

Element 2 - Organization

The Organization element of the SSMP identifies the SSLOCSD Staff, who are responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. The Legally Responsible Official (LRO) is also designated below, in order to meet the SWRCB requirements for completing and certifying SSO reports.

The following section outlines the District organization, general and SSMP responsibilities of personnel, authorized representative, and chains of communication for SSO responding and reporting. Names and contact information of current Staff and Board of Directors members are available in Appendix 2A and will be revised when changes occur.

2.1 Regulatory Requirements

WDR Order No. 2006-0003-DWQ Section D.13(ii) states:

The SSMP must identify:

- (a) The name of the responsible and 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 persons responsible for reporting SSOs to the State or Regional Water Board and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

The aforementioned WDR Order No. 2006-0003-DWQ Section J states:

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.

2.2 District Organization

The District provides wastewater treatment to a combined population of approximately 36,442¹ residents and is governed by a three member body, known as the Board of Directors. The members of the Board of Directors each serve a one year term, unless directed otherwise by the Member Agencies. The Board of Directors includes one representative from each of the Member Agencies. The Board of Directors makes policy decisions with advice from in-house District Staff and contracted District Administrator, District Engineer and District Staff.

Daily District management of the WWTP and collection system is carried out by the Plant Superintendent, Shift Supervisor, and Plant Operators. The Plant Superintendent reports directly to the District Administrator and the District Board of Directors.

The Plant Superintendent and District Administrator are jointly responsible for the implementation of the SSMP. The Plant Superintendent is also the designated staff member, who is responsible for all wastewater collection operations.

Operations staff is on-call twenty-four (24) hours per day with an estimated 45 minute response time during non-business hours.

The complete organizational chart of the District is located in Appendix 2B.

2.3 Description of General Responsibilities

Each District Staff position is described below. The brief descriptions include the job title, authority and responsibilities associated with each position.

2.3.1 Board of Directors

The legislative head of SSLOCSD consists of three members, one representative from each Member Agency, which are appointed on a non-partisan basis. The Board members serve one-year terms and establish District policies, approve ordinances and resolutions, make financial decisions, approve agreements and contracts, and hear appeals on decisions made.

¹ Year 2000 Census and 2001 District Assessment

2.3.2 District Administrator

The District Administrator is the Executive Officer of the District and Board of Directors. He has exclusive management and control of the operations, maintenance, and works of the District, subject to approval of the Board of Directors, and provides day-to-day leadership for the District. He has general charge, responsibility and control over all property of the district. He shall:

- Attend all meetings of the District's Board and meetings the Board specifies from time to time;
- Employ such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District;
- Delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause;
- Provide a motivating work climate for District employees;
- Maintain cordial relations with all persons entitled to the services of the District;
- Attempt to resolve all public and employee complaints;
- Encourage citizen participation in the affairs of the District;
- Seek to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work program for the District, facilitating constructive and harmonious Board relations;
- Translate the goals and objectives of the Board to the community;
- Prepare and manage the District budget, conducting studies, making oral and written presentations;
- Supervise and perform a variety of duties related to the recording, classifying, examining and analyzing of District financial transactions and associated data and records;
- Supervise and perform a variety of duties relating to maintenance of the District's accounting system by interpreting, supplementing and revising the system as necessary;
- Supervise and perform a variety of duties relating to the resolution of customer problems, and providing information requested by customers and other members of the public having an interest in District affairs;
- Serve as the District Treasurer upon appointment by the Board of Directors;
- Oversee the District's investment policy;

- Oversee the District's personnel policies, including vacation scheduling, discipline, termination, etc.; and
- Supervise and maintain the District's various insurance policies to ensure appropriate coverage.

2.3.3 District Engineer

The District Engineer is responsible for engineering plans of all facilities, plans strategy, and oversees outside contractors performing services for the WWTP and collection system. He is also responsible for reviewing design and construction documents to ensure that all construction projects meet the District standards and for updating standards for installation, rehabilitation and repair. Also, this individual is responsible for the inspection of construction projects to ensure District standards have been followed.

2.3.4 Plant Superintendent

The Plant Superintendent is responsible for WWTP operation activities, which includes administering all wastewater treatment, reclamation and disposal functions for SSLOCSD WWTP and providing work oversight, review and evaluation of plant personnel.

The Plant Superintendent manages, reviews, and evaluates all collection system operations and maintenance activities. A majority of these activities are contracted out for cost savings and infrequency of these activities, due to the large diameter of the District's trunk sewer. The Plant Superintendent is responsible for initiating the Overflow Emergency Response Plan if an SSO occurs and for assisting the District Administrator in monitoring, measuring, and modifying the SSMP and its programs.

2.3.5 Shift Supervisor

The Shift Supervisor plans, organizes, and communicates assignments to District Staff. The Shift Supervisor is responsible for daily operations of the WWTP and collection system. The Shift Supervisor coordinates operational and maintenance activities with the Plant Superintendent, District Engineer, and District Staff.

2.3.6 Plant Operator

Plant Operators operate and maintain the District WWTP and collection system at the direction of the Plant Superintendent and Shift Supervisor. They operate a variety of equipment, vehicles, and power tools, including trucks, dump trucks, articulated loader, light crane, welders, and presses. Plant Operators work weekends and are on standby on a rotating schedule.

2.3.7 Environmental Compliance Inspector

The Environmental Compliance Inspector implements the District's Fats, Oils, and Grease (FOG) and Pretreatment Programs. This service is currently contracted to Wallace Group, a private Engineering consulting firm.

2.3.8 Bookkeeper/Secretary

The District Bookkeeper/Secretary is responsible for performing a variety of financial duties following standard guidelines, which occasionally requires the use of independent judgment. The Bookkeeper/Secretary interprets and implements policies, procedures

and computer applications related to the finance system. Duties include: accounting, report writing, data entry, payment processing, and receptionist duties.

2.4 Responsibility for SSMP Implementation

The District Administrator and Plant Superintendent are jointly responsible for overseeing the overall implementation of the SSMP. The individuals responsible for implementing the SSMP elements are identified in Table 2-1.

Table 2 - 1: SSMP Implementation Responsibility

Element	SSMP Description	Responsible Person(s)
1	Goal	District Administrator
2	Organization	District Administrator
3	Legal Authority	District Administrator Legal Counsel
4	Operation and Maintenance Program	District Engineer Plant Superintendent
5	Design and Performance Provisions	District Engineer
6	Overflow Emergency Response Plan	District Administrator Plant Superintendent
7	Fats, Oils and Grease Control Program	District Engineer Environmental Compliance Inspector
8	System Evaluation and Capacity Assurance Plan	District Engineer
9	Monitoring, Measurement, and Program Modifications	District Administrator Plant Superintendent
10	SSMP Program Audits	District Administrator
11	Communication Program	District Administrator

2.4.1 Responsibility for Element 1 – Goals

The District Administrator is responsible for leading District Staff in implementing the goals.

2.4.2 Responsibility for Element 2 – Organization

The District Administrator is responsible for updating the organizational structure, SSMP implementation assignments, and SSO responding and reporting.

2.4.3 Responsibility for Element 3 – Legal Authority

The District Administrator is responsible for upholding the District Sewer Use Code and drafting resolutions and new ordinances.

2.4.4 Responsibility for Element 4 – Operations and Maintenance

The District Engineer and Plant Superintendent are jointly responsible for: resources and budget, hiring contractors, prioritizing preventative maintenance, purchasing contingency equipment and replacement inventories, training Staff, updating collection system maps, and scheduling inspections and condition assessments.

2.4.5 Responsibility for Element 5 – Design & Performance Standards

The District Engineer is responsible for reviewing design and construction documents to ensure all construction projects meet the District standards, updating standards for installation, rehabilitation and repair, and inspecting construction projects to ensure District standards are followed.

2.4.6 Responsibility for Element 6– Overflow Emergency Response Plan

The District Administrator and Plant Superintendent are responsible for implementing the Overflow Emergency Response Plan (OERP), including revisions to the OERP and training District Staff annually.

2.4.7 Responsibility for Element 7 – Fats, Oils and Grease (FOG) Control Program

The District Engineer is responsible for identifying grease hot spots and maintains an effective cleaning program for sewers which have been identified. The Environmental Compliance Inspectors are responsible for inspecting and permitting food service establishments (FSEs) for the Member Agencies.

2.4.8 Responsibility for Element 8 – System Evaluation and Capacity Assurance Plan

The District Engineer is responsible for establishing and assessing capacity requirements for the District trunk line and for the preparation and implementation of the District Evaluation and Capacity Assurance Plan. The District Engineer is responsible for the development and implementation of the District's long-term Capital Improvement Plan (CIP), including updating budgets and schedules.

2.4.9 Responsibility for Element 9 – Monitoring, Measurement and Program Modification

The District Administrator is responsible for monitoring the implementation of and assessing the success of the overall SSMP program elements with the assistance of the Plant Superintendent. The District Administrator is responsible for identifying trends in SSO occurrences and providing recommendations to the District Board.

2.4.10 Responsibility for Element 10 – SSMP Audits

The District Administrator is responsible for overseeing the SSMP audits.

2.4.11 Responsibility for Element 11 – Communication Plan

The District Administrator is responsible for communicating with the public and nearby regulatory agencies of the status of the District's SSMP.

2.4.12 Chain of Communication for Responding to SSOs

The Chain of Communication for reporting SSOs is included in Appendix 2C and begins with contact at the Plant office either by residents, 911 dispatchers, or police and fire departments. The police and fire personnel may contact the Plant Superintendent or his delegate directly. The SSLOCSD telephone contact number is (805) 489-6666. This telephone number is forwarded to the on-call operator after hours. All spill reports start with this contact and gathering of information.

The Sewer System Overflow Report (SSOR) is filled out to expedite the report on CIWQS. Guidance on completing the SSOR is provided in the CIWQS SSO Discharger Work Book which is provided in SSMP Element 6: Overflow Emergency Respons Plan, Appendix 6D. The District secretary or on-call operator notifies operations staff via handheld radios or cell phone of the overflow and response to the SSO is conducted. The Superintendent and Shift Supervisor are responsible for reporting the SSO as required by the SSS Orders.

In the event of a report of a possible SSO, or when Staff is contacted concerning odors, standing water or an overflowing manhole, the following steps are taken to verify the report and ensure the safety of the public:

1. The receiver of the call will obtain the location of concern and a description of the problem from the individual reporting the incident. The name and phone number of the caller must be recorded in the District Incident Report Form for follow-up information if necessary.
2. The call receiver will contact the on-call Operator by phone immediately and direct District Staff to the described location. The OERP is initiated and provided to the responding Staff.
3. District Staff proceed to the location to verify the report.
4. If an SSO is verified, the on-call Staff member will contact the Shift Supervisor and request appropriate support.
5. Operations Staff will notify the Superintendent and District Administrator.
6. Plant Superintendent will notify the appropriate public agencies. If the Plant Superintendent is unavailable the Shift Supervisor or his delegate will contact the applicable agencies, including the Board of Directors, as needed. San Luis Obispo (SLO) County Environmental Health, Cal EMA, and the RWQCB will be contacted within two (2) hours when the SSO is over 1,000 gallons or reaches the surface water.

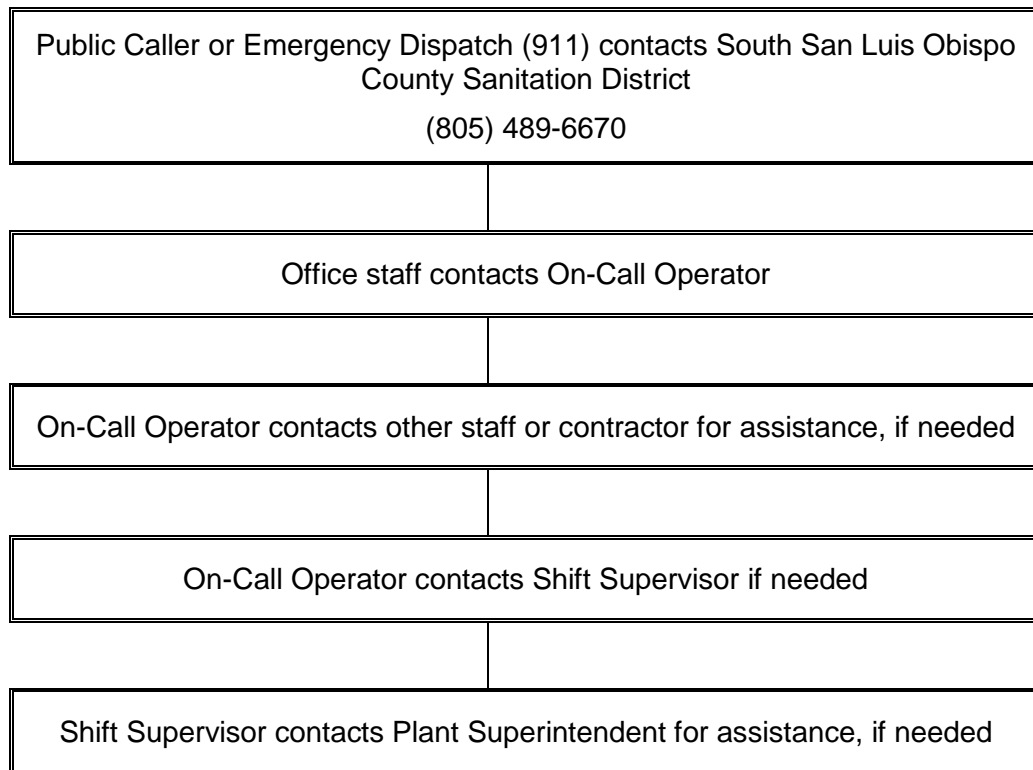


Figure 2 - 1: Chain of Communication for Responding to SSOs

The applicable agencies, which are contacted in the event of an SSO include:

1. San Luis Obispo County Environmental Health Department (Contact immediately if public contact; contact within 2 hours if spill over 1,000 gallons or reaches waters of the state)
2. Central Coast Regional Water Quality Control Board (RWQCB), (Contact within 2 hours if spill over 1,000 gallons or reaches waters of the state; RWQCB staff require a 24 hour written report and may require a 5 day technical report)
3. San Luis Obispo County OES (Contact within 2 hours if spill over 1,000 gallons or reaches waters of the state)
4. Cal EMA Warning Center (Contact within 2 hours if spill over 1,000 gallons or reaches waters of the state)
5. CA Department of Fish & Game (Contact within 2 hours if spill affects fish and/or wildlife)

Upon completion of containment and clean-up, the Plant Superintendent, Shift Supervisor, and District Engineer will use the CIWQS SSO Discharger Work Book, which is provided in SSMP Element 6: Overflow Emergency Response Plan, Appendix 6A to initiate the draft SSO report in CIWQS.

Appendix 2A

District Staff and Board of Directors

List of SSLOCS D Board Members

2013/14 Board Members

City of Arroyo Grande
City of Grover Beach
Oceano Community Services District

Tony Ferrara, Vice Chairman
Debbie Peterson, Director
Matthew Guerrero, Chair

List of SSLOCS D District Staff

John Clemons, Plant Superintendent
(805) 489-6666 Tel
(805) 489-2765 Fax
jclemons@ssllocs d.us

Paul J. Karp, Interim District Manager
(805) 489-6666 Tel
(805) 489-2765 Fax

Trinidad Rodriguez, Shift Supervisor
(805) 489-6666 Tel
(805) 489-2765 Fax
trini@ssllocs d.us

Jim Woeste, Senior Maintenance Mechanic
(805) 489-2765 Tel
(805) 489-2765 Fax
jim@ssllocs d.us

William “Rick” Jackman, Lead Operator
(805) 489-6666 Tel
(805) 489-2765 Fax
rick@ssllocs d.us

Aaron Allen, Operator II
(805) 489-6666 Tel
(805) 489-2765 Fax
asa@ssllocs d.us

William “Billy” Romhild, Operator II
(805) 489-6666 Tel
(805) 489-2765 Fax
billy@ssllocs d.us

Fanny Mui, Operator/Lab Tech
(805) 489-6666 Tel
(805) 489-2765 Fax

Jerome “Mychal” Jones, Jr., OIT Intern
(805) 489-6666 Tel
(805) 489-2765 Fax
(805) 489-6666 Tel

Matthew Haber, Bookkeeper/Secretary
(805) 489-6666 Tel
(805) 489-2765 Fax
matthew@ssllocs d.us

24-hour Emergency Number

South San Luis Obispo County Sanitation District
1600 Aloha Place
Oceano, CA 93445
(805) 489-6670 Tel

Appendix 2C

Chain of Communication for Reporting SSOs

Chain of Communicating Sanitary Sewer Overflows

Organization	Contact Person	Phone Number
<p>Cal EMA Warning Center (Contact within 2 hours if SSO over 1,000 gallons or SSO reaches surface water)</p>	N/A	1-800-852-7550
<p>Central Coast Regional Water Quality Control Board (Contact within 2 hours if SSO over 1,000 gallons or if SSO reaches surface water. A written report must also be submitted to RWQCB within 24 hours if SSO over 1,000 gallons or reaches surface water)</p>	<p>Matt Keeling</p> <p>Dispatch</p>	<p>(805) 549-3685</p> <p>(805) 549-3147</p>
<p>San Luis Obispo County Environmental Health Department (Contact immediately if public contact; contact within 2 hours if SSO over 1,000 gallons or SSO reaches surface water))</p>	N/A	(805) 781-5544
<p>San Luis Obispo County OES (Contact within 2 hours if SSO over 1,000 gallons or SSO reaches surface water)</p>	N/A	(805) 781-5011
<p>CA Department of Fish & Game (Contact within 24 hours if spill affects fish and/or wildlife)</p>	<p>Central Dispatch</p> <p>Dennis Michniuk</p>	<p>(831) 649-2810</p> <p>(805) 594-6119</p>