



Board of Directors:

BOB NAST, President
SEAN DEBLEY, Vice President
JARED BOUCHARD, Director
KRISTINA BREWER, Director
MARCIA MARCUS, Director

PETER MARTINEZ
General Manager

353 Santa Monica Drive · Channel Islands Beach, CA · 93035-4473 · (805) 985-6021 · FAX (805) 985-7156
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BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

NOTICE IS HEREBY GIVEN that the Board of Directors of the Channel Islands Beach Community Services District will hold A Regular Meeting beginning at 6:00 PM on Tuesday, February 11, 2020. The Meeting will be held at the **District Office Conference Room, 353 Santa Monica Drive, Channel Islands Beach, CA 93035.** The Agenda is as follows:

A. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:

B. PUBLIC COMMENTS:

1. Opportunity for members of the public to address the Board on matters under the purview of the District and which are not on the agenda. (Time limit 3 minutes per speaker)

C. CONSENT CALENDAR:

1. Approve the Agenda Order
2. Financial Reports:
 - a. Cash Disbursal & Receipt Report –January 2020
3. Minutes
 - a. January 14, 2020 Regular Board Meeting

4. Authorize customer request for relief from water charges due to leaks on the property consistent with Resolution 16-06:

	Account Number	Water Relief	Sewer Relief	Total Relief
a.	00520-04	\$22.66	\$63.73	\$86.39
b.	15230-04	\$11.90	\$28.97	\$40.87
c.	00090-01	\$40.46	\$98.50	\$138.96
d.	01100-04	\$11.90	\$28.97	\$40.87
				\$307.09

D. OPERATIONS AND MAINTENANCE REPORT:

E. ACTION CALENDAR:

1. Board Meeting Agenda Formation Policy

Recommendation:

- 1) Board to consider and approve the proposed Board Meeting Agenda Formation Policy

2. Sewer System Management Plan (SSMP)

Recommendation:

- 1) Board to consider and approve the updated Sewer System Management Plan

F. INFORMATION CALENDAR:

1. PHWA Agency Budget – FY 2019-20
2. PHWA Agenda Review
3. Report from Board Members of any meeting or conference where compensation from the District for attendance was received

G. PRESENTATION: BOARD PRESIDENT

1. The Board President will give a presentation regarding options for the District to consider in preparing for and responding to sea level rise

H. BOARD MEMBER COMMENTS:

I. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

AGENDA POSTING CERTIFICATION

This agenda was posted Thursday February 6, 2020 by 5:00 PM. The agenda is posted at the District Office and two public notice bulletin boards, which are accessible 24 hours per day. The locations include:

- Hollywood Beach School, 4000 Sunset
- Corner Store, 2425 Roosevelt Blvd.
- District Office, 353 Santa Monica Drive

Agendas are also posted on the District's website at www.cibcsd.com.

Peter Martinez
General Manager

REQUESTS FOR DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, IN ORDER TO ATTEND OR PARTICIPATE IN A MEETING, SHOULD BE MADE TO THE SECRETARY OF THE BOARD IN ADVANCE OF THE MEETING TO ENSURE THE AVAILABILITY OF REQUESTED SERVICE OR ACCOMODATION. NOTICES, AGENDAS AND PUBLIC DOCUMENTS RELATED TO THE BOARD MEETINGS CAN BE MADE AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST.

Channel Islands Beach 2013

2/5/2020 4:29 PM

Register: 1002 · Checking Pacific Western

From 01/01/2020 through 01/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/03/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 01/02			171.68	731,543.22
01/03/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 01/03			21,907.55	753,450.77
01/03/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 01/02			10,502.24	763,953.01
01/03/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 01/02			150.00	764,103.01
01/03/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 01/02			17,325.73	781,428.74
01/03/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/23			153.84	781,582.58
01/03/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/23			14,860.01	796,442.59
01/03/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 12/23			370.63	796,813.22
01/07/2020	6080	ANN HOWARTH	2000 - Accounts Payable	CUSTOMER ...	150.00			796,663.22
01/07/2020	6081	CUSI	2000 - Accounts Payable		101.08			796,562.14
01/07/2020	6082	FGL Environmental I...	2000 - Accounts Payable		245.00			796,317.14
01/07/2020	6083	Hollister & Brace	2000 - Accounts Payable		962.50			795,354.64
01/07/2020	6084	IVR Technology Gro...	2000 - Accounts Payable		203.19			795,151.45
01/07/2020	6085	JOE ROWEN	2000 - Accounts Payable	CUSTOMER ...	146.70			795,004.75
01/07/2020	6086	Michael K. Nunley ...	2000 - Accounts Payable		16,423.37			778,581.38
01/07/2020	6087	Miguel Zavalza	2000 - Accounts Payable		225.00			778,356.38
01/07/2020	6088	NRT PROPERTY M...	2000 - Accounts Payable	Customer # 14...	150.00			778,206.38
01/07/2020	6089	Underground Service...	2000 - Accounts Payable		9.90			778,196.48
01/07/2020	6090	United Water Conser...	2000 - Accounts Payable	Well Name: #...	48.90			778,147.58
01/07/2020	6091	Water Resource Engi...	2000 - Accounts Payable	Flow Test Casa...	1,330.00			776,817.58
01/07/2020	6092	ZWORLD GIS	2000 - Accounts Payable		3,331.90			773,485.68
01/08/2020	6093	CIBCS-D-Petty Cash	2000 - Accounts Payable		191.77			773,293.91
01/08/2020	6094	Streamline	2000 - Accounts Payable	Annual Membe...	2,400.00			770,893.91
01/13/2020		QuickBooks Payroll ...	-split-	Created by Pay...	95.25			770,798.66
01/14/2020		QuickBooks Payroll ...	-split-	Created by Pay...	21,122.00			749,676.66
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01/15/2020	To Print	Casey D Johnson	-split-	Direct Deposit				749,676.66
01/15/2020	To Print	E.D. Brock	-split-	Direct Deposit				749,676.66
01/15/2020	To Print	Erika F Davis	-split-	Direct Deposit				749,676.66
01/15/2020	To Print	Keila E Wilson	-split-	Direct Deposit				749,676.66
01/15/2020	To Print	Mark A Espinosa	-split-	Direct Deposit				749,676.66
01/15/2020	To Print	Peter A. Martinez	-split-	Direct Deposit				749,676.66
01/20/2020	6095	Sam Hill & Sons, Inc.	2000 - Accounts Payable		15,212.45			734,464.21
01/27/2020	6178	FGL Environmental I...	2000 - Accounts Payable	Inv# 917128A /...	409.00			734,055.21
01/27/2020	6180	Spectrum	2000 - Accounts Payable	Inv# 02074420...	224.98			733,830.23
01/27/2020	6181	Grainger	2000 - Accounts Payable		678.76			733,151.47
01/27/2020	6182	Port Hueneme Marin...	2000 - Accounts Payable	Ref# 19687 / A...	36.67			733,114.80
01/27/2020	6183	Spectrum	2000 - Accounts Payable	Acct# 8448 20 ...	52.69			733,062.11
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01/28/2020		QuickBooks Payroll ...	-split-	Created by Pay...	952.29			712,333.94

Channel Islands Beach 2013

2/5/2020 4:29 PM

Register: 1002 · Checking Pacific Western

From 01/01/2020 through 01/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/21			9,281.08	721,615.02
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/22			2,051.93	723,666.95
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/24			9,547.26	733,214.21
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/22			54,512.48	787,726.69
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/21			37,943.98	825,670.67
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/23			1,034.82	826,705.49
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/23			9,694.31	836,399.80
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/27			961.93	837,361.73
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/27			23,374.11	860,735.84
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/27			1,912.23	862,648.07
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/15			979.59	863,627.66
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/23			21,432.00	885,059.66
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/23			349.61	885,409.27
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/24			184.52	885,593.79
01/29/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	1/21			98.00	885,691.79
01/29/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		885,691.79
01/29/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		885,691.79
01/29/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		885,691.79
01/29/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		885,691.79
01/29/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		885,691.79
01/29/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		885,691.79
01/29/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		885,691.79
01/29/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		885,691.79

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, January 14, 2020

A. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE:

President Brewer called the meeting to order at 6:02 P.M. and led everyone in attendance in the Pledge of Allegiance. In attendance, Vice President Nast, Director Marcus, Director Bouchard, Director Debley, General Manager Peter Martinez, Clerk of the Board, Erika Davis, and General Counsel, John Mathews.

B. PUBLIC COMMENTS:

Sergeant Harris from the Sherriff's department said the Parade of Lights went well and that the next big holiday is the Fourth of July. There will be horses patrolling since they are easier to maneuver around crowds. Sergeant Harris reported that there were two break ins on vacant properties, one construction and one vacation rental. The RING camera program may be helpful in cases like this, checking on vacant properties.

Captain Downard from the Sheriff's department asked if there were any concerns. Homeless issues and golf carts on the beach were mentioned. Captain Downard said a homeless pilot program is underway. Concerning the golf cart issues on the beach, the Sheriff is still waiting on the outcome regarding property rights at that specific beach area.

Sergeant Harris and Captain Downard reminded everyone there is a Sheriff non-emergency phone number 805-654-9511 and for emergencies use 911. GPS now can track where calls are coming from.

C. CONSENT CALENDAR:

Director Bouchard made the motion to modify the agenda order and move item F1 to the beginning and approve the Consent Calendar with the modification. Director Marcus seconded the motion. The motion passed.

Brewer, Nast, Marcus, Bouchard, Debley 5 - Yes 0 -No

F. INFORMATION CALENDAR

1. General Manager Martinez requested direction from the Board regarding District involvement with CCTV Cameras. Board discussion ensued. The Board directed staff to bring the issue to the Facilities Committee to suggest action the Board should take after researching cost, maintenance, strategic locations, information on the Sherriff's RING program, and scheduling a Tour of the Advanced Realtime Information Center monitoring facility.

D. OPERATIONS AND MAINTENANCE REPORT:

General Manager Martinez presented the Operations and Maintenance Report using a PowerPoint presentation. Tasks included large meter installs, repair of three water service line breaks, the success of the fire hydrant flow test at the end of Peninsula Road and the report on callouts during the furlough period.

E. ACTION CALENDAR:

1. General Manager Martinez explained that it is the time to elect Board Officers for calendar year 2020. Board discussed duties. General Counsel advised Board members to remember that once the Board takes a position that is the position of the entire Board. Board assignments were made (see attached). Director Bouchard moved to approve the Board assignments for calendar year 2020 and Director Brewer seconded the motion. The motion passed all in favor.

Brewer, Nast, Marcus, Bouchard, Debley 5 - Yes 0 -No

2. President Nast moved to approve the Discontinuation of Residential Water Service Policy pursuant to Senate Bill 998 (SB998) and Director Bouchard seconded the motion. Director Marcus requested General Manager Martinez complete the PowerPoint presentation demonstrating points of the policy. General Manager Martinez used the PowerPoint presentation highlighting key points of the policy and its consistency with SB998. The motion passed collectively.

Nast, Debley, Bouchard, Brewer, Marcus 5 - Yes 0 -No

3. Director Bouchard moved to approve the Accessibility Policy and Director Marcus seconded the motion. The motion passed.

Nast, Debley, Bouchard, Brewer, Marcus 5 - Yes 0 -No

F. INFORMATION CALENDAR:

1. Agenda order modified by motion to be administered at the beginning of the meeting. (See F1 above.)

2. General Manager Martinez updated the Board on the PHWA agenda. General Manager Martinez confirmed the budget will be brought to the PHWA meeting.

3. Report from Board Members of any meeting or conference where compensation from the District for attendance is received.

None.

G. BOARD MEMBER COMMENTS:

Director Marcus stated that at the end of Ocean Drive there is a lot of sand and cars have been getting stuck in the sand.

President Nast said a resident requested the billing statement reflect gallons rather than HCF's for usage. General Manager Martinez stated HCF is the way the meter measures consumption. The Eye on Water application allows residents to convert the HCF measurement to gallons if they prefer to see the usage in gallons measurement.

President Nast stated that he is gathering information on sand fences and will report his findings to the Board.

Director Brewer inquired when information will be distributed regarding the upcoming Election.

Director Bouchard said that the Staff will receive the Election Notice from the Elections Division.

Director Bouchard congratulated President Nast and Vice President Debley and wished everyone a Happy New Year.

Vice President Debley stated that there are 2 seats up for Election at the Ventura County Board of Supervisors.

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

General Manager Martinez stated that the new billing cycle transition is complete and now in effect.

General Manager stated the CUP application is being submitted January 20, 2020.

General Manager stated the Operations Manager position is currently posted and will close at the end of the month.

The Board Meeting adjourned at 7:21 P.M.

Bob Nast, President

Organization	Member(s)	Alternate
Board Positions		
President	Bob Nast	n/a
Vice President	Sean Debley	n/a
Committee Assignments		
Finance Committee	Marcia Marcus, Jared Bouchard	President
Facilities Committee	Sean Debley, Kristina Brewer	President
Water Rate Review Committee	President	Vice President
Agency Appointments		
ACWA/JPIA	Jared Bouchard	Kristina Brewer
ACWA	Jared Bouchard	Kristina Brewer
PHWA	Marcia Marcus, Jared Bouchard	Sean Debley
VCSDA	Jared Bouchard	Sean Debley
VRSD & Committee	Bob Nast	Sean Debley
CSDA	Jared Bouchard	Sean Debley
CASA	Sean Debley	Jared Bouchard



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MARCIA MARCUS, Director

PETER MARTINEZ
General Manager

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Regular Board Meeting, February 11, 2020

To: Board of Directors
From: Peter Martinez, *General Manager*
Subject: Board Meeting Agenda Formation Policy
Item No. E-1

RECOMMENDATION:

Board to consider and approve the proposed Board Meeting Agenda Formation Policy

FINANCIAL IMPACT: No financial impact to the District.

DISCUSSION:

In accordance with Government Code 54954.2 each Board Member may request new items be placed on a future Board Meeting Agenda. This policy aims to clarify how these matters can be requested and approved pending the matter is within the jurisdiction and purview of the District. It is recommended that all items be requested during the Board Member Comments section of the meeting. Once the item is presented to the Board, if the consensus is to move forward, then it will be placed on a future agenda pending the following:

- Existing Board priorities
- Agenda items already in progress
- Workload of affected District staff

The formation, review and finalization of the Board Meeting Agenda for each Regular or Special Board Meeting shall be the joint responsibility of the General Manager and Legal Counsel.

ATTACHMENTS:

1. Proposed – Board Meeting Agenda Formation Policy

Channel Islands Beach Community Services District
Board Meeting Agenda Formation Policy
Effective Date February 11, 2020

- 1.1 Formation, review and finalization of the Board Meeting Agenda for each regular or Special Board Meeting shall be the joint responsibility of the General Manager and Legal Counsel.
- 1.2 Each Board Member, subject to the provisions in this section and Government Code §54954.2, may ask that a matter be placed on a future Board Meeting Agenda during Board Member Comments, as long as the matter is within the jurisdiction and purview of the District. The Board shall reach a consensus on whether the matter should be added to a future Board Meeting.
- 1.3 When a Board Member requests that a certain matter be placed on a future Board Meeting Agenda and a consensus is reached by the Board that the matter is within the jurisdiction and purview of the District, its actual placement on a future Board Meeting Agenda shall depend upon several factors including, but not limited to: existing Board priorities, agenda items already in progress for placement on the Board Meeting Agenda, and the workload of affected District staff responsible for preparing a Board letter or memorandum on the subject as determined by the General Manager.
- 1.4 Emergency Items may be added to the Meeting Agenda at the beginning of a Regular or Special meeting. Emergency Items shall meet the requirements of Government Code Section 5954.2(b) and require a majority vote by the Board of Directors that an emergency situation exists.



Board of Directors:

BOB NAST, President
SEAN DEBLEY, Vice President
JARED BOUCHARD, Director
KRISTINA BREWER, Director
MARCIA MARCUS, Director

PETER MARTINEZ
General Manager

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Regular Board Meeting, February 11, 2020

To: Board of Directors
From: Peter Martinez, *General Manager Sewer*
Subject: System Management Plan (SSMP)
Item No. E-2

RECOMMENDATION:

Board to consider and approve the updated Sewer System Management Plan.

FINANCIAL IMPACT: No financial impact to the District.

BACKGROUND:

On May 2, 2006, the California State Water Resources Control Board adopted statewide General Waste Discharge Requirements (WDR) for publicly owned sanitary sewer systems. The WDR requires the development and implementation of a system specific Sewer System Management Plan (SSMP). The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system to help reduce and prevent sanitary sewer overflows.

According to the WDR requirements, staff must conduct periodic internal audits at least every two years and shall focus on evaluating the effectiveness of the SSMP and compliance with SSMP requirements. The SSMP must be updated every five years and must include any significant program changes. Recertification by the Board is required when significant updates are made to the SSMP.

The District initially developed and received Board certification of its SSMP in 2010.

DISCUSSION:

The SSMP must include the following 11 elements:

1. Goals
2. Organization

3. Legal Authority
4. Operations and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. Fats, Oils, and Grease Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program

On July 26, 2013, the State Water Resources Control Board (SWRCB) authorized Order No. WQ 2013-0058-EXEC, Amending the Monitoring and Reporting Program (MRP) for the statewide General WDR for Sanitary Systems. The amended MRP became effective on September 9, 2013. Notable changes required by the amended MRP include the following:

- Addition of a 3rd Sanitary Sewer Overflow (SSO) category
- Reduced number of agencies that must be notified for SSOs greater than 1000 gallons
- Extended (120-day) time limit for amending and recertifying SSO reports
- Discontinued requirement for reporting SSOs from private laterals
- Requirement for a Water Quality Monitoring Plan and Technical Report for SSOs greater than 50,000 gallons

The updated SSMP incorporates all requirements of the Amended MRP, includes updated contact information for the responsible staff and contractors who would provide overflow emergency response, and provides greater detail in the Capital Improvement Program (CIP).

ATTACHMENTS:

1. CIBCSD - Sewer System Management Plan (SSMP)



Sewer System Management Plan



February 2020

A copy of this document will be available on the
Channel Islands Community Service Districts Website

<http://www.cibcsd.com>

The Channel Islands Beach Community Service District's
Board of Directors meeting schedule
is available on the website

Meetings are publicly noticed and citizens are encouraged to attend.

Comments on this document should be addressed
at the Board of Directors Meetings.

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Appendices

Appendix A: SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (2006)

Appendix B: Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (2013)

Appendix C: Channel Islands Beach Community Services District (CIBCSD) Sewer System Management Plan (SSMP) Adoption – 2010

Appendix D: Local Agency Formation Commission (LAFCO) Resolution

Appendix E: CIBCSD Sewer System Map

Appendix F: City of Port Hueneme Sewer System Overflow Response Plan (SSORP)

Appendix G: SSMP Change Log

LIST OF ACRONYMS

AB	Assembly Bill
BAT	Best Available Technology
BMP	Best Management Practice
CASA	California Association of Sanitation Agencies
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan or Capital Improvement Program and Capital Improvement Project
CM	Corrective Maintenance
CMMS	Computerized Maintenance Management System
CDFG	California Department of Fish and Game
CWEA	California Water Environment Association
EPA	Environmental Protection Agency
ERP	Emergency Response Plan
EUD	Environmental Utilities Department
FOG	Fats, Oils, and Grease
FSE	Food Service Establishments
GIS	Geographical Information System
GPS	Global Positioning System
GWI	Groundwater Induced Infiltration
GWDR	General Waste Discharge Requirements and/or Waste Discharge Requirements (WDR)
I/I	Inflow / Infiltration
ICS	Incident Command System
IERP	Integrated Emergency Response Plan
IWD	Industrial Waste Division
LRO	Legally Responsible Official
MGD	Million gallons per day
MRP	Monitoring and Reporting Program
MSDS	Material Safety Data Sheets
NPDES	National Pollution Discharge Elimination System
NRC	National Research Council
O&M	Operation and Maintenance

OES	Office of Emergency Services
Order	SWRCB Order No. 2006-0003-DWQ adopted May 2, 2006
PdM	Predictive Maintenance
PM	Preventative Maintenance
PMP	Preventative Maintenance Program
R&R	Rehabilitation and Replacement
RD/II	Rainfall Dependent Infiltration and Inflow
RWQCB	Regional Water Quality Control Board
SIUs	Significant Industrial Users
SOP	Standard Operating Procedure <u>or</u> Standard Maintenance Procedure
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSOPP	Sanitary Sewer Overflow Prevention Plan
SSORP	Sanitary Sewer Overflow Response Plan
SWRCB	State Water Resources Control Board
TOC	Table of Contents
USA	Underground Service Alert
VCEH	Ventura County Environmental Health
WDP	Waste Discharge Permit
WDR	Waste Discharge Requirements and/or General Waste Discharge Requirements (GWDR)
WW	Wastewater
SCWD	Wastewater Collection Division
WWTP	Wastewater Treatment Plant

LIST OF TERMS

Authorized Representative – The person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or a duly authorized representative of that person.

Blockage – Something that partially or fully blocks the wastewater from flowing through a sewer pipeline. The blockage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. If not caught in time, the blockage may cause an overflow. This is also called a stoppage.

California Association of Sanitation Agencies (CASA) - CASA is a non-profit, statewide trade association representing public agencies that provide wastewater collection, treatment, disposal, and/or water reclamation services to about 90 percent of the sewered population in California. Website: <http://www.casaweb.org/>

California Water Environment Association (CWEA) – CWEA is an association of 8,000-plus professionals in the wastewater industry. CWEA is committed to keeping California's water clean. CWEA trains and certifies wastewater professionals, disseminates technical information, and promotes sound policies to benefit society through protection and enhancement of the water environment. CWEA offers services at the state level and locally through 17 geographical local sections. Through their on-line bookstore, CWEA offers technical references for sewer system operation and maintenance. Website: <http://www.cwea.org/>.

Dynamic Model – Computer hydraulic model simulation which solves the complete dynamic flow routing equations (St. Venant’s equations) for accurate simulation of backwater, looped connections, surcharging, and pressure flow in a collection system.

Enrollee – The legal public entity that owns a sanitary sewer system, as defined by the GWDR, which has submitted a complete and approved application for coverage under the GWDR. This is also called a sewer system agency or wastewater collection system agency.

Fats, Oils and Grease (FOG) - Fats, oils, and grease that are discharged into the sanitary sewer collection system by Food Service Establishments (FSE), homes, apartments and other sources. FOG is a major cause of blockages leading to increased maintenance and sometimes SSOs.

FOG Control Program – To be implemented at the Enrollee’s discretion. May include public education program; plan and schedule for the disposal of FOG; legal authority to prohibit FOG related discharges; requirement to install grease removal devices; authority to inspect grease producing facilities; identification of sanitary sewer system sections subject to FOG blockages and the establishment of a

cleaning schedule for each section; development and implementation of source control measures for all sources of FOG.

Geographical Information System (GIS) – A database linked with mapping, which includes various layers of information used by government officials. Examples of information found on a GIS can include a sewer map; sewer features such as pipe location, diameter, material, condition, last date cleaned or repaired. The GIS also typically contains base information such as streets and parcels.

Governing Board – This is the governing board of the sewer entity developing the SSMP. Examples would be the Board of Directors, the City Council, or the County Board of Supervisors.

GWDR – General Waste Discharge Requirements – A GWDR is an authorization to discharge waste with certain conditions, which can be issued on an individual basis or to a group of dischargers. The Statewide General WDR for Sanitary Sewer Systems was adopted by the SWCRB and will be implemented by the Regional Water Boards and SWRCB.

Groundwater Induced Infiltration (GWI) – Infiltration attributed to groundwater entering the sewer system.

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

Inflow – Water discharged into a sewer system and service connections from such sources as, but not limited to, roof leaders, cellars, yard and area drains, foundation drains, cooling water discharges, drains from springs and swampy areas, around manhole covers or through holes in the covers, cross connections from storm and combined sewer system, catch basins, storm waters, surface runoff, street wash waters or drainage. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak into the sewer itself.

Lateral – The portion of sewer that connects a home or business with the main line in the street. Sometimes sewer system agencies own or maintain a portion of the lateral.

Upper Lateral: Portion of lateral from building to property line (or easement line), usually privately owned and maintained.

Lower Lateral: Portion of lateral from property line (or easement line) to sewer mainline in the street or easement. This portion of the lateral is sometimes privately owned and maintained and sometimes publicly owned and maintained.

Los Angeles Regional Water Quality Control Board – Also known as Regional Water Board or RWQCB. The mission of this state regulatory agency is to: preserve, enhance and restore the quality of California's

water resources, and ensure their proper allocation and efficient use for the benefit of present and future generations. Website: <http://www.waterboards.ca.gov/losangeles/>.

Monitoring and Reporting Program - The Monitoring and Reporting Program established in the WDR that establishes monitoring, record keeping, reporting and public notification requirements for the GWDR.

Overflow Emergency Response Plan – Identifies measures to protect public health and the environment. A plan must include the following: notification procedure, appropriate response plan, regulatory notification procedures, employee training plan, procedures to address emergency operations, a program that ensures all reasonable steps are taken to contain and prevent discharges.

Private Lateral - That portion of the Lateral that is owned and maintained by the private property owner that it serves. Based on an individual agency’s ordinance, this may just be the Upper Lateral or can include the Lower Lateral.

Preventative maintenance (PM) – Regularly scheduled servicing of machinery, infrastructure or other equipment using appropriate tools, tests, and lubricants. This type of maintenance can prolong the useful life of equipment, infrastructure, and machinery and increase its efficiency by detecting and correcting problems before they cause a breakdown of the equipment, or failure of the infrastructure.

R-Value – Is the amount of rainfall that reaches the collection system via infiltration and inflow. This value is typically expressed as a percentage of total rainfall volume that reaches the collection system.

Rainfall Dependent Infiltration and Inflow – Infiltration and Inflow that is attributed directly to rainfall.

Regional Water Board – Is a short name for any of the nine regional boards including the San Diego Regional Water Quality Control Board and the Santa Ana Regional Water Quality Control Board.

Rehabilitation and Replacement Plan (also referred to as a Capital Improvement Plan) – Identifies and prioritizes system deficiencies and implements short-term and long-term rehabilitation actions to address each deficiency.

Sanitary Sewer Overflow (SSO) – The Statewide GWDR defines an SSO as any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system, including overflows or releases that reach waters of the United States, overflows or releases that *do not* reach water of the United States, and backups into buildings and/or private property caused by conditions within the publicly owned portion of the sewer system.

Sanitary Sewer Overflow Categories

- Category 1 – All discharges of sewage resulting from a failure in an Enrollee’s sanitary sewer system that resulted in a discharge to a drainage channel and/or surface water.

- Category 2 – All discharges of sewage resulting from a failure in an Enrollee’s sanitary sewer system of a volume equal to or greater than 1,000 gallons that did not reach surface water.
- Category 3 – All discharges of sewage resulting from a failure in an Enrollee’s sanitary sewer system of a volume less than 1,000 gallons that did not reach surface water.
- Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral

Sanitary Sewer Systems – Any 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 are considered to be part of the sanitary sewer system and discharges into these temporary storage facilities are not to be considered SSOs.

Satellite Collection System – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.

Sewer System Management Plan-SSMP – A series of written site specific programs that address how a collection system owner/operator conducts their daily business as is outlined in the WDR. Each SSMP is unique for an individual discharger. The plan includes provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Also must contain a spill response plan. Certification is offered by technically qualified and experienced persons and provides a useful cost effective means for ensuring that SSMPs are developed and implemented appropriately.

Southern California Alliance of Publicly Owned Treatment Works - Is a non-profit organization comprised of Publicly Owned Treatment Works including wastewater treatment plants and public collection system owner/operators dedicated to assisting its member cities and agencies in achieving regulatory compliance. Website: <http://scap1.org/>

Stakeholder - A person or organization that has a vested interest in the development and outcome of the SWRCB Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

State Water Resources Control Board - Also called the State Board. This is the State agency that developed and passed the GWDR for collection systems and the agency that maintains the SSO reporting web site.

Static Model – A computer hydraulic model that uses the Manning’s Equation to determine hydraulic capacity of the gravity pipelines and either the Manning’s or Hazen-Williams Equations to determine the

hydraulic capacity of the pressure pipeline system. The capacity is compared to the peak hydraulic flow in the system to determine potential deficiencies. The static model assumes the peak hydraulic flow occurs at all locations within the collection system at the same time.

Stoppage – Something that partially or fully blocks the wastewater from flowing through a sewer pipeline. A stoppage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. If not caught in time, a stoppage may cause an overflow. This is also called a blockage.

System Evaluation and Capacity Assurance Plan – A required component of an agency’s SSMP and is an important part of any agency’s overall Capital Improvement Plan that provides 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.

Wastewater Collection System - See Sanitary Sewer System.

INTRODUCTION

Regulatory Overview

The California State Water Resources Control Board (“SWRCB”) promulgated a waste discharge requirement (“WDR”) permit on May 2, 2006 to regulate sanitary sewer systems. This permit is known as SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Appendix A). On July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013 and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Appendix B) (together these documents constitute the “SSS WDR”).

This permit, among other things, requires local public sewer collection system agencies, referred to as “Enrollees,” to develop a Sewer System Management Plan (“SSMP”). SSMPs must be self-audited at least every two (2) years and updated every five (5) years from the original adoption date by the Enrollee’s governing board. The original SSMP must have been approved by the governing board of the Enrollee at a public meeting and adopted. The five-year SSMP update must also be approved and certified as do all significant updates to the SSMP. The SSMP, all references in the document, and the adoption documents by the governing board must be available on the agency website or submitted to the SWRCB upon adoption or recertification. The Channel Islands Beach Community Services District (CIBCSD) SSMP was originally developed in 2010 and approved by the Board of Directors on April 14, 2010 (Refer to Appendix C: Channel Islands Beach Community Services District (CIBCSD) Sewer System Management Plan (SSMP) Adoption – 2010). This 2020 update serves as the first significant update of the plan, which will from this point forward be audited and updated per the required schedule.

Per the Order, a copy of the General WDR and the certified SSMP will be maintained at the CIBCSD offices, facilities, and/or website. The SSMP is available to sanitary sewer system operating and maintenance personnel at all times and will be updated regularly to keep current with the sanitary sewer system.

SSMP Overview

SSMPs are state-mandated requirements for California public collection system agencies that own or operate sanitary sewer systems greater than one mile in length. The goal for these plans is to reduce SSOs, protect public health and environment and improve the overall maintenance and management of sewer systems including neighborhood lift stations.

The following table identifies each required SSMP element and indicates what criterion must be addressed to achieve compliance with each respective/corresponding element.

Table 1: SSMP Elements

SSMP Element	Criterion
Goals	<ul style="list-style-type: none"> • Properly manage, operate and maintain all parts of the collection system • Provide capacity to convey base and peak flows • Minimize the frequency and severity of SSOs • Mitigate the impact of SSOs
Organization	<ul style="list-style-type: none"> • Identify agency staff responsible for the SSMP • Identify chain of communication for responding to and reporting SSOs
Legal Authority	<ul style="list-style-type: none"> • Control I/I from the collection system and laterals • Require proper design and construction of sewers and connections • Require proper sewer installation, testing and inspection • Ability to impose source control requirements
Operation and Maintenance Program	<ul style="list-style-type: none"> • Maintain up-to-date maps • Allocate adequate resources for system operation and maintenance • Prioritize preventative maintenance activities • Identify structural equipment to minimize equipment/facility downtime • Provide staff training on a regular basis
Design and Construction Standards	<ul style="list-style-type: none"> • Identify minimum design and construction standards and specifications • Identify procedures and standards for inspecting and testing
Overflow Emergency Response Plan	<ul style="list-style-type: none"> • Provide SSO notification procedures • Develop and implement a plan to respond to SSOs • Develop procedures to report and notify SSOs • Develop procedures to prevent overflows from reaching surface waters, and to minimize or correct any adverse impact from SSOs
FOG Control Program	<ul style="list-style-type: none"> • Develop a Fats, Oil and Grease (FOG) control plan, if needed

SSMP Element	Criterion
System Evaluation and Capacity Assurance	<ul style="list-style-type: none"> • Establish a process to assess the current and future capacity requirements • Implement a capital improvement plan to provide hydraulic capacity
Monitoring, Measuring and Program Modifications	<ul style="list-style-type: none"> • Measure the effectiveness of each SSMP element • Monitor each SSMP element and make updates as necessary
SSMP Audits	<ul style="list-style-type: none"> • Conduct an annual audit that includes identifying deficiencies and steps to correct them
Communication Program	<ul style="list-style-type: none"> • Communicate with public (customers) on SSMP development, implementation and performance and create a plan for communication with tributary/satellite sewer systems

District Overview

The CIBCSD service area is located in unincorporated Ventura County, south of the City of Oxnard and west of the City of Port Hueneme. It is bordered by the U.S. Naval Construction Battalion Center to the east and includes the Channel Islands Harbor, the communities of Hollywood Beach, Silver Strand Beach and Hollywood by the Sea. Population within the service area includes approximately 9,576 people and 1,800 sewer connections. CIBCSD owns the collection system including 18.1 miles of sanitary pipelines, 3 lift stations, 4 pump stations, and 2.3 mile of force mains. CIBCSD contracts with the City of Port Hueneme for assistance in regulatory compliance, repairs, operations and maintenance of the CIBCSD facilities. The wastewater is discharged to the City of Oxnard’s collection and conveyance systems and transported to their Wastewater Treatment Facility.

1. GOALS

1.1. Regulatory Requirement & Overview

The “Goals” SSMP element identifies goals the Channel Islands Beach Community Services District (CIBCSO) has set for the management, operation and maintenance of the sewer system and discusses the role of the SSMP in supporting these goals. These goals provide focus for CIBCSO staff to continue high-quality work and to implement improvements in the management of the wastewater collection system. This section fulfills the Goals requirement of the SWRCB SSMP requirements.

D.13.(i) Goals: The goal of the 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.

1.2. CIBCSO SSMP Goals

The goals of the CIBCSO are to:

- Protect public health and safety;
- Properly manage, operate, and maintain the wastewater collection system;
- Prevent adverse impacts to the environment, waterways of the U.S., and their beneficial uses;
- Verify the wastewater collection system has adequate capacity to convey sewage during peak flows;
- Identify and prioritize structural deficiencies and implement short-term and long-term maintenance and rehabilitation actions to address each deficiency;
- Maintain design construction standards and specifications for the installation of new wastewater systems;
- Eliminate preventable SSOs;
- Minimize adverse impacts of SSOs;
- Minimize the frequency of sanitary sewer overflows;
- Respond to sanitary sewer overflows quickly and mitigate the impact of the overflow;
- Ensure corrective action is taken in a timely manner;

- Ensure compliance with current regulatory requirements;
- Document and define procedures to address SSO prevention and response;
- Maintain a Fats, Oil, and Grease (FOG) program to limit fats, oils, grease, and other debris that may cause blockages in the sewage collection system;
- Provide training on a regular basis for staff in collection maintenance and operations;
- Meet all applicable regulatory notification and reporting requirements; and
- Provide excellent customer service.

2. ORGANIZATION

2.1. Regulatory Requirement & Overview

This section of the SSMP identifies CIBCSD staff members that are responsible for implementing the SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet SWRCB requirements for completing and certifying spill reports. This section fulfills the Organization requirement of the SWRCB SSMP requirements.

D.13.(ii) Organization: The SSMP must identify:

(a) The name of the responsible or authorized representative as described in Section J of this Order (SSS WDR).

(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 (Cal OES)).

2.2. District Overview

CIBCSD was created on December 13, 1982. Its creation was a result of the demand of the citizens of the beach community for an independent governmental entity to provide solutions to their need for various services including but not limited to water, sewer, and trash services. If new or increased levels of service were desired, the CIBCSD could provide them with the advantage of local representation and control, related to the services provided, through its locally elected board of directors.

The Channel Islands Beach community dates back to 1924 when the Hollywood Beach subdivision was initiated in unincorporated Ventura County. Silver Strand Beach was mapped in 1925, and Hollywood by the Sea in 1926. Small water districts were founded to serve the needs of those communities, but were

subsequently consolidated into the Channel Islands County Water District, serving the water and sewer needs of the entire beach and harbor area. This organization eventually became the predecessor of CIBCSD.

In 1962 the Army Corps of Engineers started construction of a breakwater and then the dredging for a small craft harbor. The dredging resulted in Hollywood by the Sea being cut into two parts separated by the harbor.

The Channel Islands Beach community has a long history of actively identifying community needs and organizing to pursue common goals. A Beach Chamber of Commerce and Homeowners Association was formed in 1947 and active until the CIBCSDs creation. Other organizations were formed in the 1975-1980 time frame to prevent the annexation of the beach community by adjacent cities and to focus on common concerns. As a result their efforts, the action of the County of Ventura Board of Supervisors, and the votes of the beach community citizens, the CIBCSD was formed.

The CIBCSD is governed by a Board of Directors composed of 5 members, elected at large, from among the electors of the CIBCSD. Those individuals who live in properties located on the land in the Harbor are residents of the City of Oxnard and are therefore not within the political boundaries of the CIBCSD and thus are not entitled to vote for the CIBCSD Directors. Individuals who live aboard a boat in a public marina south of Channel Islands Boulevard are in fact residents of the CIBCSD. Directors have a term of office of four years, staggered so that 2 Directors are elected in the first cycle and the other 3 Directors elected in the following cycle two years later. There is no limit on the number of terms of office a Director may serve.

The Board authorizes the necessary funding for the management, operations and maintenance of the CIBCSD sanitary sewer system as well as water and trash services. The CIBCSDs attorney provides legal advice and guidance to the CIBCSD in implementing the CIBCSDs ordinances and exercising legal authorities; and represents the CIBCSD in legal matters, including enforcement actions.

The CIBCSD relies on the local (County of Ventura or City of Oxnard) Building and Safety Departments for developing and implementing standards for private lateral sewer (building sewer) connections.

The lines of authority are clearly diagrammed from the Board through the CIBCSD Manager to each individual position. Each unit within the CIBCSD organization, including each individual, has specific and clearly defined responsibilities and authorities that are designed to meet the CIBCSDs mission and goals for the CIBCSDs sanitary sewer systems and collectively implement all of the State Waste Discharge Requirements (WDR) and SSMP requirements. This ensures that each element of the SSMP is properly addressed and accomplished. CIBCSD offices that are responsible for SSMP-related functions and activities shown in the CIBCSD Organization Chart.

Program work elements are subdivided into manageable work assignments to ensure that full attention and support is given to each need and each task within the program. This organizational structure allows assignment of experts who are knowledgeable about the regulations and requirements of each specific task within each program work element and who are skillful in program implementation. The CIBCSOs process of recruitment, promotion and selection of staff to leadership positions within the CIBCSO ensures that the right people are assigned to the right job.

2.3. SSMP Program Responsibilities

The CIBCSO has designated a Legally Responsible Official (LRO) pursuant to Section J., REPORT DECLARATION, of the State General WDR (Order No. 2006-0003). This individual is responsible for data submittals and reporting. Contact information for the CIBCSOs LRO is provided below:

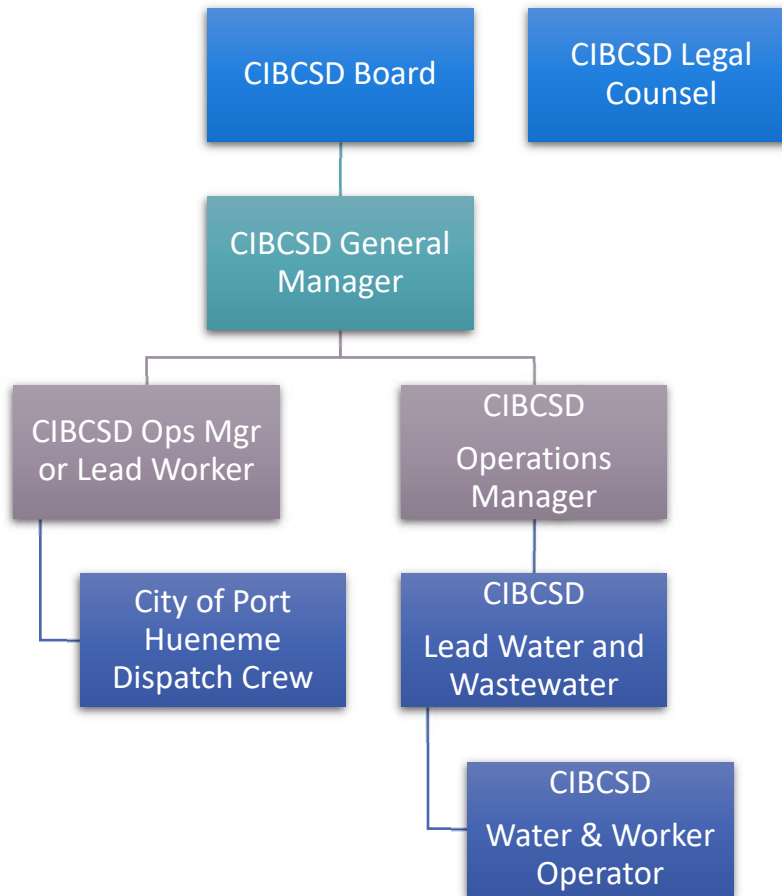
Pete Martinez, General Manager
 Channel Islands Beach Community Service District
 353 Santa Monica Drive
 Channel Islands Beach, CA 93035-4473
 805-985-6021

Additionally, the names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program are provided below. The he lines of authority are shown in the CIBCSO Organization Chart.

Table 2: SSMP Program Responsibility Contact Information

SSMP Program Responsibility Contact Information	
Position / Name	Phone Number
General Manager / Pete Martinez	805-985-6021
Office Manager / Carol Jean (CJ) Dillon	805-985-6021
CIBCSOs Attorney’s Office / Arnold, Bleuel, LaRochelle, Mathews, Zirbel	805-988-9886

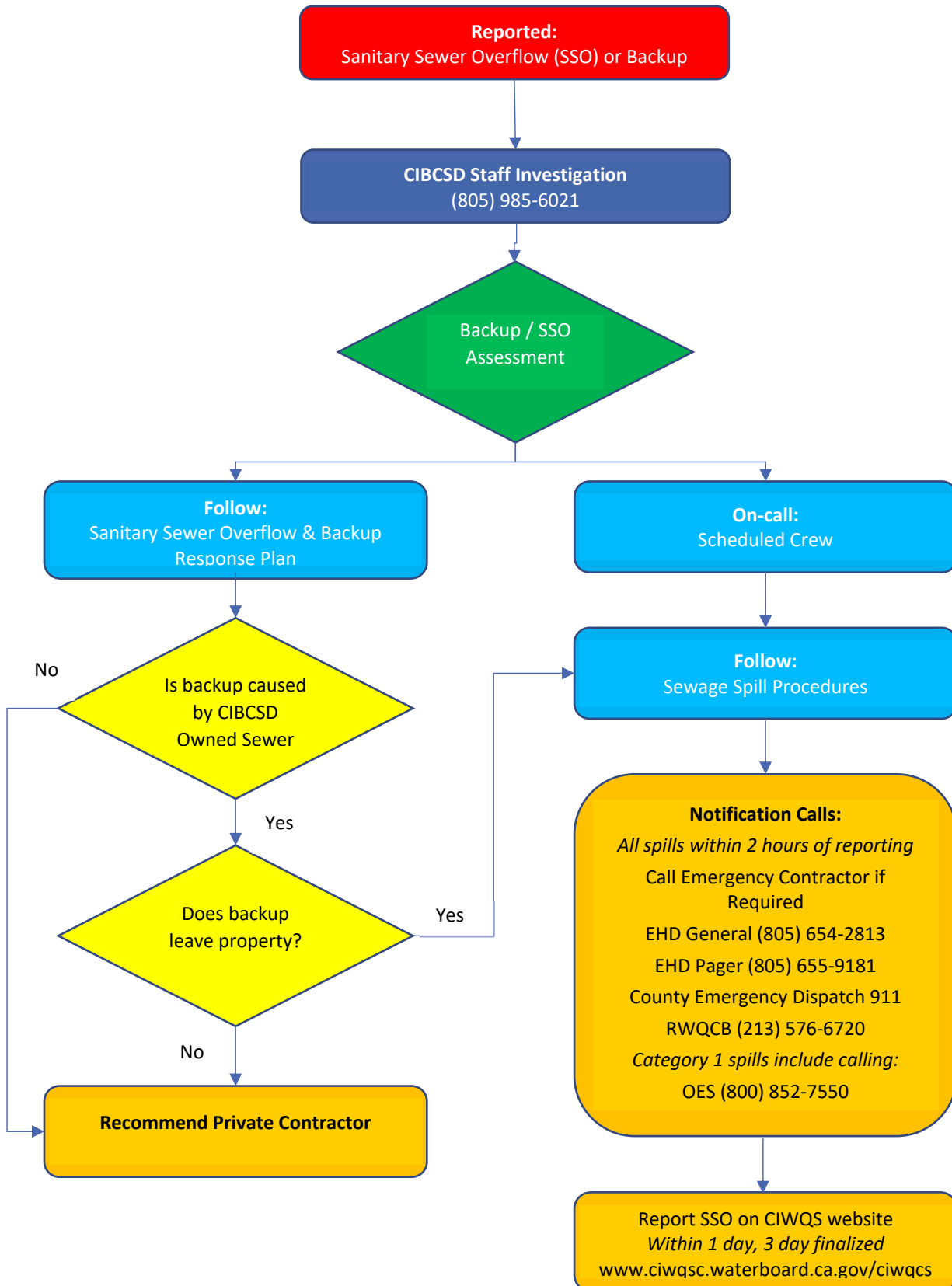
Figure 1: CIBCSD Organization Chart



2.4. SSO Reporting Chain of Communication

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)) is outlined in the Chain of Communication figure. The CIBCSD has procedures that provide for effective notification of each category of SSOs through a clear and step-by-step method of communication by staff at different levels. The procedures for SSO reporting are reviewed and updated as needed to ensure that they are in full compliance with all regulatory and legal requirements and advance the CIBCSDs mission to protect public health and the environment. These reporting procedures are described in detail in Section 6.0: Overflow Emergency Response Plan and outlined in the figure below.

Figure 2: Chain of Communication.



3. LEGAL AUTHORITY

3.1. Regulatory Requirement

The “Legal Authority” element identifies the legal authority CIBCSD has set for operation and maintenance of the sewer system by the use of ordinances, service agreements, and other legally binding documents.

D.13.(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:

(a) Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);

(b) Require that sewers and connections be properly designed and constructed;

(c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;

(d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and

(e) Enforce any violation of its sewer ordinances.

3.2. Channel Islands Beach Community Services District General Legal Authority

The Channel Islands Beach Community Services District is a multi-service, independent district formed in 1982 pursuant to the Local Agency Formation Commission (LAFCO) Resolution (Appendix D). CIBCSD is authorized to provide water, wastewater, and trash collection/recycling services within its boundaries and, via contract with the City of Oxnard, water and wastewater services to portions of Channel Islands Harbor. As part of the adoption of *Ordinance 91: Channel Islands Beach Community Services District Rates, Fees, and Regulations Related to the Provision of Water and Wastewater Services and Adoption by Reference of Portions of Article VII-Public Utilities, Chapter 2 – Sewer Service of the City of Port Hueneme Municipal Code*, CIBCSD ensured the legal authority to prevent illicit discharges into the sanitary sewer system, that sewer connections are properly designed and constructed, ensure access for maintenance, inspection, or repair, limit FOG and other debris that may cause blockages, and enforce any violation of

its sanitary ordinance. The following table provides legal authority references to meet the requirements of the WDR:

Legal Authority	
Requirement	Reference
Public Sewers	
Ability to prevent illicit discharges into the wastewater collection system	Adopted by reference through Ordinance 91: Article VII-Public Utilities, Chapter 2 – Sewer Service of the City of Port Hueneme Municipal Code, Section 7153A - Prohibited discharge standards.
Ability to require that sewers and connections be properly designed and constructed	Adopted by reference through Ordinance 91: Article VII-Public Utilities, Chapter 2 – Sewer Service of the City of Port Hueneme Municipal Code, Section 7152A - Service connections.
Ability to require proper installation, testing, and inspection of new and rehabilitated sewers	CIBCSD Ordinance 91, Section 6: Requirement to Camera Sewer Lateral
Laterals	
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the Enrollee	Not Applicable. No laterals owned or maintained by the District.
FOG Source Control	
Ability to limit the discharge of FOG and other debris that may cause blockages	Adopted by reference through Ordinance 91: Article VII-Public Utilities, Chapter 2 – Sewer Service of the City of Port Hueneme Municipal Code, Section 7154H - Discharges from food establishments, vehicle maintenance facilities, and commercial and industrial laundries.

Legal Authority	
Requirement	Reference
Requirements for the installation of GRDs	Adopted by reference through Ordinance 91: Article VII-Public Utilities, Chapter 2 – Sewer Service of the City of Port Hueneme Municipal Code, Section 7154H - Discharges from food establishments, vehicle maintenance facilities, and commercial and industrial laundries.
Ability to set design standards for GRDs	Adopted by reference through Ordinance 91: Article VII-Public Utilities, Chapter 2 – Sewer Service of the City of Port Hueneme Municipal Code, Section 7154H - Discharges from food establishments, vehicle maintenance facilities, and commercial and industrial laundries.
Ability to set maintenance requirements for GRDs	Adopted by reference through Ordinance 91: Article VII-Public Utilities, Chapter 2 – Sewer Service of the City of Port Hueneme Municipal Code, Section 7154I - Maintenance of grease interceptors, grease traps and gravity separation devices.
Ability to require record keeping and reporting of GRD maintenance and repair	Adopted by reference through Ordinance 91: Article VII-Public Utilities, Chapter 2 – Sewer Service of the City of Port Hueneme Municipal Code, Section 7154I - Maintenance of grease interceptors, grease traps and gravity separation devices.
Authority to inspect grease producing facilities	Adopted by reference through Ordinance 91: Article VII-Public Utilities, Chapter 2 – Sewer Service of the City of Port Hueneme Municipal Code, Section 7157A - Inspection—Search warrants.

Legal Authority	
Requirement	Reference
Enforcement	
Ability to enforce any violation of the Enrollee’s sewer ordinances	Adopted by reference through Ordinance 91: Article VII-Public Utilities, Chapter 2 – Sewer Service of the City of Port Hueneme Municipal Code, Section 7158. – Administrative Enforcement Remedies and Section 7159. – Judicial Enforcement Remedies.
Provide notice of alleged violations to sewer user	Adopted by reference through Ordinance 91: Article VII-Public Utilities, Chapter 2 – Sewer Service of the City of Port Hueneme Municipal Code, Section 7157D - Notification of violation.

3.3. Illicit Discharge Prevention

The CIBCSDs sanitary sewer system is separate from the storm water system. CIBCSD prohibits connections of storm drains, downspouts, area drains, storm sewer connections and other sources that could contribute infiltration and/or inflow to the sanitary sewer system with one exception. An agreement allowing a dry season storm drain connection to the sanitary sewer system was signed between CIBCSD, the Cities of Oxnard and Port Hueneme, and the Ventura County Watershed Protection District (WPD). This agreement allows the dry season flow from the WPD San Nicholas storm drain system pump station located in the Silver Strand Beach area to enter the sanitary sewer system. This connection was made to assist in the lowering of water quality exceedances observed at the Kiddie and Hobie Beach’s. The San Nicolas storm drain system pump station discharges directly to Kiddie Beach.

3.4. Design and Construction Requirements

CIBCSD requires that all sewers constructed comply with local laws and regulations. Private developer designed and construction projects service connections must be designed and constructed to meet the Uniform Plumbing Code.

3.5. Maintenance, Inspection, and Repair Access

The CIBCSD does not maintain private lateral sewer lines. Property owners are responsible for proper installation, operation and maintenance of their lateral. Property owners are required to obtain permits from the Ventura County Department of Building and Safety for work on private properties and the Ventura County Department of Public Works and/or the City of Oxnard for work in the public right-of-way.

CIBCSD requires the inspection of new and rehabilitated private sewer laterals and mainline sewers to ensure that installations meet CIBCSDs and local laws and standards. It also provides for enforcement actions for noncompliance.

3.6. Fats, Oils, and Grease Limitations

Restaurant inspections in the CIBCSD are conducted by the City of Oxnard inspection staff. These inspections are a requirement under the Ventura County National Pollutant Discharge Elimination System (NPDES) Permit. CIBCSD staff conduct manhole, pump station, and lift station inspections to identify any FOG and debris which could cause a blockage in the sanitary sewer system. CIBCSD contracts with the City of Port Hueneme in the maintenance and repair of any problems identified during these inspections to ensure blockages do not occur.

3.7. Violation Enforcement

The Local Agency Formation Commission (LAFCO) Resolution (Appendix D) provides the authority to carry out all inspection, surveillance and monitoring of the sanitary sewer system. The LAFCO Resolution gives the Board and the Manager the power, jurisdiction, and supervision over places of discharge of wastewater into the POTW, necessary to adequately enforce and administer all applicable State and Federal laws.

4. OPERATIONS AND MAINTENANCE PROGRAM

4.1. Regulatory requirement

This SSMP element identifies the program implemented by CIBCSO for operation and maintenance of the sewer system. By providing preventative maintenance and rehabilitation activities the risk of a sanitary sewer overflow will be reduced. Identified in the following sections is a description of how CIBCSO meets the following regulatory requirements.

D.13.(iv) Operation and Maintenance Program. The 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 storm water 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 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, maintenance, and require contractors to be appropriately trained; and

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

4.2. Sewer System Maps

A comprehensive set of maps showing all the features of the CIBCSD sanitary sewer system are kept at the main office and maintenance facility. These maps are used for locating gravity line segments, manholes, pressure pipes, valves, lift stations, and other features of the CIBCSDs sanitary sewer system. The maps include jurisdictional boundaries, roadways, water bodies, rivers and streams. The maps include information on line identification numbers, size, type, material, manhole number and other information related to the specific feature. These maps are updated as needed for revisions, addition of new developments, and rehabilitated sewers by a contracted engineering firm. A copy of the current map is located in Appendix E: CIBCSD Sewer System Map.

4.3. Routine Preventive Operation and Maintenance

The CIBCSD preventive maintenance program for routine and non-routine maintenance consists of line cleaning, video and visual inspection, and pump and lift station maintenance. All preventive maintenance activities are documented in station log books maintained at the CIBCSD office.

A contractor conducts Closed Circuit Television (CCTV) sanitary sewer line inspections for CIBCSD to identify and clean any FOG, debris, cut roots, or any other blockages in the sanitary sewer system.

The line cleaning activities include high pressure water cleaning, root sawing, and root control as needed. A vacuum truck is utilized during these operations to collect debris generated during the cleaning process.

Inspections are conducted during the line cleaning, video inspections and visual inspections by both CIBCSD and contracted personnel during routine operations and maintenance activities. Inspection observations are reported through inspection logs, e-mail correspondences, and through verbal communications with the managers and supervisor. An example of the log sheets, CIBCSD – Pump and Lift Stations Weekly Checks are shown in Figure 4 and CIBCSD Station Entry Procedure shown in Figure 5.

Figure 3: Pump and Lift Station Weekly Checks

	Hollywood	Hueneme	Los Robles	Panama	"A"	"B"	"H"
Employee _____		Time: _____		Date _____			
Supervisor _____		Time: _____		Date _____			
Meter Hours: Pump 1 _____		Pump 2 _____					
<input type="checkbox"/> Ensure log entries <input type="checkbox"/> Notes on Back		Run pump in hand and observe for normal operation Report any unusual or abnormal operating conditions Pump 1 <input type="checkbox"/> Pump 2 <input type="checkbox"/>					
<input type="checkbox"/> Remove excess sand from station and pad Time Spent: _____ <input type="checkbox"/> Open Bilco doors and inspect for damages and wear. Clean as needed. <input type="checkbox"/> Inspect Edison Meter and outside area for vandalism, report needed repairs <input type="checkbox"/> Turn HOA switches to OFF position before exercising any valves <input type="checkbox"/> Exercise check valves, plug valves, adjust seals as needed, ensure valves not sticking		<input type="checkbox"/> CHECK VALVE 1 _____ <input type="checkbox"/> CHECK VALVE 2 _____ <input type="checkbox"/> PLUG VALVE 1 _____ <input type="checkbox"/> PLUG VALVE 2 _____ <input type="checkbox"/> PLUG VALVE 3 _____ <input type="checkbox"/> PLUG VALVE 4 _____ <input type="checkbox"/> BYPASS VALVE _____ <input type="checkbox"/> Inspect blower for proper operation					
<input type="checkbox"/> Inspect Sump Pump for Proper Operation "A", "B", and "H" station only <input type="checkbox"/> Inspect bubbler for proper operation "H" station only							
Control Panel <input type="checkbox"/> Check enunciator lights and replace as needed <input type="checkbox"/> Check all control panel operations <input type="checkbox"/> Verify HOA switches are in ON position <input type="checkbox"/> Test and reset alarm <input type="checkbox"/> Verify alarm sent, received, and restored with alarm company <input type="checkbox"/> Verify no alarm condition exists, determine cause of alarm and repair as needed <input type="checkbox"/> Wipe down control panel <input type="checkbox"/> Inspect dry well and clean as needed <input type="checkbox"/> Inspect wet well and clean as needed		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> **note any cracks, water infiltration, grease buildup, or unusual conditions </div>					

Figure 4: Station Entry Procedure

**CIBCSD
Station Entry Procedure**

Station _____

Date /Time _____

Signature _____

- 1 Check blower operation
- 2 Open doors and set up traffic control
- 3 Call Office - time entering station _____
- 4 Conduct initial Atmosphere testing

Record initial readings

	Readings	Limits
Oxygen		19.5 - 23.5 %
LEL		10%
Hydrogen Sulfide		10 PPM
Carbon Monoxide		25 PPM

- 5 Call Office - time leaving station _____
- 6 Notes _____

Closed Circuit Television (CCTV) line inspections are conducted using video collection software by the operators in the recording, inspection rating, and reporting of the Wastewater Collection System. The software and staff are both certified by the National Association of Sewer Service Companies (NASSCO) for standardized pipe inspection coding protocols established through the Pipeline Assessment Certification Program (PACP). The line inspection activities and observations are documented through inspection reports and video files delivered to CIBCSD.

Lift station preventive maintenance is conducted weekly for visual observations and operational functionality. Monthly maintenance includes a safety inspection and startup of backup generators while under load. Quarterly maintenance includes mechanical and electrical safety inspections, air and generator filter replacements, pump, compressor, and generator operation verification.

The CIBCSD maintenance scheduling has been conducted through the City of Port Hueneme CMMS program, which automatically tracks upcoming tasks including preventive, proactive, predictive, scheduled, and corrective maintenance; maintenance engineering; and quality controls. Work orders are verbally issued weekly to the operations.

The CIBCSD maintenance program utilizes staff and contractors to help maintain equipment and facilities to ensure they are all working properly during routine and non-routine maintenance, and during emergency repairs. A list of CIBCSD emergency contractors, contact personnel, and phone numbers are shown in the table below.

Table 3: Emergency Contractors

CIBCSD - Emergency Contractors	
COPH - Police	(805)986-6530
ECI	(805) 648-5123
Sam Hill & Sons	(805) 644-6278
Dieners Electric	(805) 432-8880

4.4. Rehabilitation and Replacement Plan

The CIBCSDs Rehabilitation and Replacement Plan are conducted through the preventive maintenance program. As part of this Plan, structural deficiencies are identified and a necessary improvements list is developed and implemented systematically. The Rehabilitation and Replacement Plan implementation entails a variety of short- and long-term activities that ensure the sustainability of the sanitary sewer system infrastructure..

Short Term

CIBCSD staff currently utilize contractors to perform CCTV inspections in support of operation and maintenance activities. Manhole inspections are conducted during line cleaning, CCTV inspections, and individually per NASSCO inspection specifications. An inspection report is generated from the CCTV Inspection software which identifies any rehabilitation and replacement observations. The inspection report is kept with the operations manager, a corrective work order is generated, and reviewed by the supervisor, engineering, or environmental staff. Rehabilitation, replacement and/or repairs are conducted based on these reviews.

Follow-up CCTV inspections are conducted at overflow locations usually within 24 hours of overflow occurrence to identify any necessary repairs or any special maintenance needs.

Long Term

The life of the sanitary sewer infrastructure is being extended through the PM program. This program accomplished several problematic issues associated with deteriorating infrastructures due to groundwater and rainwater infiltrations as well as chemical reactions in gravity and force main sewer systems.

In its PM program, the CIBCSD conducts comprehensive and systematic inspections and assessments of all components of its sewer system. Inspections are used to identify problems requiring repair and prioritize needed improvement projects. A 5-year Capital Improvement Plan is used to identify facility improvements and costs based on the contracted Engineers recommendations. The following are items in the Capital Improvement Plan:

- I&I Reduction - Main & Manhole Improvements
- Sewer Lift Station and Pump Station Rehabilitation
- Hydrogen Sulfide Reduction
- Oxnard Wastewater Plant Improvements
- Wastewater Flow Meter Installation
- CCTV Video Inspection Program

The CIBCSD uses state-of-the-art CCTV equipment to inspect and assess the condition of the sanitary sewers (CCTV is completed approximately every five years). Sewer systems are cleaned and inspected every two years (50% per year).

4.5. Sanitary Sewer System Training

CIBCSD collection and maintenance workers participate in CWEA programs, vendor sponsored training, safety, and skill training. All training is documented and each employee training history is maintained. Training is also provide to staff regarding spill reporting procedures and the Sewer System Management Plan.

Contractors are provided with CIBCSD wastewater collection system policies and procedures and per contract are required to train all of their employees on the these policies and procedures prior to performing work on the wastewater collection and conveyance system.

4.6. Equipment and Replacement Part Inventory

CIBCSD maintains an inventory of critical parts to maintain the lift stations and collection system, including spare pumps, pipe-fittings, and electrical components for the lift stations. CIBCSD also relies on parts vendors and outside contractors to supply parts and services during emergencies. Refer to Appendix X for a list of spare critical equipment.

Table 4: Equipment and Replacement Part Inventory

Equipment and Replacement Part Inventory	
3 floats	2 motors
3 sump pump ½ hp	2 power head for vertical pumps
2 submersible pumps (lift station)	1 vertical chopper pump

5. DESIGN AND PERFORMANCE PROVISIONS

5.1. Regulatory requirement

This SSMP element identifies the design and construction standards set in place by CIBCSD. The design and construction standards ensure that construction or modifications made to the sewer system are completed according to good engineering practices.

D.13.(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.

5.2. Design and Construction Standards

New and rehabilitated sewers and pump stations are planned, designed and constructed in accordance with federal, state and local agencies requirements. Projects are contracted with a professional engineering firm to ensure the project follows the Greenbook and Uniform Plumbing Codes standards. In addition, environmental documents are prepared to comply with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), or both as appropriate. This process ensures that projects benefit from the input of all affected and interested parties.

As new products are introduced, they undergo a thorough review and evaluation by the “Greenbook” Committee, a group of public works officials in the Southern California area that are dedicated to high performance construction materials and standards. The “Greenbook” Committee is a clearinghouse for the review of new products and construction methods. It develops standard specifications that become part of the “Greenbook”. The CIBCSD references applicable “Greenbook” specifications as appropriate for the construction of new and repair sewer projects. Emergency repairs are conducted according to the “Greenbook” standards.

CIBCSD and contracted staff are responsible for enforcing compliance with the plans and specifications for installing new sewers, pumps, other appurtenances, for rehabilitation and repair projects.

5.3. Inspection and Testing Procedures and Standards

CIBCSD contract with third party contractors for inspection on all rehabilitation and new sewer system construction contracts. Written inspection procedures are followed to ensure that sewer system facilities are built to conform to the plans and specifications. Inspections are conducted both on the jobsite. The CIBCSD does not accept the installed components until they pass all required performance tests and a field acceptance from the inspector is issued. New or rehabilitated system components are placed into service upon certification by CIBCSDs or contracted inspectors that they have been installed in accordance with plans and specifications.

6. OVERFLOW EMERGENCY RESPONSE PLAN

6.1. Regulatory requirement

In the event of a sewer system overflow, actions should be taken to minimize the area of the overflow and potential for release into navigable waters. The “Overflow Emergency Response Plan” element of the SSMP provides general guidance on actions to be taken in the event of an overflow.

D.13.(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 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 WDR 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.

6.2. Notification Procedures

CIBCSD contracts with the City of Port Hueneme to respond to SSOs and backups. The City of Port Hueneme Sewer System Overflow Response Plan (Appendix F) are a four step procedure which directs staff in SSO Notification, Clean Up, Posting and Sampling, and Reporting requirements. Notification starts with the spill being reported to the supervisor. The supervisor will immediately report the spill via the Proposition 65 reporting form to Ventura County Environmental Health Department (EHD). If the spill reaches the waters of the State, the supervisor will contact the State Office of Emergency Services (OES) and Regional Water Quality Control Board (RWQCB) within two (2) hours after the reported spill. The Sanitary Sewer Overflow & Backup Response Plan (Response Plan) further insures that the CIBCSD representatives follow established guidelines in clean up and decontamination of sewer spills which may occur within the CIBCSD service area.

The CIBCSD encourages citizens to report overflows to the CIBCSD. Citizens may use the CIBCSD telephone number (805) 985-6021 to report overflows and other sewer problems 24 hours per day, seven days per week. Once verified, all sewer overflows regardless of volume or potential impact are reported to all parties in the chain of communication within the CIBCSD and to the appropriate regulatory agencies, as detailed on the Sewage Spill Procedure. When an overflow is due to private construction activities, the construction contractors are required to report the overflow to the CIBCSD immediately.

6.3. Sanitary Sewer Overflow Response Plan

The spill procedures and response plans both require full, immediate, and appropriate attention and response to an SSO with the ultimate goal of minimizing impacts to public health and safety and the environment. It is the CIBCSD procedure that “Every reported sewage spill affecting public or private property within the CIBCSD shall be acted upon by the CIBCSD.” Telephone calls to report overflows or other maintenance problems are answered 24 hours per day, 7 days per week. Crew leaders are immediately notified upon receipt of a reported potential sewer overflow and are instructed to respond immediately. The spill procedures and response plan provide the guidelines for assessing the overflow, notifying supervisor, documenting the overflow, estimating the volume of the overflow, sampling and laboratory analysis, posting warning signs and following up. The highest priorities are to contain the overflow and minimize, if not prevent the overflow from reaching the storm drain system, and to minimize or eliminate exposure to the public and impact on public health. Both the spill procedures and response plan are designed to protect public health and safety, meet all regulatory reporting requirements, and ensure immediate and effective response.

Construction contractors are required to have an approved sewage flow bypass system and Emergency Response Plan in place prior to start of construction. Contractors are instructed to take immediate action to stop any overflow. These are discussed at the pre-construction conference and enforced by the CIBCSD.

6.4. Regulatory Agency Notification Procedures

The response plan outlines notification steps and includes a comprehensive contact and notification list. Notification depends on the severity and potential impact of the overflow. All sewer overflows that enter the waters of the State such as ocean and waterways must be reported immediately. For the purposes of reporting to the EHD, the term “immediate” is defined as within two (2) hours of becoming aware of an overflow event. Immediate reporting is made when an overflow results in a direct discharge into the waters of the State and/or when the CIBCSD representative determines that an overflow could potentially reach the waters of the State based on their knowledge of the sewer and storm drain infrastructure. All other overflows must be reported to the EHD, the OES and the RWQCB within two (2) hours of knowledge of the overflow event. In addition, immediate notification of the public, health agencies, and others of overflows “that may imminently and substantially endanger human health” is required. Initial notification includes posting warning signs and barricades as necessary by the responding crews. Appropriate agencies and impacted entities are notified in accordance with CIBCSD procedures. The notification lists are updated to keep officials names and positions current (see below).

Table 5: Spill Response Notification Requirements

Spill Response Notification Requirements	
For all spills contact	City of Port Hueneme
For all SSO contact agency/person responsible for area affected by sewage spill	Fish and Game (916-445-0045) State Parks (909-443-2969) Coastal Commission Coast Guard Lifeguards Property Owner

Spill Response Notification Requirements	
SSO of any amount contact within 2 hours of knowledge of incident	Ventura County Environmental Health Department (805-654-2813, After Hours: 805-320-6244) Regional Water Quality Control Board (RWQCB) (213-576-6720)
Spills over 1000 gallons contact within 2 hours of knowledge of incident:	Office of Emergency Services (OES) (800-852-7550)

Construction contractors are required to take immediate measures to mitigate and report overflows as soon as they are discovered. The CIBCSD inspectors report construction-related overflows to the CIBCSD and document the time, location, cause, estimated quantity, and any impact of the overflow, and take mitigation measures as needed.

The spill procedures and response plans have been prepared to meet the requirements set in the Regional Board WDR, Monitoring and Reporting Program (MRP), California Water Codes, and other State Laws relating to SSOs.

6.5. Staff and Contractor Training

The spill procedures and response plans are clearly documented and available to all personnel. This document is used as a resource in emergency response training. All wastewater operation and maintenance staff are trained on emergency response procedures. New employees receive this training as part of their orientation and this training is reinforced during tailgate training sessions. The CIBCSD emphasizes its goal to have no construction-related overflows during pre-bid and pre-construction meetings. Construction contractors are required to submit and obtain approval of all flow bypasses and emergency response plans prior to the start of construction.

The CIBCSD prepares employees to respond to major emergencies and disasters. Training comes under various programs, including formal classroom, informal on-the-job, and hands-on training. Training is facilitated by both CIBCSD staff and by outside training workshops. Training courses are added and existing courses are modified to stay current with the rapidly changing technology and requirements. On-the job cross training is actively pursued to ensure staff has a proficient working knowledge of each and every specific part of a task. Staff is cross-trained to ensure critical tasks are completed without interruption. Task proficiency is a requirement for all job positions and promotions, and training records are maintained

to monitor completed classes and schedule employee training. Crews are initially trained in the proper operation and maintenance of all new equipment and facilities by the contractor/manufacturer. Written operation and maintenance manuals are used as resource material for initial start-up training as well as new staff training. Safety training is an integral part of the CIBCSO training program. Staff member receives formal safety training, hazardous materials management, and confined space entry as required by regulations.

6.6. Emergency Operations Procedures

The CIBCSO, under contract with the City of Port Hueneme has developed and implemented an advanced and comprehensive overflow prevention, response and reporting program. These include timely reporting to the impacted agencies and stakeholders, templates for estimating overflow volume, training for overflow review, and follow-up CCTV inspection to accurately determine cause and prevention methods.

Adequate staff is placed on standby status to supplement existing staff as needed or respond to an emergency after hours. The CIBCSO maintains a list of pre-qualified on-call contractors who provide specific equipment, materials, and crews to the CIBCSO in emergency operations including traffic control. In addition, the Police Department and Fire Department can be utilized to assist in emergency situations including traffic and crowd control.

6.7. Spill Mitigation and Containment

The CIBCSO seeks to protect public health and safety and the environment through the implementation of all Federal and State laws, standards, and orders applicable to untreated wastewater. Through a comprehensive and systematic program of cleaning, condition assessment, repair and upgrade of its sewer system, the CIBCSO controls the discharge of untreated and partially treated wastewater into receiving waters such as ground water, streams, and rivers.

When an overflow occurs, the highest priorities are to contain the overflow and minimize, if not prevent, the overflow discharge into the storm drain system, and to minimize or eliminate exposure to the public and impact on public health. The spill procedures and response plan provide guidance to the crews in order to accomplish this objective.

A comprehensive investigation is performed for each overflow event to diagnose cause and take remedial measures to prevent and mitigate similar future events. The problematic area requiring more frequent cleaning are added to the operations managers spreadsheet with a revised cleaning schedule, pertinent information.

7. FATS, OILS, AND GREASE CONTROL PROGRAM

7.1. Regulatory requirement

If a sanitary sewer system determines that there is a large possibility for fats, oils, and grease to enter the collection system that may present problems or build-ups the enrollee must develop a Fats, Oil, and Grease (FOG) Program. The FOG Program provides education to the public and institutes requirements for grease interceptors and other means into the collection system by the food industry.

D.13.(vii) Fats, Oils, and Grease (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 establish 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.

The CIBCSO FOG program has been addressed through the preventive maintenance program and through the City of Oxnard’s FOG Control Program for restaurant inspections in the CIBCSO service areas. The city has a program that advocates and maintains support for certified Environmental Compliance Inspectors for its source control program. Inspectors are responsible for recording facility based information on routine forms and apply situational discretion to their procedures. Assessments have been made which required grease trap/interceptors for facilities installed according to the Uniform Plumbing Code (cited by Ventura County Building & Safety Code as well). The CIBCSO FOG Program objectives include:

- Reducing the amount of FOG originating from Food Establishments from entering the CIBCSO collection system (note that there are very few FSEs in the service area);
- Protecting the environment by eliminating FOG related collection system backups and overflows.
- Eliminating storm water pollution sources associated with non-permitted outdoor Food; Establishment activities, such as washing kitchen mats and restaurant equipment and other maintenance activities in outdoor areas that discharge to the Stormwater Drainage System; and
- Continuing to comply with the State of California and other applicable Federal regulatory requirements.

7.2. Public Outreach

Public education outreach and stakeholder involvement is an important part of the FOG Control Program and is an ongoing effort. Brochures describing the FOG Control Program and BMPs are distributed to FSEs in two languages: English and Spanish. In addition, the City of Oxnard website includes a “Stormwater Restaurant Source Control” page which serves as an additional source of information to the community at large.

The inspector conducts public education regarding proper disposal of FOG through the restaurant inspection program. FSEs are inspected by the inspectors in accordance with accepted industry standards. A Restaurant Inspection Report is generated which verifies the location, liquid depth, size, and cleanout frequency of the grease trap or interceptor. Proper disposal documentation is required for the interceptor service and verified by the inspector. Education is conducted during this inspection to ensure the FSE is conducting proper disposal of FOG as well as stormwater related impacts associated with the rendering grease storage, cleaning of mats, and trash enclosures.

7.3. FOG Disposal Plan

The CIBCSD does not own or operate any FOG disposal facilities. The FSEs must, at a minimum, collect the waste FOG and prevent the waste FOG discharge into the sewer system by implementing the following BMPs:

- “Dry wipe” pots, pans, dishware and work areas prior to washing. Use rubber scrapers or paper towels to remove FOG from cookware, utensils, and serving ware.
- Collect waste cooking oil and store properly in recycling barrels or drums. Use a licensed hauler or recycling facility to dispose of this waste.
- Use absorbent products to clean under fryer baskets and other locations where FOG may be spilled or dripped.

The CIBCSD does not allow FOG waste haulers to discharge waste FOG into the sewer system. However, it provides FSEs with a list of licensed grease haulers and rendering companies.

FOG generated during CIBCSD line cleaning and vault cleaning activities is removed from the sanitary system and disposed of at a waste disposal facility outside the CIBCSD sanitary sewer system service area.

7.4. Legal Authority to Prohibit SSOs and Blockages Caused by FOG Discharges

Ordinance 91 (adoption of Port Hueneme Municipal Code sections) provides the authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG. The legal authority gives the Board and the Manager the power, jurisdiction, and supervision over places of discharge of wastewater into the POTW, necessary to adequately enforce and administer all applicable State and Federal laws. The City of Oxnard’s Municipal Code, Chapter 19, contains specific language with respect to FOG control, to prohibit illegal discharges and to prohibit FOG discharges by food FSEs. To mitigate SSOs resulting from blockages caused by FOG accumulation, the CIBCSD implements the City of Port Hueneme SSORP. The Response Plan provides guidelines for investigating FOG-related SSOs and taking enforcement and corrective actions to prevent future occurrences.

7.5. Grease Removal Device Requirements

The CIBCSD has standardized the procedure of requiring grease removal devices based on the California Plumbing Code Section 1009.0 and 1009.1 for new food establishments and for tenants who make major improvements to their kitchen area. In addition, the CIBCSD requires food establishments to maintain

their grease interceptor cleaning as part of the permitting process. This is accomplished in part by the City of Oxnard's FSE inspection program. The design, construction, installation and testing of commercial kitchen grease interceptors or grease traps shall be in accordance with the Uniform Plumbing Code.

FSEs are required to maintain the grease interceptor in an efficient operating condition by periodic removal of accumulated grease including floating material, sludge and solids. The grease interceptors shall be cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total liquid depth of the grease interceptor.

BMPs include proper cleaning of equipment and surfaces, proper disposal of FOG, dry cleaning methods, and proper storage and disposal of wastes.

A logbook of grease interceptor cleaning and maintenance practices shall be maintained. Copies of records and manifests of hauled waste FOG or hauled interceptor wastewater shall be maintained in FSEs files.

7.6. FOG Inspection Authority

CIBCSD possesses the legal authority to prevent illicit discharges into the sanitary sewer system, that sewer connections are properly designed and constructed, ensure access for maintenance, inspection, or repair, limit FOG and other debris that may cause blockages, and enforce any violation of its sanitary ordinance through the LAFCO Resolution.

7.7. Identification and Maintenance of FOG Blockages

SSOs caused by blockages from FOG are monitored for location and required cleaning frequency. Locations with a high number of FOG blockages are given special investigation, enhanced public outreach, and cleaning status. Sewers prone to FOG accumulation or blockages are given high priority and cleaned more frequently in an effort to prevent FOG-related overflows. All reaches, including "non-problem" sewers, are included in a routine preventive maintenance cleaning schedule.

Scheduled and completed tasks are catalogued and the operations managers spreadsheet. The maintenance program includes preventive, proactive, predictive, and corrective maintenance, maintenance engineering, source control, and quality control.

7.8. Source Control Measures

The FOG Programs inspector investigates potential sources of FOG waste to verify compliance. FSEs are required to comply with source control measures for all sources of grease, implement BMPs, install grease traps or interceptors as applicable, and are subject to inspections to verify continuous compliance.

The LAFCO Resolution and City of Oxnard's Municipal Code, Chapter 19, provide the legal authority to visit and inspect FSEs and monitor the implementation of Best Management Practices. As part of routine inspection activities, inspectors determine permit requirements and verify observance of FOG Control Program provisions. Additionally, information and training materials such as multi-language handouts, FOG Control Program summary, lists of licensed grease waste haulers, and pretreatment equipment manufacturers are provided to help businesses comply.

Installation of a grease interceptor is required at all FSEs that have the potential to generate waste FOG unless an exception is granted.

In the event a discharger fails to comply with the requirements of the FOG Program, the inspector takes immediate enforcement action by applying one or more of the following appropriate enforcement action(s):

- Notice of Non-Compliance – During the Restaurant Inspection and identified on the Inspection Report, the inspector will identify any corrective actions observed during the inspection. The inspector will assist the FSE in solutions and BMPs to meet these corrections and establish a timeline to correct them. The inspector will revisit the FSE for a follow-up inspection to verify the corrective actions have been met.
- Notice of Violation (NOV) – A notice by certified mail or personal service which identifies the permit condition(s) violated, the circumstances surrounding the violation(s), and provides the FSE with an opportunity to correct the noncompliance on its own initiative.
- Within 30 days of the NOV, the FSE is required to conduct an investigation and submit a written response describing the cause of the violation, the actions taken to correct the violation or prevent future violations and the date those corrective actions will be completed.
- Telephone Assistance – A telephone call or verbal notification to an FSE official used to address violations, usually of a minor nature. All phone or verbal notifications are documented in the FSEs file.
- Exception Revocation – Management revokes the FSEs exception for cause and require an installation of a grease interceptor.
- Cease and Desist Order – An order that requires the FSE to cease a specific activity and implement corrective actions to permanently achieve and maintain compliance. An Order may be issued

when an FSE fails to achieve compliance after a NOV is issued or when a pattern of noncompliance is observed.

- The CIBCSD and/or City of Oxnard may pursue civil and criminal penalties, as well as injunctive relief.

8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

8.1. Regulatory requirement

To ensure that the sanitary sewer system was designed and constructed to standard and to handle peak flow amounts, an evaluation of the system must be completed as part of the SSMP. If deficiencies in the system are found then an improvement program must be implemented ensuring that appropriate funds are designated for the overall maintenance and stability of the sewer system.

D.13.(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 capital improvement plan (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.

8.2. System Evaluation

The City of Port Hueneme conducted an Assessment and Valuation Study in March 2004 prior to the sale of the wastewater facilities to CIBCSD. This study indicated Lift Stations A, B, and H as not having experienced capacity problems or experienced any significant failures. CIBCSD has not experienced or have contributed to a SSO discharge caused by hydraulic deficiency or facility failures since taking over the wastewater facilities.

CIBCSD implemented a supervisory control and data acquisition (SCADA) system to monitor all sewer stations, including lift stations A, B, and H and pump stations Hollywood, Hueneme, Panama, and Los Robles. The SCADA system is accessible to all operations staff remotely by computer or cell phone. Through the SCADA, real time flow and level are monitored with alarms and callouts are sent remotely by text and email to on-call staff. Flow and level trends as well as the alarms history will include date, time, station ID, and a description of alarm type. The SCADA assists CIBCSD management in responding to potential SSO's due to equipment failure, peak flows, or hydraulic capacity exceedance as well as assist in system changes through the trends analysis functions.

Through the operations and maintenance program, observations during sewer CCTV video inspections, sewer line cleaning, and manhole inspections are conducted to identify any hydraulic capacity deficiencies. The CCTV video inspection program is used to identify sewer line hydraulic deficiencies and the sanitary sewers integrity. In the event of an SSO, video inspection will be conducted to identify the possible source of the SSO. The entire CIBCSD sewer system is scheduled for video inspection to identify any hydraulic deficiencies in the sanitary sewer system. The results of the inspection program are reviewed and work orders generated to address any needed improvements or repairs identified.

The manhole inspection program consists of inspecting each manhole in the CIBCSD sanitary sewer system, documenting the observations and physical condition of the manhole on the Manhole Inspection Form. The manhole inspection form includes the manhole identification number, street name, and location. The type, shape, size, and depth of the manhole are documented along with a quick numeric rating.

Photographs are taken during the manhole inspection and documented on the manhole inspection form. The back side of the form is used to detail identified defects observed during the inspection. This will assist the supervisor in generating a work order to correct the defect(s) during repairs. The form is handed in to the supervisor for review, approval, and comments. If repairs are identified on the form, a work order is generated and repairs are scheduled.

8.3. Design Criteria

The CIBCSD has more than enough capacity to handle the volume of sanitary sewer flows in the system during peak flow conditions. CIBCSD staff continue to monitor flows at the lift stations on a monthly schedule to ensure the peak flow capacities remain adequate for both dry and wet weather events. A spreadsheet is maintained with flow meter observations for total flow volumes in gallons per month.

Maintenance activities including lift station maintenance, line cleaning, CCTV video inspection, and manhole inspection programs record the condition of the CIBCSD sanitary sewer system on a regular schedule. Observations are documented and maintained by the operations manager. Work orders are generated to repair and maintain identified problem areas. Contracted Engineering and management review the documented observations and work orders for addition to the CIP and outside contracted assistance if the work is outside the regular scope of services.

These activities will assist in the prevention of SSOs and backups in the CIBCSD sanitary sewer system. Improvements and repairs will be identified and included in the CIP to assist in their funding and scheduling. The above activities will continue to assist CIBCSD in the monitoring of the sewer facilities to ensure the design criteria continue to be met.

8.4. Capacity Enhancement Measures

Although CIBCSD does not have hydraulic deficiencies in its wastewater collection system and has no significant remaining development, the management maintains a rolling 5-year Capital Improvement Plan (CIP). The CIP schedule is produced on a spreadsheet with expenses assigned to specific fiscal years. Funding is generated by revenues through collection of fees for wastewater services that are determined based on a fair and equitable system of cost sharing by all users of the system and by reducing treatment costs.

8.5. Capital Improvements Plan Schedule

CIBCSDs CIP is reviewed and updated annually and lists all capital improvement projects scheduled for implementation during the following years. Inclusion in the CIP is determined by a risk-based and payback-based prioritization system. The risk-based projects have a higher priority. Projects which have payback, such as infiltration reduction also reduce the risk of SSOs.

9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

9.1. Regulatory requirement

As the SSMP Program is developed and implemented, methods to improve implementation of the SSMP may be noted. The “Monitoring, Measurement, and Program Modifications” section of the SSMP sets standards and verifies that the program is working effectively at the facility. Where items are found to be deficient, actions should be taken to improve the overall implementation of the program and ensure that it is working effectively.

D.13.(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.

9.2. Maintaining Information to Prioritize SSMP Activities

System flow data information is collected and analyzed to verify lift and pump station capacities during dry and wet weather events are adequate. The data collected assists the operations manager in identifying any system deficiencies. Any significant changes in quantities as typically observed throughout the year will initiate further investigations into the cause to aid in the prevention of sanitary sewer spills and backups.

All sanitary sewer spills and backups reported and observed will be documented and reported in the CIBCSD. The cause of the SSOs will be evaluated to identify required corrective actions. The operations manager will generate corrective work orders to make emergency and identified repairs. If the SSO is identified as a structural deficiency or damage, engineering support will be acquired to analyze and

recommend corrective actions needed. If the analysis targets grease and or debris, the City of Oxnard inspection staff is notified and corrective actions to address any FOG related actions including targeted restaurant inspections, business and residential outreach. The information collected, analysis and recommendations will be used to establish and prioritize the appropriate SSMP maintenance activities to ensure further SSOs are prevented.

9.3. Monitoring SSMP Effectiveness

Each element of the SSMP requiring implementation will be measured for effectiveness through a SSMP Review meeting conducted by CIBCSO management (not to exceed two year intervals). The operations managers will interview staff and contractors to identify problematic areas requiring possible addition to the CIP spreadsheet. Short and long term projects will be added to the CIP after being presented to the CIBCSO Board for recommendations and funding sources.

Indicators used to measure the effectiveness of the SSMP elements are:

- Total number of SSOs;
- Number of SSOs by each cause (root, grease, pipe failure, capacity, pump station failure, and other);
- Portion of sewage contained compared to total volume spilled;
- Volume of spilled sewage discharged to surface waters; and
- Planned to actual performance for preventative maintenance.

9.4. Preventive Maintenance Program Assessment

The CIBCSO preventive maintenance program identifies needed maintenance activities. Through the SSMP Review meetings, the assessment and success of the preventive maintenance program will be continually monitored. Any identified maintenance activity not meeting the expectations or is unsuccessful will be re-evaluated, changed, and/or eliminated as needed. This will be accomplished through the SSMP review meeting and actual maintenance feedback on the activity forms. The results will be reviewed by the CIBCSO general manager, operations manager, and staff.

9.5. Updating SSMP Based Upon Performance

The CIBCSD management will maintain and update the SSMP program elements based on the SSMP Review meetings. If major changes to the SSMP are identified, CIBCSD Board approval will be presented with staff recommendations.

9.6. SSO Trends – Frequency, Location, and Volume

Data from 2010-20019 have been included in Table 6 and Table 7 shows the total number of SSOs by Cause, (Roots, Debris, Grease, Capacity, Pump Station Failure, Pipe Failure, and Other), by Calendar Year from 2005 to 2019. CIBCSD has not experienced any SSO due to hydraulic deficiencies or facility failures.

The data in the following tables will be kept current to continue monitoring and identifying the SSO trends in the CIBCSD.

Table 6: CIBCSD SSO History

Type	Category	Spill Volume	Spill Start
SSO	Category 3	100	2018-08-29
SSO	Category 1	6	2015-03-18
PLSD	Category 3	35	2015-02-08
SSO	Category 3	50	2015-01-26
SSO	Category 3	100	2014-07-06
SSO	Category 3	100	2010-11-22

Table 7: SSO Source Totals

Calendar Year	Roots	Debris	Grease	Air Relief Valve	PS Failure	Pipe Failure	Other	Total
2005	0	0	0	0	0	0	0	0
2006	0	0	0	0	0	0	0	0
2007	0	0	0	0	0	0	0	0
2008	0	0	0	0	0	0	0	0
2009	0	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	1	1
2011	0	0	0	0	0	0	0	0
2012	0	0	0	0	0	0	0	0
2013	0	0	0	0	0	0	0	0
2014	0	0	1	0	0	0	0	1
2015	0	1	0	2	0	0	0	3
2016	0	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0	0
2018	0	0	0	1	0	0	0	1
2019	0	0	0	0	0	0	0	0

Figure 5: CIBCSD SSO Events Per Year

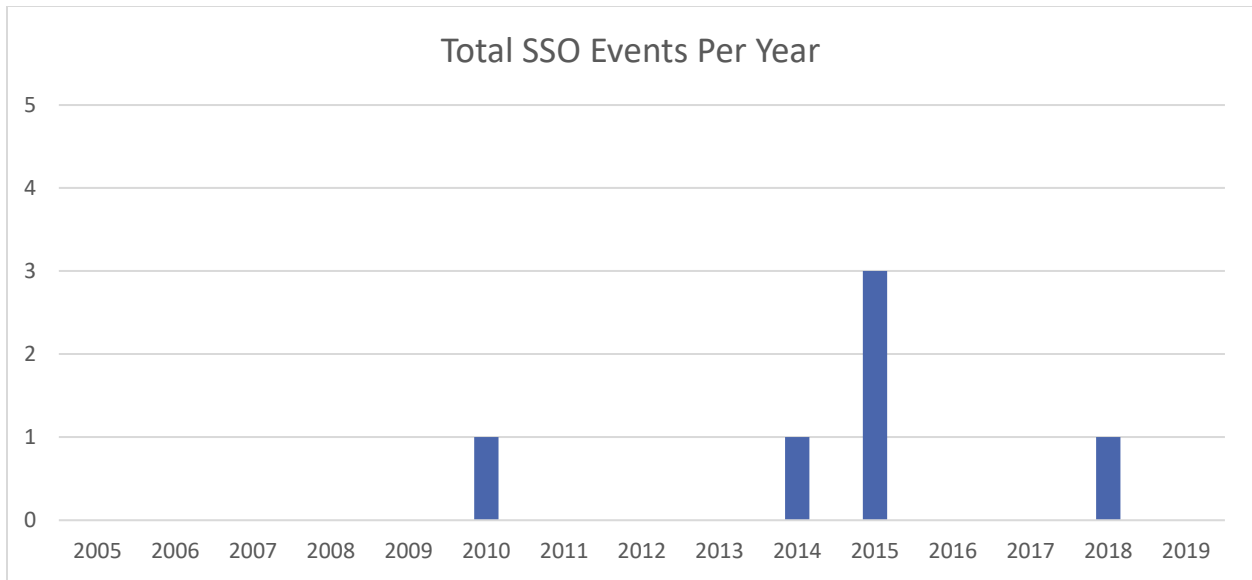
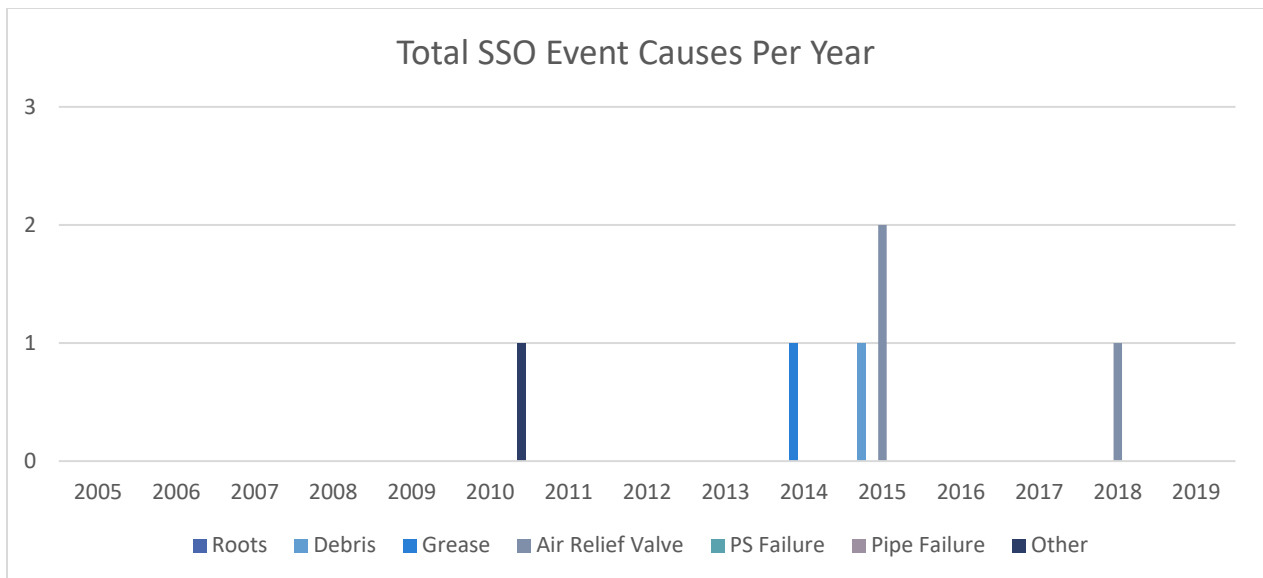


Figure 6: CIBCSD SSO Event Causes Per Year



10. SSMP PROGRAM AUDITS

10.1. Regulatory requirement

As the SSMP Program is developed and implemented, methods to improve implementation of the SSMP may be noted. The “SSMP Program Audit” section of the SSMP sets procedures to be taken to audit the effectiveness of the implemented program. Where items are found to be deficient, actions should be taken to improve the overall implementation of the program and ensure that it is working effectively.

D.13.(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.

10.2. SSMP Program Audit Process

A report on the SSMP audit findings will be kept on file at the CIBCSD Main Office. The report will consist of the completed SSMP Audit Checklist and recommendations on areas in the CIBCSD system which requires additional work due to system deficiencies. Through this process, problematic areas will be monitoring closer and addition to the CIP will be incorporated to correct and repair these identified areas as needed.

10.3. SSMP Program Audit Checklist

1. Goal

Regulatory Requirement	Yes	No	N/A	Comments
1.1 Has the following Plans and Schedules been developed to reduce preventable SSO's: a) Management b) Operation c) Maintenance				
1.2 Has the system capacity been evaluated and document as adequate for current and future needs of the Agency's service area?				
1.3 Has the Agency established measurable performance indicators to manage assets at lowest life cycle costs?				

2. Organization

State Water Resources Control Board Order No. 2006-0003, Item 13 (ii)

Regulatory Requirement	Yes	No	N/A	Comments
2.1 Has a responsible or authorized individual been assigned and certified the elements of the SSMP Program?				
2.2 Does the Agency have a current organization chart with responsibilities identified?				
2.3 Has the Agency identified the chain of communication for reporting SSO's to the appropriate authorities as applicable?				

3. Legal Authority

State Water Resources Control Board Order No. 2006-0003, Item 13 (iii):

Regulatory Requirement	Yes	No	N/A	Comments
<p>3.1 Has appropriate authority in sewer ordinances, service agreements, or other legally binding procedures been defined for:</p> <ul style="list-style-type: none"> (a) Preventing illicit discharges into its sanitary sewer system; (b) Require that sewers and connections are properly designed and constructed; (c) Appropriate access for maintenance, inspection, and repairs of lateral owned or maintained by the Public Agency; (d) Limit the discharge of fats, oils and grease (FOG) and other debris that may cause blockages; and (e) Enforcement of violations of the Agency’s sewer use and ordinances. 				

4. Operation and Maintenance Program

State Water Resources Control Board Order No. 2006-0003, Item 13 (iv)

Regulatory Requirement	Yes	No	N/A	Comments
4.1 Does the Agency maintain an up-to-date map of the collection system, that includes: (a) gravity line segments and manholes; (b) pumping facilities; (c) pressure pipes and valves; and (d) applicable stormwater conveyance facilities.				
4.2 Does the Agency have a Preventative Maintenance (PM) program for the collection system?				
4.3 Does the Preventative Maintenance (PM) program have a system to document scheduled and conducted activities?				

Regulatory Requirement	Yes	No	N/A	Comments
4.4 Does the Agency have a rehabilitation and replacement plan to identify system deficiencies?				
4.5 Does the rehabilitation and replacement plan identify and prioritize system deficiencies and addresses short-term and long-term rehabilitation actions to address deficiencies?				
4.6 Does the rehabilitation and replacement plan include TV Inspections of manholes and sewer pipes and a system for ranking the condition and scheduling replacement?				
4.7 Does the rehabilitation and replacement plan include a capital improvement plan that addresses proper management and protection of the infrastructure assets?				

Regulatory Requirement	Yes	No	N/A	Comments
4.8 Does the capital improvement plan include a time schedule for implementing short-term and long-term plans and a schedule for developing funds needed for the capital improvement plan?				
4.9 Does the Agency have the ability to provide equipment and replacement parts inventories for critical equipment?				
4.10 Does the Agency provide training to staff in the sanitary sewer system operation and maintenance?				
4.11 If Contractors are used for operation and maintenance does the agency ensure that contractors are properly trained?				
4.12 Does the Agency have an equipment and replacement parts inventories list that includes identification of critical replacement parts?				

5. Design and Construction Standards

State Water Resources Control Board Order No. 2006-0003, Item 13 (v)

Regulatory Requirement	Yes	No	N/A	Comments
5.1 Have design and construction standards been met for the installation of new sewers and rehabilitation and repair of existing sewers?				
5.2 Have standards and procedures for inspection and testing for new, repaired and rehabilitated sewers, pumps, and other appurtenances been documented and implemented?				

6. Overflow Emergency Response Plan

State Water Resources Control Board Order No. 2006-0003, Item 13 (vi)

Regulatory Requirement	Yes	No	N/A	Comments
6.1 Does the Agency have a plan to respond to SSO's?				
6.2 Has the Agency established procedures for internal and external notifications of SSO's? Note: Notifications should include primary responders, regulators, and the general public.				

Regulatory Requirement	Yes	No	N/A	Comments
6.3 Does the Agency have written SSO procedures to: <ul style="list-style-type: none"> • Investigate & assess • Contain • Correct cause • Estimate Volume • Clean Up • Sample Receiving waters, if necessary • Incident documentation • Notification & Reporting requirements • Address emergency procedures, including crowd control and traffic operations. 				
6.4 Has the Agency trained employees on SSO Response procedures?				
6.5 Has the Agency trained employees on monitoring and reporting programs?				

7. Fats, Oils, and Grease (FOG) Control Program

State Water Resources Control Board Order No. 2006-0003, Item 13 (vii)

Regulatory Requirement	Yes	No	N/A	Comments
<p>7.1 Does the Agency have areas where fats, oils, and grease could affect the collection system?</p> <p>Note:</p> <p>-If the answer to this question is Yes, a FOG Program is required to be implemented.</p> <p>-If the answer to this question is No, a FOG Program is not required however the justification for not have the program must be fully documented.</p>				
<p>7.2 Has the Agency identified sections of the sewer system subject to grease blockages?</p>				
<p>7.3 Has the Agency established a maintenance schedule for each section identified to have a FOG problem?</p>				

Regulatory Requirement	Yes	No	N/A	Comments
7.4 Has the Agency developed and implemented source control measure for all known sources of grease and fats that may be discharged to the sewer system?				
7.5 Has the Agency established authority to inspect grease producing facilities and authority to provide enforcement?				
7.6 Has legal authority been established to: <ul style="list-style-type: none"> (a) prohibit discharges into the collection system (b) ensure grease removal devices (traps and interceptors) are provided (c) Inspected design standards for removal devices (d) Ensure that maintenance requirements are met (e) Ensure that Best Management Practices (BMP) are completed (f) Ensure that record keep and reporting is completed for facilities that have a grease and oil system 				

Regulatory Requirement	Yes	No	N/A	Comments
7.7 Has the Agency developed a plan and schedule for public education that promotes proper disposal of FOG?				

8. System Evaluations and Capacity Assurance

State Water Resources Control Board Order No. 2006-0003, Item 13 (viii)

Regulatory Requirement	Yes	No	N/A	Comments
8.1 Has a capital improvement plan to provide hydraulic capacity of key sewer system elements under peak flow conditions been implemented?				
8.2 Does the plan evaluate portions of the collection system experiencing SSO's due to hydraulic deficiency and provide estimates that include: <ul style="list-style-type: none"> (f) peak flow, including flows that escape from SSO's; (g) capacity of key system components; (h) hydraulic deficiencies; (i) major sources that contribute to the peak flows associated with overflow events. 				

Regulatory Requirement	Yes	No	N/A	Comments
8.3 Has the plan developed a capital improvement program to address hydraulic deficiencies on a short and long term basis?				
8.4 Is the plan reviewed and updated every 5 years?				

9. Monitoring, Measurement, and Program Modifications

State Water Resources Control Board Order No. 2006-0003, Item 13 (ix)

Regulatory Requirement	Yes	No	N/A	Comments
9.1 Has a monitoring program been implemented to measure the effectiveness of the SSMP Program?				
9.2 Has the SSMP Program elements been updated when monitoring or performance evaluations were found unsatisfactory?				
9.3 Has a monitoring program been implemented to monitor, measure, and adjust preventative maintenance programs and activities to reduce SSO's as necessary?				
9.4 Does the program identify and illustrate SSO Trends, including frequency, location, and volume?				

10. SSMP Program Audits

State Water Resources Control Board Order No. 2006-0003, Item 13 (x)

Regulatory Requirement	Yes	No	N/A	Comments
10.1 Does the Agency conduct SSMP Program audits every 2 years evaluating the effectiveness of the SSMP Program and program compliance?				
10.2 Are copies of the Audit kept on file?				
10.3 Are deficient items identified and steps included to correct them?				

11. Communications Program

State Water Resources Control Board Order No. 2006-0003, Item 13 (xi)

Regulatory Requirement	Yes	No	N/A	Comments
11.1 Has the Agency established a means to communicate to the public the development, implementation, and performance of its SSMP?				
11.2 Has the communication program allowed for public input to the Agency regarding the SSMP Program?				
11.3 If the facility has Satellite systems, has the Agency created a means of communication with the Satellite system regarding the sanitary sewer system?				

12. Governing Board Certification

State Water Resources Control Board Order No. 2006-0003, Item 13 (xii)

Regulatory Requirement	Yes	No	N/A	Comments
12.1 Has the City Council/Board adopted the SSMP at a Public Meeting?				

11. COMMUNICATION PROGRAM

11.1. Regulatory requirement

D.13.(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.

11.2. Communication Plan

The CIBCSD Board was presented the original CIBCSD SSMP at their regularly scheduled public meeting held at the CIBCSD Office. The public had the opportunity to provide input prior to formal adoption. The 2019 revised SSMP will allow for public comment prior to adoption.

The SSMP will be available on the CIBCSD website and at the CIBCSD Office soon after it is adopted by the CIBCSD Board. Public comments and input are available through the regular monthly public meetings held on the second Tuesday of each month at 6:00 PM at the CIBCSD office.

11.3. Tributary / Satellite Communication Plan

The plan of communication with CIBCSDs tributary and/or satellite systems is conducted through regular meetings held with both the cities of Oxnard and Port Hueneme throughout the year.

**Appendix A: SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for
Sanitary Sewer Systems (2006)**

**STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-0003-DWQ**

**STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS
FOR
SANITARY SEWER SYSTEMS**

The State Water Resources Control Board, hereinafter referred to as “State Water Board”, finds that:

1. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order. Such entities are hereinafter referred to as “Enrollees”.
2. Sanitary sewer overflows (SSOs) are overflows from sanitary sewer systems of domestic wastewater, as well as industrial and commercial wastewater, depending on the pattern of land uses in the area served by the sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. SSOs may cause a public nuisance, particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. SSOs may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.
3. Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.
4. Major causes of SSOs include: grease blockages, root blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages, excessive storm or ground water inflow/infiltration, debris blockages, sanitary sewer system age and construction material failures, lack of proper operation and maintenance, insufficient capacity and contractor-caused damages. Many SSOs are preventable with adequate and appropriate facilities, source control measures and operation and maintenance of the sanitary sewer system.

SEWER SYSTEM MANAGEMENT PLANS

5. To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.
6. Many local public agencies in California have already developed SSMPs and implemented measures to reduce SSOs. These entities can build upon their existing efforts to establish a comprehensive SSMP consistent with this Order. Others, however, still require technical assistance and, in some cases, funding to improve sanitary sewer system operation and maintenance in order to reduce SSOs.
7. SSMP certification by technically qualified and experienced persons can provide a useful and cost-effective means for ensuring that SSMPs are developed and implemented appropriately.
8. It is the State Water Board's intent to gather additional information on the causes and sources of SSOs to augment existing information and to determine the full extent of SSOs and consequent public health and/or environmental impacts occurring in the State.
9. Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State Water Board and Regional Water Quality Control Boards (Regional Water Boards) to effectively analyze the extent of SSOs statewide and their potential impacts on beneficial uses and public health. The monitoring and reporting program required by this Order and the attached Monitoring and Reporting Program No. 2006-0003-DWQ, are necessary to assure compliance with these waste discharge requirements (WDRs).
10. Information regarding SSOs must be provided to Regional Water Boards and other regulatory agencies in a timely manner and be made available to the public in a complete, concise, and timely fashion.
11. Some Regional Water Boards have issued WDRs or WDRs that serve as National Pollution Discharge Elimination System (NPDES) permits to sanitary sewer system owners/operators within their jurisdictions. This Order establishes minimum requirements to prevent SSOs. Although it is the State Water Board's intent that this Order be the primary regulatory mechanism for sanitary sewer systems statewide, Regional Water Boards may issue more stringent or more

prescriptive WDRs for sanitary sewer systems. Upon issuance or reissuance of a Regional Water Board's WDRs for a system subject to this Order, the Regional Water Board shall coordinate its requirements with stated requirements within this Order, to identify requirements that are more stringent, to remove requirements that are less stringent than this Order, and to provide consistency in reporting.

REGULATORY CONSIDERATIONS

12. California Water Code section 13263 provides that the State Water Board may prescribe general WDRs for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general discharge requirements than individual discharge requirements.

This Order establishes requirements for a class of operations, facilities, and discharges that are similar throughout the state.

13. The issuance of general WDRs to the Enrollees will:

- a) Reduce the administrative burden of issuing individual WDRs to each Enrollee;
- b) Provide for a unified statewide approach for the reporting and database tracking of SSOs;
- c) Establish consistent and uniform requirements for SSMP development and implementation;
- d) Provide statewide consistency in reporting; and
- e) Facilitate consistent enforcement for violations.

14. The beneficial uses of surface waters that can be impaired by SSOs include, but are not limited to, aquatic life, drinking water supply, body contact and non-contact recreation, and aesthetics. The beneficial uses of ground water that can be impaired include, but are not limited to, drinking water and agricultural supply. Surface and ground waters throughout the state support these uses to varying degrees.

15. The implementation of requirements set forth in this Order will ensure the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each region and take into account the environmental characteristics of hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect

water quality in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.
17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.
18. California Water Code section 13050, subdivision (m), defines nuisance as anything which 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.
19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.
20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt

this Order is exempt from CEQA pursuant to Cal.Code Regs., title 14, §15301 to the extent that it applies to existing sanitary sewer collection systems that constitute “existing facilities” as that term is used in Section 15301, and §15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

21. The Fact Sheet, which is incorporated by reference in the Order, contains supplemental information that was also considered in establishing these requirements.
22. The State Water Board has notified all affected public agencies and all known interested persons of the intent to prescribe general WDRs that require Enrollees to develop SSMPs and to report all SSOs.
23. The State Water Board conducted a public hearing on February 8, 2006, to receive oral and written comments on the draft order. The State Water Board received and considered, at its May 2, 2006, meeting, additional public comments on substantial changes made to the proposed general WDRs following the February 8, 2006, public hearing. The State Water Board has considered all comments pertaining to the proposed general WDRs.

IT IS HEREBY ORDERED, that pursuant to California Water Code section 13263, the Enrollees, their agents, successors, and assigns, in order to meet the provisions contained in Division 7 of the California Water Code and regulations adopted hereunder, shall comply with the following:

A. DEFINITIONS

1. **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.
2. **Sanitary sewer system** – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the 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.

For purposes of this Order, sanitary sewer systems include only those systems owned by public agencies that are comprised of more than one mile of pipes or sewer lines.

3. **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 WDRs, and that has submitted a complete and approved application for coverage under this Order.
4. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
6. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which 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.

B. APPLICATION REQUIREMENTS

1. **Deadlines for Application** – All public agencies that currently own or operate sanitary sewer systems within the State of California must apply for coverage under the general WDRs within six (6) months of the date of adoption of the general WDRs. Additionally, public agencies that acquire or assume responsibility for operating sanitary sewer systems after the date of adoption of this Order must apply for coverage under the general WDRs at least three (3) months prior to operation of those facilities.
2. **Applications under the general WDRs** – In order to apply for coverage pursuant to the general WDRs, a legally authorized representative for each agency must submit a complete application package. Within sixty (60) days of adoption of the general WDRs, State Water Board staff will send specific instructions on how to

apply for coverage under the general WDRs to all known public agencies that own sanitary sewer systems. Agencies that do not receive notice may obtain applications and instructions online on the Water Board's website.

3. Coverage under the general WDRs – Permit coverage will be in effect once a complete application package has been submitted and approved by the State Water Board's Division of Water Quality.

C. PROHIBITIONS

1. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
2. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

D. PROVISIONS

1. The Enrollee must comply with all conditions of this Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:
 - (i) Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - (ii) Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - (iii) Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - (iv) Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issued by a Regional Water Board.
3. The Enrollee shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO.
4. In the event of an SSO, the Enrollee shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into

flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.

5. All SSOs must be reported in accordance with Section G of the general WDRs.
6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Enrollee's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - (i) The Enrollee has complied with the requirements of this Order, including requirements for reporting and developing and implementing a SSMP;
 - (ii) The Enrollee can identify the cause or likely cause of the discharge event;
 - (iii) There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Enrollee does not implement a periodic or continuing process to identify and correct problems.
 - (iv) The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee;
 - (v) The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - Proper management, operation and maintenance;
 - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - Installation of adequate backup equipment; and
 - Inflow and infiltration prevention and control to the extent practicable.
 - (vi) The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.

- (vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.
7. When a sanitary sewer overflow occurs, the Enrollee shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The Enrollee shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- (i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - (ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - (iii) Cleanup of debris at the overflow site;
 - (iv) System modifications to prevent another SSO at the same location;
 - (v) Adequate sampling to determine the nature and impact of the release; and
 - (vi) Adequate public notification to protect the public from exposure to the SSO.
8. The Enrollee shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
9. The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
10. The Enrollee shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Enrollee.
11. The Enrollee shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the Enrollee's office and/or available on the Internet. This SSMP must be approved by the Enrollee's governing board at a public meeting.

12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
13. The mandatory elements of the SSMP are specified below. However, if the Enrollee believes that any element of this section is not appropriate or applicable to the Enrollee's sanitary sewer system, the SSMP program does not need to address that element. The Enrollee must justify why that element is not applicable. The SSMP must be approved by the deadlines listed in the SSMP Time Schedule below.

Sewer System Management Plan (SSMP)

- (i) **Goal:** The goal of the 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.
- (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)).
- (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:
 - (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);

- (b) Require that sewers and connections be properly designed and constructed;
 - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
 - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
 - (e) Enforce any violation of its sewer ordinances.
- (iv) **Operation and Maintenance Program.** The 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

- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.
- (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.
- (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 WDRs 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.

- (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.
- (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.
- (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.
- (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.

- (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.

14. Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The Enrollee shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

Sewer System Management Plan Time Schedule

<u>Task and Associated Section</u>	Completion Date			
	Population > 100,000	Population between 100,000 and 10,000	Population between 10,000 and 2,500	Population < 2,500
Application for Permit Coverage Section C	6 months after WDRs Adoption			
Reporting Program Section G	6 months after WDRs Adoption ¹			
SSMP Development Plan and Schedule No specific Section	9 months after WDRs Adoption ²	12 months after WDRs Adoption ²	15 months after WDRs Adoption ²	18 months after WDRs Adoption ²
Goals and Organization Structure Section D 13 (i) & (ii)	12 months after WDRs Adoption ²		18 months after WDRs Adoption ²	
Overflow Emergency Response Program Section D 13 (vi)	24 months after WDRs Adoption ²	30 months after WDRs Adoption ²	36 months after WDRs Adoption ²	39 months after WDRs Adoption ²
Legal Authority Section D 13 (iii)				
Operation and Maintenance Program Section D 13 (iv)				
Grease Control Program Section D 13 (vii)	36 months after WDRs Adoption	39 months after WDRs Adoption	48 months after WDRs Adoption	51 months after WDRs Adoption
Design and Performance Section D 13 (v)				
System Evaluation and Capacity Assurance Plan Section D 13 (viii)				
Final SSMP, incorporating all of the SSMP requirements Section D 13				

1. In the event that by July 1, 2006 the Executive Director is able to execute a memorandum of agreement (MOA) with the California Water Environment Association (CWEA) or discharger representatives outlining a strategy and time schedule for CWEA or another entity to provide statewide training on the adopted monitoring program, SSO database electronic reporting, and SSMP development, consistent with this Order, then the schedule of Reporting Program Section G shall be replaced with the following schedule:

Reporting Program Section G	
Regional Boards 4, 8, and 9	8 months after WDRs Adoption
Regional Boards 1, 2, and 3	12 months after WDRs Adoption
Regional Boards 5, 6, and 7	16 months after WDRs Adoption

If this MOU is not executed by July 1, 2006, the reporting program time schedule will remain six (6) months for all regions and agency size categories.

2. In the event that the Executive Director executes the MOA identified in note 1 by July 1, 2006, then the deadline for this task shall be extended by six (6) months. The time schedule identified in the MOA must be consistent with the extended time schedule provided by this note. If the MOA is not executed by July 1, 2006, the six (6) month time extension will not be granted.

E. WDRs and SSMP AVAILABILITY

1. A copy of the general WDRs and the certified SSMP shall be maintained at appropriate locations (such as the Enrollee’s offices, facilities, and/or Internet homepage) and shall be available to sanitary sewer system operating and maintenance personnel at all times.

F. ENTRY AND INSPECTION

1. The Enrollee shall allow the State or Regional Water Boards or their authorized representative, upon presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the Enrollee’s premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Order;

- c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Order; and
- d. Sample or monitor at reasonable times, for the purposes of assuring compliance with this Order or as otherwise authorized by the California Water Code, any substances or parameters at any location.

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

1. The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order.
2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-0003 and future revisions thereto, as specified by the Executive Director. Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs.
3. All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30 days of receiving an account and prior to recording spills into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding a Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.
4. Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

Any SSO greater than 1,000 gallons discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services pursuant to California Water Code section 13271.

H. CHANGE IN OWNERSHIP

1. This Order is not transferable to any person or party, except after notice to the Executive Director. The Enrollee shall submit this notice in writing at least 30 days in advance of any proposed transfer. The notice must include a written agreement between the existing and new Enrollee containing a specific date for the transfer of this Order's responsibility and coverage between the existing Enrollee and the new Enrollee. This agreement shall include an acknowledgement that the existing Enrollee is liable for violations up to the transfer date and that the new Enrollee is liable from the transfer date forward.

I. INCOMPLETE REPORTS

1. If an Enrollee becomes aware that it failed to submit any relevant facts in any report required under this Order, the Enrollee shall promptly submit such facts or information by formally amending the report in the Online SSO Database.

J. REPORT DECLARATION

1. All applications, reports, or information shall be signed and certified as follows:
 - (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
 - (ii) An individual is a duly authorized representative only if:
 - (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS

1. The California Water Code provides various enforcement options, including civil monetary remedies, for violations of this Order.
2. The California Water Code also provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this Order, or

falsifying any information provided in the technical or monitoring reports is subject to civil monetary penalties.

L. SEVERABILITY

1. The provisions of this Order are severable, and if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Order, shall not be affected thereby.
2. This order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, nor protect the Enrollee from liability under federal, state or local laws, nor create a vested right for the Enrollee to continue the waste discharge.

CERTIFICATION

The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of general WDRs duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 2, 2006.

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



Song Her
Clerk to the Board

Appendix B: Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (2013)

STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

The State of California, Water Resources Control Board (hereafter State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).
2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.
3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.
4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"¹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.
5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.
6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.
7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information² to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

¹ Available for download at:

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

² Cal OES Hazardous Materials Spill Reports available Online at:

[http://w3.calema.ca.gov/operational/mal haz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/mal haz.nsf/$defaultview) and <http://w3.calema.ca.gov/operational/mal haz.nsf>

and Cal OES is duplicative. To address this, the SSO notification requirements added by the February 20, 2008 MRP revision are being removed in this MRP revision.


8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS³ Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program⁴ objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on September 9, 2013.

8/6/13

Date



Thomas Howard
Executive Director

³ California Integrated Water Quality System (CIWQS) publicly available at <http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

⁴ Statewide Sanitary Sewer Overflow Reduction Program information is available at: http://www.waterboards.ca.gov/water_issues/programs/ssor/

ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM FOR STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ, “Statewide General Waste Discharge Requirements for Sanitary Sewer Systems” (SSS WDRs). This MRP shall be effective from September 9, 2013 until it is rescinded. The Executive Director may make revisions to this MRP at any time. These revisions may include a reduction or increase in the monitoring and reporting requirements. All site specific records and data developed pursuant to the SSS WDRs and this MRP shall be complete, accurate, and justified by evidence maintained by the enrollee. Failure to comply with this MRP may subject an enrollee to civil liabilities of up to \$5,000 a day per violation pursuant to Water Code section 13350; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. The State Water Resources Control Board (State Water Board) reserves the right to take any further enforcement action authorized by law.

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of <u>any volume</u> resulting from an enrollee’s sanitary sewer system failure or flow condition that: <ul style="list-style-type: none"> • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of <u>1,000 gallons or greater</u> resulting from an enrollee’s sanitary sewer system failure or flow condition that <u>do not</u> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems <u>within a privately owned sewer lateral</u> connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be <u>voluntarily</u> reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> • 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, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> • Category 1 SSO: 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: 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: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: 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: 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: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee’s Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> • 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 are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation 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. 	Self-maintained records shall be available during inspections or upon request.

B. NOTIFICATION REQUIREMENTS

Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).
 - iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a “Username” and “Password” by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.
3. **SSO Categories**
 - i. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
 - ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee’s sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
 - iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.
4. **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**
 - i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
 - b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.
- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

The enrollee shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

- i. **Causes and Circumstances of the SSO:**
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - d. Detailed description of the cause(s) of the SSO.
 - e. Copies of original field crew records used to document the SSO.
 - f. Historical maintenance records for the failure location.
- ii. **Enrollee’s Response to SSO:**
 - a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
 - b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

- c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. **Water Quality Monitoring:**

- a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- b. Detailed location map illustrating all water quality sampling points.

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the enrollee must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the enrollee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all enrollees must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

- a. **Draft Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :
1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).
 5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.

ii. **Reporting SSOs to Other Regulatory Agencies**

These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. **Collection System Questionnaire**

The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.

iv. **SSMP Availability**

The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

- a. Submit an **electronic** copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the enrollee shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not

result in SSOs. Each complaint record shall, at a minimum, include the following information:

- a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.
- ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
 4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - i. Supervisory Control and Data Acquisition (SCADA) systems
 - ii. Alarm system(s)
 - iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.
2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Resources Control Board.

7/30/13

Date



Jeanine Townsend
Clerk to the Board

Appendix C: Channel Islands Beach Community Services District (CIBCSD) Sewer System Management Plan (SSMP) Adoption – 2010

**MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR MEETING, APRIL 13, 2010**

A. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:

President Koesterer called the meeting to order at 7:00 PM and led all in the Pledge of Allegiance. In attendance: President Koesterer, Vice President Hensley, Director Marcus, Director Spiegel, Director Moore, General Manager Bouchard, General Counsel John Mathews.

B. PUBLIC COMMENTS:

Bill Gallaher, Supervisor Zaragoza's office, thanked Jared Bouchard for helping out with a situation on Sawtelle. Bill announced County employee, Butch Britt's retirement and status of the undergrounding project. Captain Lathrop, Sheriff's Department, reported that it has been fairly quiet except for a few burglaries and some vandalism. Officer Dave Webb, Highway Patrol, noted the parked trailers have gotten out of control again. He noted with summer coming, the department would be heading down here to clear the trailers and motor homes out of the way.

C. CONSENT CALENDAR:

Vice President Hensley moved to approve the consent calendar with a date change to the minutes. Director Marcus seconded the motion and the motion passed unanimously.

D. ACTION CALENDAR:

1. Consider adoption of Resolution 10-02 Nominating Director Koesterer for the position of Ventura Lafco Alternate Special Districts Member for the Term of January 1, 2011 - January 1, 2015

The General Manager read Resolution 10-02 to the Board and audience.

Director Spiegel moved to approve Resolution 10-02 and Vice President Hensley seconded the motion. The motion passed unanimously.

2. Consider adoption of the Channel Islands Beach Community Services District Sanitary Sewer Master Plan (SSMP)

General Manager Bouchard explained to the Board that this became a requirement for the District on May 2, 2006. The SWRCB adopted this plan for publicly owned operators of sanitary sewer systems, greater than one mile in length, to provide proper funding

and management of its' facilities. Each agency is responsible for the developing a plan of their own. Included with the plan is an annual audit that has to be documented and filed with the SWRCB. The General Manager noted that it won't be a huge financial impact for the District because we already perform most of the requirements.

GM Bouchard said he felt the only time consuming problem will be some additional documentation when the staff is doing remedial operations at the stations.

Director Marcus moved to adopt the Channel Islands Beach CSD Sanitary Sewer Master Plan (SSMP). Vice President Hensley seconded the motion and the motion passed unanimously.

3. Review 2010 2011 budget and rates workshops and Public Hearing Schedule

Director Marcus moved to approve the 2010/2011 budget and rates workshops and Public Hearing Schedule with the removal of the May 25, 2010 Regular Board Meeting. Director Spiegel seconded the motion and the motion passed unanimously.

E. INFORMATION CALENDAR

1. Report from Board Member of any meeting or conference where compensation from the District for attendance was received.

Vice President Hensley reported on the VCSDA dinner he attended with President Koesterer.

The speaker was Sandy Warren from VRSD and the topic was the Tolland Road Landfill. Vice President Hensley also took the Colorado River tour sponsored by Metropolitan Water District of Southern California and Calleguas Water District and had a great time. He encouraged everyone who has the chance to take this trip.

2. Notice of Restoration Advisory Board Agenda, meeting scheduled for Wednesday April 14, 2010 at 7:30 P.M.

This item is in the packet for Board information.

3. Port Hueneme Water Agency Regular Board Meeting Scheduled for April 19, 2009 at 5:45 P.M.

Director Marcus had hoped to have a copy of the agenda for the meeting, but it wasn't available yet.

F. BOARD MEMBER COMMENTS:

Director Moore reported on the Camarillo air Show coming up August 21st and 22nd, 2010.

Director Marcus asked the General Manager about the status of the questionnaire that the District sent out regarding building restrictions.

General Manager Bouchard said that the District received over 500 responses from the community and the results were 66% in favor of question #1 and 64% in favor of question #2. Basically, the community is in favor of Ventura County putting some size restrictions when building new homes. He also noted he had already met with Bill Gallaher and Supervisor Zaragoza regarding this issue.

Director Marcus gave everyone a phone number to call if anyone comes across a deceased animal, seal, seagull, etc. She used the number and had good response.

G. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

None

H. CLOSED SESSION: None

I. Adjournment: The meeting was adjourned at 8:30 P.M.

President, Board of Directors

Appendix D: Local Agency Formation Commission (LAFCO) Resolution

***Local Agency Formation Commission
(LAFCO) Resolution***

June 11, 1982

WHEREAS, the Commission heard, discussed and considered all oral and written testimony for and against said proposed reorganization including the Executive Officer's report and the environmental document prepared for this proposal; and

WHEREAS, the Local Agency Formation Commission finds the reorganization as approved to be in the best interests of the affected territory and the total organization of local governmental agencies within Ventura County;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Local Agency Formation Commission of Ventura County as follows:

(1) Subject to the terms and conditions contained in Exhibit A, which is attached hereto, a reorganization is hereby approved consisting of the following changes of organization:

- a. Dissolution of the Channel Islands County Water District, the exterior boundaries of which are set forth in Exhibit B, Parcel A, attached hereto;
- b. Formation of the Channel Islands Beach Community Services District, the exterior boundaries of which are set forth in Exhibit B, Parcel B, attached hereto;
- c. Detachment from the Ventura County Resource Conservation District of that territory described in Exhibit B, Parcels C, D and E, attached hereto.

(2) The boundaries of the territory proposed to be reorganized are found to be definite and certain as approved and set forth in Exhibit B.

(3) Said territory within the boundaries of the proposed reorganization is found to be inhabited and the proposal is assigned the following distinctive short form designation:

CHANNEL ISLANDS BEACH REORGANIZATION

(4) The Commission certified that the Negative Declaration, on file in the LAFCO office, has been completed in compliance with the California Environmental Quality Act and the State CEQA Guidelines and that the Commission has reviewed and considered the information contained in the document.

(5) The following authorized purposes shall be designated in the formation proceeding and election for the Channel Islands Beach Community Services District, pursuant to Government Code, Section 61600:

- a. To supply the inhabitants of the district with water for domestic use, irrigation, sanitation, industrial use, fire protection and recreation;
- b. The collection, treatment or disposal of sewage, waste or storm water of the district and its inhabitants;
- c. The collection or disposal of garbage or refuse matter;
- d. Protection against fire;
- e. The equipment and maintenance of a police department or other police protection to protect and safeguard life and property;

- f. The opening, widening, extending, straightening, surfacing and maintaining, in whole or in part, of any street, subject to the consent of the Board of Supervisors of Ventura County;
- g. The construction and improvement of bridges, culverts, curbs, gutters, drains and work incidental to the purposes specified in paragraph f., subject to the consent of the Board of Supervisors of Ventura County;
- h. Streetlighting;
- i. The conversion of existing overhead electric and communication facilities to underground locations, which facilities are owned and operated by either a "public agency" or "public utility" as defined in section 5896.2 of the Streets and Highways Code, and to take proceedings for and to finance the cost of such conversion in accordance with section 5896.1, et seq. of the Streets and Highways Code, subject to the consent of the public agency or public utility responsible for the owning, operating and maintenance of such facilities.

(7) Property taxes shall not be exchanged pursuant to section 54790.3 of the Government Code, and instead the County of Ventura and the proposed Community Services District shall negotiate the transfer of revenues, including the transfer of property taxes pursuant to section 99 of the Revenue and Taxation Code, following formation of the district.

(8) The Board of Supervisors is authorized to initiate and conduct subsequent proceedings in compliance with the determination of the Local Agency Formation Commission only upon the signing of the resolution of the Chairman.

(9) All subsequent proceedings in connection with this reorganization shall be conducted only in compliance with the approved boundaries and terms and conditions set forth in the attachments.

This resolution was approved by the Commission on June 11, 1982.

AYES: Axell, Dougherty, Flynn, Kato

NOES: McWherter

ABSTAINS: None

Dated:

June 11, 1982

John K. Flynn
Chairman, Ventura County Local
Agency Formation Commission

Copies:

Clerk, Conducting Authority
via Certified Mail

I hereby certify that the annexed instrument is a true and correct copy of the document which is on file in this office.

Assessor
Auditor
Elections
Planning
Surveyor

ROBERT L. BRAITMAN
Executive Officer
Ventura LAFCO

Bill Higgins
124 San Fernando
Oxnard, CA 93030

By:

Walter Easterly

Gerard Kapuscik
c/o Supervisor Flynn's Office
County Government Center.

Dated:

6/11/82

Appendix E: CIBCSD Sewer System Map

KEY TO FEATURES

- CleanOut
- Manhole
- Sewer Pipe
- CIBCSD Boundary

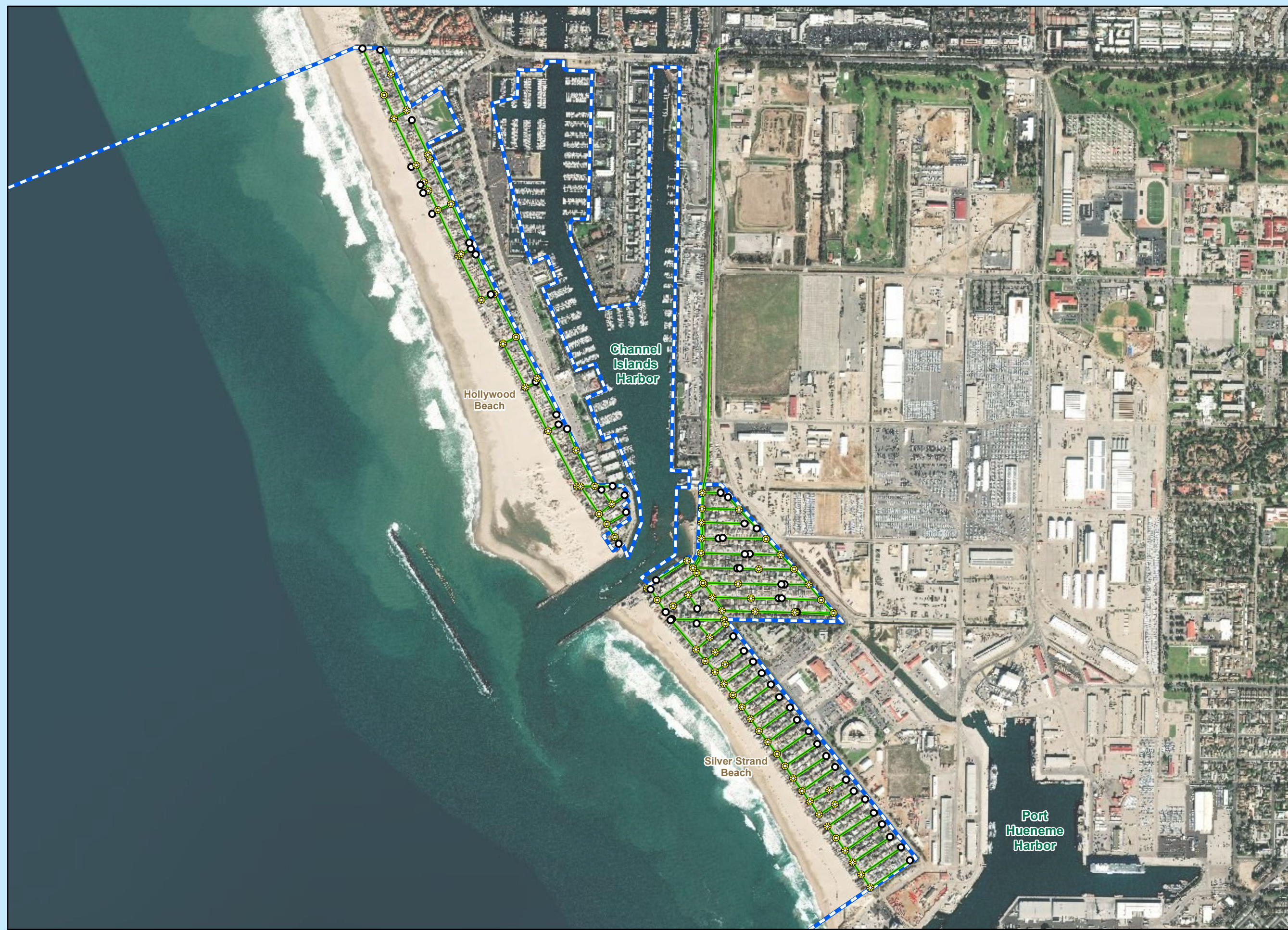
*****DISCLAIMER*****
This map is for reference only. Although every effort has been made to ensure the accuracy of information, errors and conditions originating from physical sources used to develop the database may be reflected on this map. ZWORLD GIS shall not be liable for any errors, omissions, or damages that result from inappropriate use of this document. No level of accuracy is claimed for the boundary lines shown here on and lines should not be used to obtain coordinate values, bearings or distances.



0 375 750 1,500
State Plane California Zone V NAD 1983
Ventura County

Sewer System

Z WORLD
GEOSPATIAL INFORMATION SYSTEMS
Prepared by ZWORLD GIS in September 2019
www.zworldgis.com



Appendix F: City of Port Hueneme Sewer System Overflow Response Plan (SSORP)

ATTACHMENT 'B'

SANITARY SEWER OVERFLOW RESPONSE PLAN

I. PURPOSE

The City of Port Hueneme (COPH) has structured this Sanitary Sewer Overflow Response Plan to satisfy requirements as outlined in State Water Resources Control Board Order No. 2006-003.

II. GENERAL

The Sanitary Sewer Overflow Response Plan (SSORP) is designed to define appropriate actions to be taken upon notification of a possible sanitary sewage overflow caused by problems within the municipally owned sewer system. The COPH shall dispatch the appropriate crews to investigate the possible overflow, identify the responsible party, and provide appropriate customer service to minimize the effects of the overflow on public health and quality of surface waters. The SSORP further includes provisions to ensure that notification and reporting is made to the appropriate local and state agencies.

A. Objectives

The primary objectives of the SSORP are to:

- Protect public health and the environment, and
- Satisfy the requirements of regulatory agencies and waste discharge permits which address procedures for managing sanitary sewer overflows.

Additional objectives of the SSORP are to:

- Provide appropriate customer service, protect the wastewater treatment plants, collection system, personnel and
- Protect property from overflows resulting from problems within a publicly owned sanitary sewage system

The key elements of the SSORP are:

Section I	Purpose
Section II	General
Section III	Overflow Response Procedure
Section IV	Regulatory Agency Notification Procedure
Section V	Distribution and Maintenance of SSORP

III. OVERFLOW RESPONSE PROCEDURE

The Sanitary Sewer Overflow Response Procedure presents a strategy to mobilize labor, materials, tools and equipment to correct or repair any condition, which may cause or contribute to an un-permitted discharge from a publicly owned sanitary system. A wide range of potential system failures is considered by the plan. Being prepared to respond to system failures may lessen the effect of overflows to surface waters, land, or buildings.

A. Receipt of Information Regarding an SSO

Overflows may be detected in a variety of ways. The Wastewater Division is primarily responsible for receiving phone calls from the public notifying of possible overflows from the wastewater conveyance system. After hours and weekend calls are reported to the City police dispatch unit.

Emergency response shall be available 24 hours per day, 365 days of the year.

1. The person receiving the call from the public will obtain all relevant information available regarding the possible overflow including:
 - a. Time and date call was received;
 - b. Specific location and/or address of possible overflow;
 - c. Description of problem; and
 - d. Caller's name and call back phone number.
2. Pump station failures are monitored and received by the City of Port Hueneme Police Dispatch unit. The dispatcher on duty shall convey all information regarding alarms to the Wastewater division to initiate the investigation (during normal business hours all calls shall go to extension 561. After hours calls shall go to the standby phone at 797-0161)
3. Sanitary sewer overflows detected by any personnel in the course of their normal duties shall be reported to the Environmental Services Manager. Dispatched personnel should record all relevant overflow information and report back information to the Environmental Services Manager. The Environmental Services Manager may direct additional equipment or contracted services as necessary.
4. A sewer inspection or sewer overflow report should be completed within 24 hours of the responding crew confirmation of an overflow. The Environmental Services Manager is responsible for reviewing, updating, and submitting the final sewer inspection or overflow report form to the proper agencies, which may include but is not limited to Office of Emergency Services, Ventura County Health Department, Los Angeles Regional Water Quality Control Board and California Integrated Water Quality System (CIWQS).

B. Dispatch of Appropriate Crews

Failure of any element within the COPH owned and operated wastewater conveyance system that threatens to cause or causes a sanitary sewage overflow will trigger a response to isolate and correct the problem. Crews and equipment shall be available to respond to any location(s). Crews will be dispatched to any site of a reported overflow as soon as possible.

Dispatching Crews

1. Upon receipt of a report of a sewage overflow, all response crew members shall proceed to the Utility Services maintenance facility where they will gather all necessary equipment and resources before proceeding to the site.

2. Additional Resources

- Requests for additional personnel, material, supplies, and equipment from response crews shall be received by the response crew leader and conveyed to COPH.

3. Preliminary Assessment of Damage to Private and Public Property

- The response crews should use discretion in assisting property owners/occupants who are affected by a SSO. Be aware that the COPH could face increased liability for any further damages inflicted to private property during such assistance. Appropriate photographs and video footage, if possible, should be taken of the area of the SSO and impacted area, allowing for thorough documentation of the nature and extent of the impact. Photographs or videotape are to be forwarded to the Environmental Services Manager for filing with the inspection/overflow report.

4. Coordination with Hazardous Material Response

- Upon arrival at the scene of a SSO, should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, response crew leader should contact the local fire department. The response crew leader shall await the arrival of the local fire department.
- After arrival of the local fire department, response crew members will take direction from the commanding officer of the local fire department. Only when the commanding officer determines it is safe and appropriate for the response crew members to proceed, can containment, clean-up, and corrective activities be performed in accordance with the SSORP.
- Remember that vehicle engines, portable pumps, or open flames (e.g., cigarette lighters) can provide the ignition for an explosion or fire should flammable vapors or fluids be present at the site. Maintain a safe distance and observe caution until and after assistance arrives.

C. Overflow Correction, Containment, and Clean-Up

Blocked sewers, pipe failures, or mechanical malfunctions can cause sanitary sewage overflows. Other natural and man-made disturbances are also possible causes of sanitary sewer overflows.

This section describes specific actions to be performed by response crews during an SSO.

The objectives of these actions are to:

- Determine the apparent cause of the overflow, for example whether the cause lies in the publicly owned sewer or a private lateral,
- Protect public health, the environment, and property by minimizing SSO impacts as soon as possible;
- Establish perimeters with appropriate barricades and control zones;
- Communicate preliminary overflow information and potential impacts as soon as practical to the regulatory agencies, and
- Contain the SSO to the maximum extent possible including preventing the discharge of sanitary sewage into surface waters.

1. Responsibilities of Response Crew Upon Arrival

It is the responsibility of the first personnel who arrive at the site of a sanitary sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow to the extent possible. Should the overflow not be the responsibility of the COPH, but there is imminent danger to public health, public or private property, or to the waters of the U. S., then prudent action should be taken until the responsible party assumes control and provides remedial actions.

Upon arrival at a SSO the response crew should do the following:

- Determine the cause of the sanitary sewer overflow,
- If necessary, identify and request additional resources to correct the overflow or to determine its cause,
- Appropriate personnel, materials, supplies, and/or equipment which can be dispatched to minimize the impact of the overflow.

2. Initial Measures for Containment

Initiate measures to contain the SSO, thereby minimizing impact to public health or the environment.

3. Additional Measures Under Potentially Prolonged Overflow Conditions.

In the event of a prolonged sewer line blockage or a sewer line collapse, a determination should be made to set up a portable by-pass pumping operation around the obstruction.

- Appropriate measures shall be taken to effectively handle the sewage flow.
- Continuous or periodic monitoring shall be implemented as required.
- Regulatory agency issues shall be addressed in conjunction with emergency repairs.

4. Cleanup

Sewer overflow sites are to be promptly cleaned to the highest degree possible after an overflow. No readily identifiable residue is to remain in the area of the SSO.

- The SSO site is to be secured to prevent access to the site by the public until the site has been thoroughly cleaned.

- Where practical, the area is to be thoroughly flushed and cleaned of any sewage or wash-down water. Solids and debris are to be transported for proper disposal

D. Overflow Report

An overflow report shall be completed by the response personnel who shall promptly notify the Environmental Services Manager when the overflow is eliminated.

To properly complete an overflow report:

- Determine if the SSO may have impacted the surface waters.
- Characterize the SSO by evaluating the following:
 - a. Sewage overflows to stormwater system,
 - b. Preplanned or emergency maintenance jobs involving bypass pumping,
 - c. Overflows where observation or on-site evidence clearly indicates all sanitary sewage was retained on land and did not reach surface water and where cleanup occurs, and
 - d. Any other pertinent information relating to each individual SSO.
- Use one of the following criteria to estimate the start date/time of the SSO:

- a. Information reported to COPH and later substantiated by a sewer investigator (or response crew, or
 - b. Visual observation.
- Use one of the following criteria to estimate the end date/time of the SSO:
 - a. When the blockage is cleared or flow is controlled or contained; or
 - b. The arrival time of the sewer investigator or response crew, if the overflow stopped between the time it was reported and the time of arrival.
- Estimate the flow rate of the SSO in gallons per minute (GPM) by:
 - a. Direct observations of the overflow or;
 - b. Estimated measurement of actual overflow.
- Estimate the volume of the sanitary sewer overflow when rate of overflow is known by:
 - a. Multiplying the duration of the overflow by the overflow rate.
- Photograph the event.
- Describe any damage to the exterior areas of public/private property.

IV. REGULATORY AGENCY NOTIFICATION PLAN

The Regulatory Agency Notification Plan establishes procedures that the COPH shall follow to provide formal notice as necessary in the event of SSOs. The following reporting criteria explain to whom various forms of notification should be sent to, and lists agencies/individuals to be contacted.

Notification Procedure:

The COPH should notify the county regulatory agency representatives as soon as possible and keep them abreast of response actions and final corrective actions.

Notification will be by telephone or by fax no later than twenty-four (24) hours or the next working day after an overflow is confirmed.

V. DISTRIBUTION AND MAINTENANCE OF SSORP

Annual updates to the SSORP should be made to reflect all changes in policies and procedures as may be required to achieve its objectives.

A. Submittal and Availability of SSORP

Copies of the SSORP and any amendments should be distributed to the following departments and functional positions:

Public Works Department – one copy.

Maintenance Division – One copy per operations management personnel.

All other personnel who may become incidentally involved in responding to overflows should be familiar with the SSORP. Appended to the SSORP should be a sign off sheet that states that they have read and completely understand the SSORP.

B. Review and Update of SSORP

The SORP should be reviewed and amended as appropriate. The COPH should:

- Up-date the SSORP with the issuance of a revised or new NPDES permit or state waste discharge permit.
- Review and up-date, as needed the various contact person lists included in the SSORP.

Attachment 'C'

Standard Operating Procedure

Port Hueneme

Collection System Overflow

Purpose: To ensure collections system spills are corrected and cleaned in a timely manner and to ensure the correct agencies are notified.

1. When receiving a report from the police department of a collection system spill or overflow the following must be recorded.

- Name and call back number of person reporting spill or overflow.
- Spill or overflow location and the nearest cross street.
- Date and time of customer call.

2. Responding to the spill or overflow.

- Respond to the spill or overflow using the jetter truck.
- Locate the overflowing manhole and set traffic control. The objective is to safely route traffic around the spill while allowing space to safely clean the line.
- Locate nearest storm drain and isolate, if at all possible do not let any of the spill into storm drain.
- Open the manhole down stream of the overflowing manhole.
- Using the vacuum truck, jet the line to remove blockage and debris.
- **Note if spill entered a storm drain or water way.**
- **Estimate the volume of the spill.**

3. Cleaning up

- Follow the flow of the spill and look for standing water.
- Using personal protective gear (rubber gloves) spread Bleach over the affected area at a rate of 5 gallons per 1000 gallons spilled.
- Using the pressure washer on the jetter truck, rinse away the bleached area while vacuuming disinfected water. **Do Not Let Any Bleached Water in Storm Drain.**
- If necessary remove standing water using a selected vacuum truck service.

4. Notification – as soon as possible notify the following agencies

- On a weekday with in 24 hours notify all proper personnel (see spill report).
- On a weekend if the spill entered a storm drain or more then 500 gallon (not entering storm drain) notify all proper personnel (see spill report).

- **OES requires verbal notification immediately.**
Note: After gathering information about the spill OES will provide a control number. Record this control number on the upper right of prop 65 form.
- **County Environmental Health phone and fax prop 65 forms.**
- **SWRCB phone, inform of situation, and fax paper work.**
- **If the spill reaches a storm drain or flows directly to the Ocean notify all of the following agencies.**

OES	Phone	800 852-7550
	Fax	916 845-8910
County Environmental Health spill line	Phone	805 320-6244
	Pager	805 655-9181
	Fax	805 654-2480
SWRCB	Phone	213 576-6720
	Fax	213 620-6140
	Phone	213 576-6665
	Fax	213 576-6660

Appendix G: SSMP Change Log



Board of Directors:

BOB NAST, President
SEAN DEBLEY, Vice President
JARED BOUCHARD, Director
KRISTINA BREWER, Director
MARCIA MARCUS, Director

PETER MARTINEZ
General Manager

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Regular Board Meeting, February 11, 2020

To: Board of Directors
From: Peter Martinez, *General Manager*
Subject: Port Hueneme Water Agency Budget - FY 2019-20
Item No. F-1

RECOMMENDATION: Receive and file report.

BACKGROUND:

On January 21, 2020, the Port Hueneme Water Agency (PHWA) approved the Operating Budget for Fiscal Year (FY) 2019-20. PHWA's FY 2019-20 fixed monthly operations and maintenance costs increased from \$181,303.63 to \$225,703.33 as a result of United Water Conservation District's capital projects fixed cost components. PHWA's FY 2019-20 variable rate decreased from \$760.52 per acre-foot to \$733.88 per acre-foot.

DISCUSSION:

In accordance with established procedures, the PHWA fixed and variable costs for FY 2019-20 have been calculated. The fixed monthly cost includes the fixed cost from both United Water Conservation District and Calleguas Municipal Water District's approved FY 2019-20 budgets and are distributed to each PHWA member agency.

The table on the next page reflects the **FY 2019-20** monthly fixed O&M Costs, Capital Costs, and Variable Rates (per acre-foot).

Customer	Fixed O&M Cost	Capital Cost	Variable Rate
COPH	\$119,240.10	-	\$733.88
NBVC-PH	\$36,848.77	-	\$733.88
CIBCSD	\$33,650.93	-	\$733.88
NBVC-PM	\$35,963.53	\$4,496.38	\$733.88
TOTAL	\$225,703.33	\$4,496.38	\$733.88

Since a budget was not adopted by PHWA for FY 2018-19, I have included a table below that includes the **FY 2017-18** adopted budget for comparison.

Customer	Fixed O&M Cost	Capital Cost	Variable Rate
COPH	\$95,588.98	-	\$760.52
NBVC-PH	\$28,874.23	-	\$760.52
CIBCSD	\$26,942.62	-	\$760.52
NBVC-PM	\$29,897.80	\$4,496.38	\$760.52
TOTAL	\$181,303.63	\$4,496.38	\$760.52

Currently PHWA has a reserve balance of \$508,969, and \$172,000 of this has been allocated for membrane replacement leaving a remaining reserve balance of \$336,700. Historically, PHWA has allocated \$50,000 to fund the reserve account.

FINANCIAL IMPACT:

The fiscal impact for the FY 2019-20 PHWA Operating Budget is \$5,483,574. The Operating Budget expenses increased approximately \$302,215 or 5.83% in comparison to the adopted FY 2017-18 Operating Budget. The City of Port Hueneme will provide an annual reconciliation after the end of the FY 2019-20 budget (after June 30, 2020) to ensure that actual operating costs are proportioned appropriately to each PHWA member agency per Article 6, section 6.1 of Amendment No. 1 to the Agency Operating Agreement.



Board of Directors:

BOB NAST, President
SEAN DEBLEY, Vice President
JARED BOUCHARD, Director
KRSITINA BREWER, DIRECTOR
MARCIA MARCUS, Director

PETER MARTINEZ
General Manager

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Regular Board Meeting, February 11, 2020

To: Board of Directors
From: Peter Martinez, *General Manager*
Subject: PHWA Agenda Review
Item No. F-2

INFORMATION:

The following items are slated for consideration at the next PHWA Board Meeting. The following is not an official agenda or notice and is subject to change.

Date: Tuesday, February 18, 2020

Time: 4:00 PM

Location: City Council Chambers - 250 North Ventura Road, Port Hueneme, CA 93041

Items for Consideration:

1. BWRDF Operational Report



Board of Directors:

BOB NAST, President
SEAN DEBLEY, Vice President
JARED BOUCHARD, Director
KRISTINA BREWER, Director
MARCIA MARCUS, Director

PETER MARTINEZ
General Manager

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Regular Board Meeting, February 11, 2020

To: Board of Directors
From: Peter Martinez, *General Manager*
Subject: Presentation by Board President
Item No. G-1

INFORMATION:

The Board President will give a presentation regarding options for the District to consider in preparing for and responding to sea level rise.