master Plan). The master planning effort included selection of peaking factors for wet weather, flow monitoring, hydraulic modeling, smoke testing, manhole inspection, and CCTV inspection. The Master Plan utilized the 2003 Sebastopol updated General Plan and the wastewater levels of service standards from the General Plan. The Master Plan included hydraulic modeling of the collection system based upon the distribution of infiltration and inflow over the entire service area. This effort was used to locate areas where lines were deficient or undersized for both the then current and future build-out state of the collection system.

The Master Plan identified twelve (12) deteriorated sewer lines that needed additional capacity or replacement in order to handle the flows associated with build-out. In addition, the plan identified several required improvements in the Gravenstein Highway system that were needed for ultimate build-out of the system. The City will be updating the capacity information subsequent to the 2015 CCTV and condition assessment

program. This work will also inform the City if an update to the current Master Plan is warranted or desirable.

Subsequent to the completion of the Master Plan, City staff determined that the pumping capacity of the Morris Street Pump Station had been discovered to have errors in the original design and construction. The City has since developed a separate report titled "Future Wastewater Pumping Capacity for the Morris Street Pimping Station and Associated 14-inch Laguna Force Main. The report prepared by Green Valley Consulting Engineers determined that major upgrades to both the Morris Street Pump Station capacity and the discharge force main were required to accommodate peak wet weather flows at build out. The recommended improvements have now been completed to these two infrastructure elements and have significantly reduced the available funds for future system improvements and replacements.

A new capital improvement program five (5) year plan will be developed from the condition assessment work identified above. The City has also increased sewer service charges to accommodate future capital work resulting from the pipeline assessment efforts.

VIII-2. Evaluation - Hydraulic Model

The Master Plan included the development of a hydraulic model utilizing peak hourly flows by discharge classification, peaking factors from historical records, inflow/infiltration rates as assigned to pipe lengths and the then most current general plan growth estimates. The model and Master Plan analyzed "ultimate build-out" development. The final Plan identified several capacity improvements along the Gravenstein Highway South Study area and at the Morris Street Pump Station.

The Master Plan contained construction estimates for all required improvements identified. All of these improvements identified have now been completed

VIII-3. Design Criteria

The capacity-related design criteria, including base wastewater flow and peaking factors, are included in Element V- Design and Performance Provisions and must be approved by the City Engineer and Building Official prior to construction and acceptance per the City standards and specifications.

VIII-4. Capacity Enhancement Measures - Capital Improvement Program

The City prepares an annual list of capital improvement projects that includes projects to address known wastewater collection system capacity issues. Engineering Staff, working with the Public Works Department, prioritize and select the projects to be included on the annual list. The City's Capital Improvement Program Sanitary Sewer System Detailed Budget for 2014/2015 is included in Appendix IV-C. Additional year projects will be

identified either from field observations or from the current CCTV and condition assessment work being conducted in the current fiscal year.

VIII-5. Schedule

The limited current schedule for the City's capacity enhancement projects are included in the City's Capital Improvement Program detailed budget in Appendix IV-C. However, this list will be revised, as necessary, based upon future condition assessments and maintenance results from the collection system operations.

Element IX: Monitoring, Measurement, and Program Modifications

The Enrollee shall:

(a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;

(b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;

(c) Assess the success of the preventative maintenance program;

(d) Update program elements, as appropriate, based on monitoring or performance evaluations; and

(e) Identify and illustrate SSO trends, including: frequency, location, and volume.

XI-1. Performance Measures

The indicators that the City will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of SSOs;
- Number of SSOs for each cause (roots, grease debris, pipe failure, capacity, pump station failures, and other);
- SSO Rate per 100 miles per year.
- Portion of sewage recovered compared to total volume spilled: and
- Volume of spilled sewage discharged to surface water.
- Collection system performance results.

XI-2. Baseline Performance

The City has performance measures in place and it will evaluate performance annually. The historical, or baseline, performance results are shown separately for gravity mains/pump stations/force mains. These results are graphically presented in Figure 8 and in Tables 12 to 14 below.

XI-2.1. Mains, Pump Stations, and Force Mains

The trend in the SSO performance is shown in Figures 8 through 10. The trend is downward, fewer SSOs in the most recent years, and as of 2013 the City had an SSO rate of 5 SSOs/100 miles/year, below the average for California Region 2 agencies. The volumes of SSOs since 2011 has shown a dramatic decrease resulting from the enhanced maintenance or high frequency lines.

Table 12. Gravity Sewer, Pump Station, and Force Main SSOs by Calendar Year

CY	Gravity Sewer SSOs	Pump Station SSOs	Force Main SSOs
2009	2	1	0
2010	3	0	1
2011	0	0	0
2012	1	0	0
2013	3	0	0
2014	2	0	0

Figure 8. Trend in Gravity Sewer SSOs

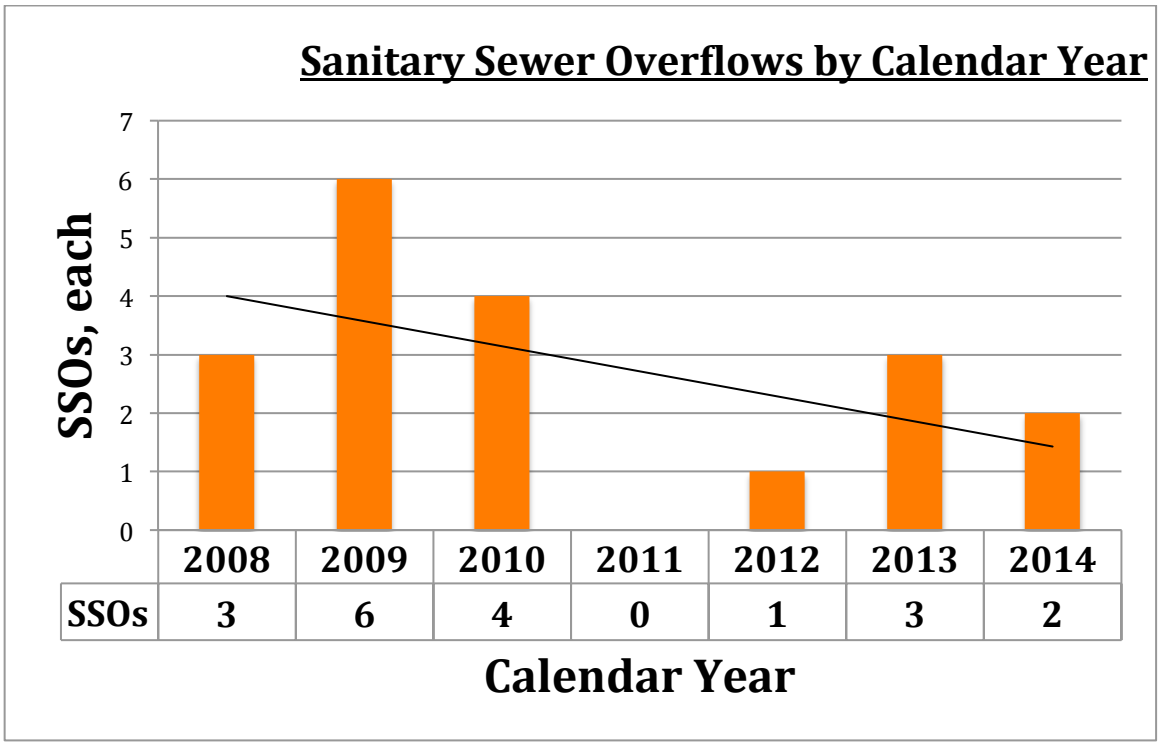


Table 13. CY Totals for SSOs by Cause

CY	Roots	Debris	Grease	Cap./ Infil.	Vndl,	Pipe Failure	PS Failure	Force Main Failure	Other	Total
2008	1	1	1	0	0	0	0	0	0	3
2009	3	1	1	0	0	0	1	0	0	6
2010	0	3	0	0	0	0	0	1	0	4
2011	0	0	0	0	0	0	0	0	0	0
2012	1	0	0	0	0	0	0	0	0	1
2013	0	3	0	0	0	0	0	0	0	3
2014	2	0	0	0	0	0	0	0	0	2
Total	7	7	2	0	0	1	1	0	0	18

Table 14. CY Totals for Sewer Mains (Volume Spilled, Portion Contained, and Volume to Surface Waters)

CY	Total Volume Spilled, gallons	Portion Contained and Returned to Sewers, %	Total Volume Entering Surface Waters, gallons
2008	3,210	6	3,000
2009	11,575	78	2,575
2010	143,405	1	142,500
2011	0	0	0
2012	194	100	0
2013	527	11	449
2014	826	1	742

XI-3. Performance Monitoring and Program Changes

The City will evaluate the performance of its wastewater collection system at least biannually using the performance measures identified in this Element. The City will update the data and analysis at the time of the audits and will place the audit reports in Appendix A of the SSMP. In addition, the City will provide the City Council with an annual performance report no later than November following the completion of the fiscal year. This information shall also include comparisons to the State and region SSO performance results.

The City may use other performance measures in its effectiveness evaluation. The City will prioritize its actions and initiate changes to this SSMP, its operations and maintenance practices, and any related programs based on the results of the effectiveness evaluations. This will be done as part of the biannual self-audit (see Element X). All changes identified will be documented in the Change Log in **Appendix B**.

XI-4. References

The data used in this section were taken from the following:

- SWRCB CIWQS database through June 30 of each year for WDID 1SSO10017.
- City collection system performance records available in the Public Works offices.

Element X: SSMP Program Audits

As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

X-1. Audits

The City will audit its implementation, effectiveness and compliance with the provisions of this SSMP and GWDR not later than every two years from the original SSMP adoption date. The first audit will be completed no later than August 2016. A team consisting of City Staff selected from the Public Works Department and the Engineering Department will conduct the audit. The audit team may include members from other areas of the City, outside agencies, or contractors and will involve discussions and evaluation of the City of Santa Rosa's handling of the FOG and industrial pretreatment program pursuant to Element 7 of this SSMP.

It is also recommended that along with the audit the City conduct a recordkeeping audit of its SSO files to assure that that the files are complete, contain all required records as stated in the MRP and that the files contain no extraneous or conflicting documents that are not adequately reviewed and explanations provided. It is also recommended that the City staff review all data submitted to the SWRCB CIWQS database regularly to assure compliance with the regulations and to confirm that all required data has been submitted and certified as required and that there are no mistakes in the certified data.

The Sewer System Management Plan Audit Report Form (Table 15) is used to guide the audit process and includes the GGWDR requirements for each SSMP element. The results of the audit, including the identification of any deficiencies and the actions taken or planned to correct them will be included in the Audit Report along with the designation of the persons responsible for completing the identified actions. Upon completion of the audit, the City will include a copy of the Audit Report in Appendix A, Sewer System Annual Reports of this SSMP. Modifications and changes to the SSMP will be identified and tracked in Appendix B, SSMP Change Log.

The audit can contain information about successes in implementing the most recent version of the SSMP, and identify revisions to enhance the effectiveness of the City program. Information collected as part of Element IX above should be used in preparing the audit. Tables and figures or charts can be used to summarize information about these indicators. An explanation of the SSMP implementation, and accomplishments in improving the sewer system, should be included in the audit, including:

- How the City implemented SSMP elements in the past year;
- The effectiveness of implementing SSMP elements;

- A description of the additions and improvements made to the sanitary sewer collection system operations and system rehabilitation in the past reporting period; and
- A description of the additions and improvements planned for the upcoming audit period or recertification period with an estimated schedule and cost estimates for implementation of the changes.

X-2. SSMP Updates and City Council Recertification

The City will update and seek recertification with the City Council of its SSMP at least every five years from the original adoption date or when substantial changes are made in the SSMP that increases the overall collection system budget. The first update will be completed no later than January 2020.

The City will determine the need to update its SSMP more frequently based on the results of the biannual audit and the performance of its wastewater collection system using information from Element IX, Monitoring and Measurement and Modification Program. In the event that the City decides that an update is warranted, the process and schedule to complete the update will be identified. The City will complete the SSMP update within one year of identifying the need for the update.

Table 15. SSMP Audit Checklist

The purpose of the SSMP Audit is to evaluate the effectiveness of the Sebastopol SSMP and to identify any needed for improvement.			
Directions: Please check YES or NO for each question. If NO is answered for any question, describe the updates/changes needed and the timeline to complete those changes.			
		YES	**NO**
ELEMENT I - GOALS			
A.	Are the goals stated in the SSMP still appropriate and accurate?	□	□
Discussion:			
ELEMENT II - ORGANIZATION			
A.	Is the List of City Staff Responsible for SSMP, Table 2-1 current?	□	□
B.	Is Figure 2-1 of the SSMP, the City Organization Chart, current?	□	□
C.	Are the position descriptions an accurate statement of staff responsibilities?	□	□
D.	Are the responsible persons in Appendix II-A still appropriate and accurate?	□	□
Discussion:			
ELEMENT III – LEGAL AUTHORITY			
Does the SSMP contain current references to the Sebastopol Municipal Code documenting the City's legal authority to:			
A.	Prevent illicit discharges?	□	□
B.	Require proper design and construction of sewers and connections	□	□
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City?	□	□
D.	Limit discharges of fats, oils and grease? Have discussions been held with the City of Santa Rosa Environmental Compliance Division to assure the FOG program does not need modifications or changes?	□	□
E.	Enforce any violation of its sewer ordinances?	□	□
F.	Were any changes or modifications made in the past year to City Sewer Ordinances, Regulations or standards?	□	□
G.	Have any changes in the legal authority for the FOG Program been instituted by the Santa Rosa Subregional Water Reclamation Plant staff? Have the changes been incorporated into the City program and legal authorities?	□	□

Discussion:

ELEMENT IV – OPERATIONS AND MAINTENANCE			
Collection System Maps			
A.	Are the City's wastewater collection system maps complete, current and sufficiently detailed?		□
B.	Are storm drainage facilities identified on the collection system maps? If not, are SSO responders able to determine locations of storm drainage inlets and pipes for possible discharge to waters of the state?	□	□
Prioritized Preventive Maintenance			
C.	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewers?	□	□
D.	Based upon information in the SSO Audit, are the City's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	□	□
Scheduled Inspections and Condition Assessments			
E.	Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP? Are both short and long term goals and schedules stated?	□	□
Contingency Equipment and Replacement Inventory			
F.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and documents the procedures of inventory management?	□	□
G.	Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	□	□
Training			
H.	Does the SSMP document current training expectations and programs? Has the City conducted annual training for collection system related employees?	□	□
I.	Was required training on SSMP and OERP completed and documented? Were field exercises with field staff on SSO volume estimation conducted and documented?	□	□
Outreach to Plumbers and Building Contractors			

J.	Does the SSMP document current outreach efforts to plumbers and building contractors?	□	□
K.	Did all public improvement plans and specifications that could impact collection system operations include requirements for OERP training or were contractor OERP programs at least as stringent as the City OERP? Were regular items included in project meeting agendas to discuss emergency response procedures and communications?	□	□
Discussion:			
ELEMENT V- DESIGN AND PERFORMANCE STADARDS			
A.	Does the SSMP reference current design and construction standards for the installation for new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	□	□
B.	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	□	□
C.	Have any new collection system design technologies or equipment been added to the City design and construction standards?	□	□
Discussion:			

ELEMENT VI – OVERFLOW AND EMERGENCY RESPONSE PLAN			
A.	Does the City's Sanitary Sewer Overflow Emergency Response Plan establish procedures for the emergency response, notification, and reporting of SSOs? Are all emergency response procedures current?	□	□
B.	Are City staff and contractor personnel appropriately trained on the procedures for Emergency Response? Is all training documented appropriately?	□	□
C.	Considering SSO performance data, is the Sanitary Sewer Overflow Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?	□	□
D.	Are all SSO and claims reporting forms current or do they require revisions or additions?	□	□

E.	Does all SSO recordkeeping meet the GWDR requirements? Are all SSO event files complete and certified in the CIWQS system?	□	□
F.	Is all information in the CIWQS system current and correct? Have periodic reviews of the data been made during the audit period to assure compliance with GWDR?	□	□
G.	Have all Technical Reports and Water Quality Sampling requirements been met and uploaded to the CIWQS data management system?	□	□
Discussion:			
ELEMENT VII – FATS, OILS AND GREASE (FOG) CONTROL			
A.	Does the FOG Control Program include efforts to educate the public on proper handling and disposal of FOG? Has the City participated with Santa Rosa in FOG education activities in the City?	□	□
B.	Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	□	□
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping and reporting established in the City's FOG Control Program?	□	□
D.	Does the City have sufficient legal authority to implement and enforce the FOG Control Program? Are any changes in the FOG ordinance required to conform to the Santa Rosa FOG requirements?	□	□
E.	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system	□	□
Discussion:			
ELEMENT VIII- SYSTEM EVALUATION AND CAPACITY			
A.	Does the Sebastopol Sanitary Sewer Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long term capacity enhancement and improvement projects?	□	□

B.	Does the City's Capital Improvement Plan (CIP) establish a schedule of approximate completion dates for both short and long- term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?	□	□
Discussion:			

ELEMENT IX- MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	□	□
B.	Is the City able to sufficiently evaluate the effectiveness of the SSMP elements based on the relevant performance results?	□	□
Discussion:			
ELEMENT X – SSMP AUDITS			
A.	Have all SSMP Audits been completed, reviewed, approved and filed within the required time in Appendix A?	□	□
Discussion:			
ELEMENT XI – COMMUNICATION PROGRAM			
A.	Does the City effectively communicate with the public and other agencies about the implementation of the SSMP and continue to address any feedback?	□	□
B.	Did the City Council receive and review the Annual Sewer System Report? Was the annual report uploaded to the City Sewer Section website and added to Appendix A?	□	□
C.	Did City staff conduct and document meetings with the Santa Rosa Subregional Water Reclamation Facility staff on the City FOG program?	□	□

Discussion:			
Change Log			
A.	Is the SSMP Change Log, current and up to date?	□	□
Discussion:			
Audit Team: _____Date: _____ Prepared By: _____Date: _____ Reviewed By: _____Date: _____ Approved for Filing on:_____Date: _____			

To be attach separately and files with the audit:

1. Cover letter/Technical Memorandum on Effectiveness of the Program
2. Implementation Schedule for all program changes and revisions.

Element XI: Communication Program

The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

XI.1. Communication during SSMP Implementation and Performance

The City makes the SSMP available on the City website and copies can be obtained from the Public Works Superintendents office. Hard copies are available to the City Council and will be considered and recertified as required by the GWDR at least every five (5) years from the original adoption date by the City Council or when substantial changes are implemented. The public can obtain copies either from the Utilities webpage or by purchase at the Department of Public Works

In addition, the City website will include a link to the Santa Rosa Subregional Water Reclamation FOG Control Program for residential and commercial customers' information and use. Finally the City staff will communicate regularly with the Director of Utilities at the City of Santa Rosa regarding the FOG programs status and FOG communications.

XI.2. Communicating Sanitary Sewer System Performance

Annually, no later than November of each year, the City Council will receive a report of the sanitary sewer system performance results at a regularly scheduled meeting and the performance information will be included in the minutes of that public meeting and placed on the website for public information. The performance information will include the results of each of the performance measures listed in Element IX: Monitoring, Measurement, and Program Modifications.

XI.3. Source Control Systems

The City works closely with the Santa Rosa Subregional Water Reclamation staff and participates in all outreach programs related to FOG source control and industrial waste.

Appendix A

Sewer System Management Plan
Biannual Audit Reports
and
Annual Council Performance Reports

Appendix B

Log of SSMP Changes

City of Sebastopol
Log of SSMP Changes

Date	SSMP Element #	Description of Change/Revision Made	Person Authorizing Change
3/17/15	All Elements	Five year recertification and adoption of the revised Sebastopol SSMP	City Council

Appendix C

Sanitary Sewer Management Plan Adoption Documents

Resolution No. 5812

RESOLUTION OF THE CITY OF SEBASTOPOL ADOPTING A SEWER SYSTEM MANAGEMENT PLAN FOR THE CITY OF SEBASTOPOL IN COMPLIANCE WITH STATE WATER RESOURCES CONTROL BOARD ORDER 2006-2003-DWQ DATED MAY 2, 2006

WHEREAS, the State Water Resources Control Board enacted Board Order No. 2006-0003-DWQ on May 2, 2006, establishing Waste Discharge Requirements for all public agencies that own or operate sanitary sewer systems greater than one mile in length; and

WHEREAS, the City of Sebastopol, in partial compliance with Order No. 2006-0003-DWQ, enrolled for coverage under Statewide General Waste Discharge Requirements for Sanitary Sewer Systems on October 6, 2006; and

WHEREAS, among other provisions of Order 2006-0003, is a requirement for the City to develop and adopt a Sewer System Management Plan, containing certain provisions detailed in the Board Order; and

WHEREAS, a final Sewer System Management Plan has been prepared containing all of the required components as enumerated in the Board Order;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol hereby approves and adopts the Sewer System Management Plan for the City of Sebastopol.

IN COUNCIL DULY PASSED this 3rd day of August, 2010

APPROVED: _____
MAYOR SARAH GLADE GURNEY

AYES: Councilmembers Robinson, Shaffer, Kelley, Vice Mayor Wilson and Mayor Gurney
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST: _____
(City Clerk Mary Gourley)

Resolution No. 6031

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL ACCEPTING AND CERTIFYING THE CITY OF SEBASTOPOL SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, the State Water Resources Control Board enacted Board Order No. 2006-0003-DWQ on May 2, 2006, establishing Waste Discharge Requirements for all public agencies that own or operate sanitary sewer systems greater than one mile in length that collect or convey untreated wastewater to a publicly owned treatment facility; and

WHEREAS, the City of Sebastopol, in partial compliance with Order No. 2006-0003-DWQ, enrolled for coverage under Statewide General Waste Discharge Requirements for Sanitary Sewer Systems on October 6, 2006; and

WHEREAS, effective September 9, 2013 the WDR Monitoring and Reporting requirements were modified and amended by Executive Order No. WQ2013-0058-EXEC changing reporting and record keeping requirements and modified the categories of sanitary sewer overflows; and

WHEREAS, the WDR requires agencies to prepare a Sewer System Management Plan with specific Elements; and

WHEREAS, the City Council approved Resolution No. 5812 on August 3, 2010, adopting a Sewer System Management Plan (SSMP) for the City of Sebastopol; and

WHEREAS, the WDR requires the governing body to consider revising as necessary and recertifying the SSMP after any changes, revisions or amendments;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol hereby approves this Resolution accepting and certifying the Sewer System Management Plan for the City of Sebastopol dated March 17, 2015.

IN COUNCIL DULY PASSED this 17th day of March, 2015.

APPROVED: _____
PATRICK SLAYTER, MAYOR

AYES: Councilmembers Eder, Glass, Vice Mayor Gurney and Mayor SLayter
NOES: None
ABSENT: Councilmember Jacob
ABSTAIN: None

ATTEST: _____
Mary Gourley, CMC, City Clerk