



# SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339, Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

Telephone (805) 489-6666 FAX (805) 489-2765

www.sslocsd.org

## AGENDA

### BOARD OF DIRECTORS MEETING

City of Arroyo Grande, City Council Chambers

215 East Branch Street

Arroyo Grande, California 93420

**Wednesday, September 03, 2014 at 6:00 P.M.**

**REVISED**

#### Board Members

Matthew Guerrero, Chair

Tony Ferrara, Vice Chair

Glenn Marshall, Director

#### Agencies

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

#### Alternate Board Members

Mary Lucey, Director

Jim Guthrie, Director

Debbie Peterson, Director

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

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## 1. CALL TO ORDER AND ROLL CALL

## 2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

This public comment period is an invitation to members of the community to present comments, thoughts or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters which are within the jurisdiction of the District. The Brown Act restricts the Board from taking formal action on matters not published on the agenda. In response to your comments, the Chair or presiding Board Member may:

- Direct Staff to assist or coordinate with you.
- It may be the desire of the Board to place your issue or matter on a future Board meeting agenda.

Please adhere to the following procedures when addressing the Board:

- Comments should be limited to three (3) minutes or less.
- Your comments should be directed to the Board as a whole and not directed to individual Board members.
- Slanderous, profane or personal remarks against any Board Member, Staff or member of the audience shall not be permitted.

Any writing or document pertaining to an open-session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the offices of the Oceano CSD, a member agency located at 1655 Front Street, Oceano, California. Consistent with the Americans with Disabilities Act (ADA) and California Government Code §54954.2, requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires modification or accommodation in order to participate at the above referenced public meeting by contacting the District Manager or District Bookkeeper/Secretary at (805) 481-6903.

**3. CONSENT AGENDA**

The following routine items listed below are scheduled for consideration as a group. Each item is recommended for approval unless noted. Any member of the public who wishes to comment on any Consent Agenda item may do so at this time. Any Board Member may request that any item be withdrawn from the Consent Agenda to permit discussion or to change the recommended course of action. The Board may approve the remainder of the Consent Agenda on one motion.

- 3A. Review and Approval of the Minutes of the August 20, 2014 meeting**
- 3B. Review and Approval of Warrants**
- 3C. Review Final Changes and Adopt Oceano Community Services District Fats Oils & Grease agreement**
- 3D. Approve and Implement the Completed Sanitary Sewer Maintenance Plan (SSMP) Prepared in Accordance with the State Water Resources Control Board Statewide General Waste Discharge Requirements Order No. 2006-0003-DWQ**

**4. PLANT SUPERINTENDENT'S REPORT**

**5. BOARD ACTION ON INDIVIDUAL ITEMS:**

**6. MISCELLANEOUS ITEMS**

**A.** Miscellaneous Oral Communications

**B.** Miscellaneous Written Communications

- 1. A letter from SDRMA Re: No Paid Property/Liability Claims in 2013/2014

**7. ADJOURNMENT**

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

City of Arroyo Grande, City Council Chambers  
215 East Branch Street  
Arroyo Grande, California 93420

Minutes of the Meeting of Wednesday August 20, 2014  
6:05 P.M.

**1. CALL TO ORDER AND ROLL CALL**

Present: Chair Matthew Guerrero, Oceano Community Services District; Tony Ferrara, City of Arroyo Grande; Director Glenn Marshall, City of Grover Beach.

District Staff in Attendance: Shannon Sweeney, District Engineer; Mike Seitz, District Counsel; John Clemons, Plant Superintendent; Amy Simpson, District Bookkeeper/Secretary

**2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

Director Guerrero opened the public comment period. There being no public, Director Guerrero closed the public comment period.

**3. CONSENT AGENDA**

**3A. Review and Approval of the Minutes of the August 02, 2014 meeting.**

**Action:** It was moved to approve Consent Agenda Item 3A as presented. The motion was carried 2-0.

**3B. Review and Approval of Warrants**

**Action:** Consent Agenda Item 3B passed unanimously.

**4. PLANT SUPERINTENDENT'S REPORT**

Mr. Clemons presented the Superintendent's Report.

Director Ferrara asked the staff to thank the Operators for giving the America In Bloom judges a great tour.

**Action:** The Board received and filed the Plant Superintendent's report.

**5. BOARD ACTION ON INDIVIDUAL ITEMS:**

**A. OCEANO COMMUNITY SERVICES DISTRICT FATS OILS & GREASE AGREEMENT**

The Board received a presentation on an agreement with the Oceano Community Services District (OCSO) for the South San Luis Obispo County Sanitation District (District) to perform Fats, Oil and Grease (FOG) inspections and program audits in compliance with the

Sanitary Sewer Management Plan (SSMP). Mr. Seitz suggests OCSD do their own audit and SSMP to prevent any issues with Water Board regarding responsibility. He further suggests that the Board pass the agreement tonight subject to himself and Jeff Minnery getting together and hammering out the language.

Mr. Sweet mentioned that the Districts pricing is very competitive with the Wallace Group pricing for FOG.

OCSD had two overflows from food service providers. Inspections had not been performed as scheduled. This oversight cost OCSD a lot of money. These overflows may have been preventable if the inspections had been performed.

Mr. Guerrero asked if there was a pretreatment requirement for the rags. There was a suggestion we implement the Best Management Practices.

**Action:** The Board directed staff to finalize the corrections Mike recommended to the agreement and put it on the Consent Agenda for the September 3 meeting.

#### **B. SANITARY SEWER MAINTENANCE PLAN (SSMP)**

The Board was asked to adopt the SSMP as prepared by District Engineer Shannon Sweeney. Element 11 needs to be changed to show the District meetings being held in Arroyo Grande Chamber Meeting Room.

Director Ferrara asked about the Legal Authority Section.

Action: The Board approved the SSMP contingent on Mrs. Sweeney's changes and asked staff to bring the SSMP back on the September 3<sup>rd</sup> Consent Agenda.

#### **6. MISCELLANEOUS COMMUNICATION**

The Board approved staff recommendation to have District Engineer Shannon Sweeney represent the District for Zone 1/1A Advisory Committee. Mrs. Sweeney let the Board know that she will give an oral briefing report after the next Zone 1/1A meeting in October.

The Board had a general discussion regarding water recycling.

#### **8. ADJOURNMENT**

There being no further business to come before the Board, Director Guerrero adjourned the meeting at approximately 6:45 p.m.

***THESE MINUTES ARE DRAFT AND NOT OFFICIAL UNTIL APPROVED BY THE BOARD OF DIRECTORS AT A SUBSEQUENT MEETING.***

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
WARRANT REGISTER

09/03/2014 FY 2014/15 REVISED

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ABBA EMPLOYER SERVICES	CONTRACT LABOR	20440	090314-8804	6085	432.00	432.00
ALLSTAR INDUSTRIAL SUPPLY	MISC SUPPLIES	1188	05	8030	836.86	836.86
AMIAD WATER SYSTEMS	HYDRAULIC SEALS	7300015288	06	8030	484.89	484.89
AMY SIMPSON	MEDICAL REIMBURCEMENT		07	6075	111.00	111.00
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	08/15/14 08/22/14	08	7025	434.08	434.08
BRENNTAG PACIFIC, INC	PLANT CHEMICALS	BPI448471	09	8050	4,643.61	4,643.61
CAL COAST MACHINERY	GATOR	197184	10	26-8065	7,491.84	7,491.84
CALIFORNIA ELECTRIC SUPPLY	HEATING AND MIXING PUMP	577237 577808	11	8030	157.22	157.22
CARQUEST	AUTOMOTIVE MAINTENANCE	JULY 31	12	8032	295.23	295.23
CENTRAL COAST WATER TRTMNT	LAB SUPPLIES	22040	13	8040	181.50	181.50
CHARTER	INTERNET SERVICE	JULY	14	7011	361.85	361.85
CITY OF SANTA MARIA	VACUUM SPLITTER BOX	65714	15	8061	1,560.65	1,560.65
FASTENAL	MISC SUPPLIES	CAS149218	16	8055	265.32	265.32
FASTENAL	FILTER CARTRIDGE	CAS149145	17	8030	157.84	157.84
FEDEX	SHIPPING	2-765-14797	18	8045	29.18	29.18
GLENN MARSHALL	BOARD SERVICE	JULY	19	7075	200.00	200.00
GRAINGER	EQUIPMENT MAINTENANCE	9523141506	20	8030	1,241.32	1,437.08
GRAINGER	HOUSEHOLD EXPENSE	9514357087		8035	195.76	
I.I. SUPPLY	MISC SUPPLIES	26682 26683	21	8030	338.69	338.69
JB DEWAR INC	VEHICLE FUEL AND OIL	65990	22	8020	170.44	170.44
JIM GUTHRIE	BOARD SERVICE	JULY	23	7075	100.00	100.00
JOHN CLEMONS	MEDICAL REIMBURCEMENT	FY 14/15	24	6075	500.00	500.00
MATTHEW GUERRERO	BOARD SERVICE	JULY	25	7075	200.00	200.00
MC MASTER CARR	STEEL STAND	93461399	26	8055	247.71	247.71
NESTLE PURE LIFE	LAB WATER FOR AUGUST	14H0012917373	27	8040	139.03	139.03
PERIMETER SECURITY SYSTEMS	DELTA 3 CHANNEL RADIO	033-400920	28	8030	90.68	90.68
POLYDYNE INC.	CLARIFLOC	908023	29	8050	5,835.10	5,835.10
<b>RADIOSHACK</b>	<b>OFFICE SUPPLIES</b>		<b>30</b>	<b>8045</b>		
ROYAL WHOLESALE ELECTRIC	I.T. SUPPORT	7842-424246	31	7079	1,171.75	7,032.27
ROYAL WHOLESALE ELECTRIC	VFD	7842-423972		20-8065	5,860.52	
SO CO SANITARY SERVICE	TRASH SERVICE	9/1/14 to 9/30/14	32	7093	114.25	114.25
TONY FERRARA	BOARD SERVICE	JULY	33	7075	100.00	100.00
USABLUBOOK	SMALL TOOLS	422868	34	8055	63.59	63.59
UNDERGROUND SERVICE ALERT	DIG ALERT SERVICE	14081017	35	7011	109.50	109.50
SUB TOTAL		SUBTOTAL			34,121.41	34,121.41
PERS HEALTH	TRANSFER TO RABOBANK	HEALTH PREMIUMS AUGUST	36	6010	13,657.81	13,657.81
PERS RETIREMENT	TRANSFER TO RABOBANK	RETIREMENT	37	6020	3,550.54	3,550.54
PAYROLL TRANSFER	08/08/14 08/22/14	\$24,273.35 \$24,107.79	38	1016	48,381.14	48,381.14
GRAND TOTAL					\$ 99,710.90	\$ 99,710.90

We hereby certify that the demands numbered serially from 090314-8804 to 090314-8838 together with the supporting evidence have been examined, and that they comply with the requirements of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT. The demands are hereby approved by motion of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT, together with warrants authorizing and ordering the issuance of checks numbered identically with the particular demands and warrants.

BOARD OF DIRECTORS:

DATE: \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Secretary

Subject: Superintendent's Report  
 August 31, 2014

Chart 1 – **Plant Data**

August 2014	FLOW MGD	Peak MGD	INF BOD mg/L	EFF BOD mg/L	INF TSS mg/L	EFF TSS mg/L	Fecal Coli	Cl2 lbs/day	
Average	2.29	3.5	376.5	22.97	410	25	42	127	
High	2.49	4.1	438	33.0	468	31.2	110	188	
Limit	5.0			40/60/90		40/60/90	2000		
1 <sup>st</sup> Half									
Average	2.37	3.8	390.7	27.9	404	33.5	66	151	
High	3.24	4.8	540	34.1	560	46.5	1600	500	

Limit – 40/60/90 represent NPDES Permit limits for the monthly average, weekly average, and instantaneous value for plant effluent BOD and TSS.

Plant processes continue to perform well.

### Projects

- Staff inspected 500 feet sewer line coming in from the city of Arroyo Grande using a video camera. No defects were found.
- Staff inspected all District manholes. Documented condition of each manhole.
- Staff members J. Clemons and F. Mui performed two FOG inspections in Oceano(La Tapatia and the Taffy Store). No violations were found.

### Maintenance

- Staff replaced seals on reclaimed water filters.
- Staff cleared blockage in sludge line between the clarifiers and the digester.
- Staff repaired chlorine leak at flash mixer.
- Repaired leak on 6000 gallon chlorine tank valve.

## **Training**

- Operator III Jackman conducted a training session on operation of new back up chlorine system.
- Operators Jackman and Allen attended a PLC workshop at Royal Wholesale Electric. in Santa Maria.
- Bookkeeper A. Simpson attended a one day training course on Payroll Law.

State Park Rangers have directed the indigent persons at the indigent camp just outside the Plant gate (near FFR) to vacate their current location. At least two have moved. Some still remain. Sheriff personnel came out on Friday August 29<sup>th</sup> to observe the encampment. They stated that they have plan to address this issue.

Best regards,

John Clemons  
Superintendent



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## Staff Report

To: Board of Directors  
From: Richard Sweet, PE, District Manager  
Date: September 3, 2014

Subject: **REVISED AGREEMENT WITH OCEANO COMMUNITY SERVICES DISTRICT (OCSD) TO PERFORM FATS, OIL AND GREASE INSPECTIONS AND PROGRAM AUDITS**

### **RECOMMENDATION:**

That the Board approve the revised agreement with the Oceano Community Services District (OCSD) for the South San Luis Obispo County Sanitation District (District) to perform Fats, Oil and Grease (FOG) inspections and program audits in compliance with the Sanitary Sewer Management Plan (SSMP).

### **BACKGROUND**

The provisions of the Federal Clean Water Act (CWA) are administered by the Regional Water Quality Control Board (RWQCB). In compliance with the CWA, the RWQCB requires adoption of SSMP's by all agencies that operate sewer collection systems. A portion of the SSMP requires agencies to inspect restaurants for fats, oil and grease (FOG) discharge, and prepare program audits. Generally inspections consist of ensuring that grease traps, primarily in food service establishments, are operating and reports of these inspections are filed. In prior years the District has contracted with the member agencies to perform these functions. The District Engineer, John Wallace and Associates performed these functions. The cost for this service was passed on to the member agencies. With John Wallace and Associates no longer performing the role of District Engineer, the method for accomplishing compliance with the SSMP for the member agencies has been altered.

The District, recognizing the needs of the member agencies, has trained members of its staff to perform the FOG inspections and program audits. The District conferred with the member agencies as to the wishes of the member agencies as to how the agencies would prefer to perform these functions. The cities of Arroyo Grande and Grover Beach have contracted with a firm to perform these services. The OCSD chose to employ the District to perform these inspections. The terms of the agreement require the District to perform FOG inspections on 16 facilities and prepare the program audit in an estimated



97 hours and a cost of \$5,000 in the Fiscal Year (FY) 14-15. In the second year, FY 15-16, of the two year contract the cost to perform the functions will be \$6,000.

### **DISCUSSION:**

At the August 20, 2014 Board meeting District Counsel Seitz expressed concerns regarding duties and assignment of liabilities associated with those duties as detailed in the draft agreement and requested an opportunity to work with the OCSD Counsel to correct this. The OCSD Board unanimously approved an agreement that meets the approval of District Counsel and OCSD Counsel on August 27, 2014.

### **Options**

1. Decline to approve the District's execution of the revised agreement with the OCSD and direct renegotiation of the terms.
2. Decline to approve the District's execution of the revised agreement with the OCSD and indicate that the District is not willing to perform the duties defined within the agreement.

Richard G. Sweet, PE  
District Manager

Attachment: Revised Agreement with OCSD to Perform SSMP Services

MEMBER AGENCY AGREEMENT IN REGARDS TO  
COMPLIANCE WITH  
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS  
FOR SANITARY SEWER SYSTEMS  
STATE WATER RESOURCES CONTROL BOARD  
ORDERS No. 2006-0003-DWQ and 2008-0002-EXEC

This Agreement reached this day of August\_\_, 2014 between the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT and OCEANO COMMUNITY SERVICES DISTRICT.

WHEREAS, the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT (DISTRICT) service area encompasses the cities of Arroyo Grande and Grover Beach and the Oceano Community Services District (MEMBER AGENCIES); and,

WHEREAS, the DISTRICT provides wastewater treatment services for the residents of these MEMBER AGENCIES; and,

WHEREAS, the STATE WATER RESOURCES CONTROL BOARD (SWRCB) has adopted Waste Discharge Requirements, State Water Resources Control Board Orders No. 2006-0003-DWQ and 2008-0002-EXEC (SWRCB Orders), for the MEMBER AGENCIES; and,

WHEREAS, amongst those Waste Discharge Requirements is the development and implementation of a Sewer System Management Plan (SSMP) by each MEMBER AGENCY; and,

WHEREAS, a Fats, Oils, and Grease (FOG) Control Program and SSMP Program Audits are mandatory elements of the SSMP; and,

WHEREAS, SSMP Program Audits consist of, at a minimum, biennial audits on the effectiveness of and compliance with the SSMP, and the preparation of an audit report to be kept on file; and,

WHEREAS, the DISTRICT has experience in the development and implementation of FOG Control Programs, program audits, and report preparation; and,

WHEREAS, it is recognized there would be cost savings for the OCEANO COMMUNITY SERVICES DISTRICT due to the DISTRICT'S experience in the development and implementation of FOG control programs, ~~and it is further recognized there would be a cost savings achieved were the DISTRICT to perform the SSMP Program Audits and prepare the reports for the OCEANO COMMUNITY SERVICES DISTRICT.~~

NOW, THEREFORE, it is agreed by and between the parties hereto in regards to compliance with SWRCB Orders, attached as Exhibit A as follows:

1. The DISTRICT will continue to develop and implement a FOG Control Program for OCEANO COMMUNITY SERVICES DISTRICT.
2. The DISTRICT will inspect food service establishments as required in OCEANO COMMUNITY SERVICES DISTRICT SSMP.
3. OCEANO COMMUNITY SERVICES DISTRICT will collect Notice of Violation fees in the amount adopted by resolution by the District. FOG Notice of Violation fees will be used to offset the costs of the FOG Control Program OCEANO COMMUNITY SERVICESDISTRICT.

4. The DISTRICT will report FOG inspection findings to OCEANO COMMUNITY SERVICES DISTRICT at the beginning of each month if the Agreement is renewed. [The District bares no responsibility to enforce OCSD's Fog Program other than stated in the Agreement.](#)
5. The DISTRICT will ~~perform SSMP Program Audits and~~ prepare a report for the files of OCEANO COMMUNITY SERVICES DISTRICT as directed by the State Board Orders. ~~The report will, which will~~ include the status of the FOG control program inspections and overall effectiveness of and compliance with the SSMP by OCEANO COMMUNITY SERVICES DISTRICT.
6. OCEANO COMMUNITY SERVICES DISTRICT agrees that it is responsible for all other compliance requirements imposed by the SWRCB Orders, including conducting SSMP Program Audits, copies of which are attached hereto as Exhibit A and incorporated by reference.
7. OCEANO COMMUNITY SERVICES DISTRICT is responsible for the District's actual cost in administering the FOG Control Program, inspections, SSMP support, ~~SSMP Program Audits~~ and report preparation described in this Agreement. It is anticipated that in FY 2014-15 and FY 2015-16 the District will be reimbursed by OCEANO COMMUNITY SERVICES DISTRICT for it's pro rata cost based upon the number of facilities in the program as described in this Agreement in the amount not to exceed the costs outlined below. In subsequent years, if the Agreement is extended, the cost will continue to be prorated based on the number of facilities inspected that year.

FY 2014-15

Member Agency	FOG Facilities Included	FOG Control Program Hours	SSMP Hours	Estimated FOG and SSMP Program Hours	Estimated Annual Program Costs
City of Arroyo Grande	54	154	48	202	\$ 18,000
City of Grover Beach	54	154	48	202	\$ 18,000
Oceano Community Services District	16	49	48	97	\$ 5,000
Estimated Facilities and Hours	124	357	144	Estimated FOG and SSMP Program Hours	\$ 41,000

FY 2015-16

Member Agency	FOG Facilities included	FOG Control Program Hours	*SSMP Hours	Estimated FOG and SSMP Program Hours	Estimated Annual Program Costs
City of Arroyo Grande	54	154	78	232	\$ 21,000
City of Grover Beach	54	154	78	232	\$ 21,000
Oceano Community Services District	16	49	78	127	\$ 6,000
Estimated Facilities and Hours	124	357	234	Estimated FOG and SSMP Program Hours	\$ 48,500

The terms of this agreement shall be for two fiscal years, subject to biennial renewal based on mutual written agreement of the Parties. Program fees are based upon costs incurred by the DISTRICT. The pro rata share of program costs shall be amended every two years.

IN WITNESS WHEREOF, DISTRICT and OCEANO COMMUNITY SERVICES DISTRICT have executed this Agreement the date first written above.

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

By: \_\_\_\_\_

Matthew Guerrero, Chairman of the Board

Approved as to Form:

By: \_\_\_\_\_

Michael Seitz, District Legal Counsel

OCEANO COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_  
Mary Lucy, Vice President

Attest:

By: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_  
District Legal Counsel



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## Staff Report

To: Board of Directors  
From: Richard Sweet, PE, District Manager  
Date: September 3, 2014

Subject: **APPROVAL OF SANITARY SEWER MANAGEMENT PLAN WITH  
INCORPORATION OF BOARD INPUT**

### **RECOMMENDATION:**

That the Board approves for certification the updated Sanitary Sewer Management Plan (SSMP) with inclusion of recommendations provided at the August 20, 2014 Board meeting.

### **BACKGROUND**

General Waste Discharge Requirements order number 2006 – 003 – DWQ requires that any agency that operates more than one mile of sewer prepare, certify and implement a SSMP. The goal of the District's SSMP is to properly maintain, manage and operate the District's sewer collection system. In 2013 the State Water Resources Control Board issued new monitoring and reporting requirements. These requirements are reflected in the updated SSMP (attached).

The District has not experienced a sewer overflow since December of 2010.

The District has updated the SSMP twice in the last five years. These updates have not been submitted to the Regional Water Quality Control Board (RWQCB) for certification. The provisions of the General Waste Discharge Requirements now require certification of an updated SSMP. Certification requires adoption of the SSMP by the Board. Upon adoption by the Board the updated SSMP will be placed on the District's website and submitted to the RWQCB for certification.

### **DISCUSSION:**

The Board considered this item at their August 20, 2014 meeting and asked for two items be incorporated.

That page 5 of the SSMP defines the legal authority for creation of the SSLOCSD as a legal authority. This section now reads:

“SSLOCSD is organized as a county sanitation district, pursuant to Health and Safety Code§4700 et. seq. The District maintains the legal authority for the trunk system in the SSLOCSD Sanitary Sewer System Use Ordinance, Pretreatment Ordinance, Fog Ordinance, Resolution number 2011 – 295, and Ordinance number 2006 – 01, which are on file at the District.”

And further that page ten of the SSMP be revised to indicate the present Board meeting location as the Arroyo Grande City Council chambers: Element 11 on page 10 now reads:

“Public meetings are held in the Arroyo Grande city hall at 215 E. Branch Street, California 93420 at 6:00 p.m. on the first and third Wednesday of each month.”

### Options

1. Refer the updated SSMP to staff for revisions as directed by the Board.
2. Decline to adopt the updated SSMP. Exercising this option will elicit a permit violation.

Richard G. Sweet, PE  
District Manager

Attachment: Updated Sanitary Sewer Management Plan

South San Luis Obispo County Sanitation District

Sewer System Management Plan

August 2014, Revision 3



## **Introduction**

On May 2, 2006, the State Water Resources Control Board (SWRCB) required all public wastewater collection system agencies in California with greater than 1 mile of sewers to be regulated under the general Waste Discharge Requirements (WDRs). The requirements are defined in the general WDR number 2006 – 003 – DWQ. The WDR mandates that the District develop and implement a sewer system management plan (SSMP) and report all sewer system overflows (SSOs) using the State Water Board's online database, called CIWQS. In 2013, the monitoring and reporting program was revised with new notification and reporting requirements. Appendix C provides a summary of those requirements.

The purpose of the SSMP is to reduce the potential for sewer system overflows, and to compile in one document the information necessary to operate and maintain a collection system. There are 11 sections required in the SSMP which includes: goals; organization; legal authority; operations and maintenance; design and construction standards; overflow emergency response plan; fats oils and grease control program; system evaluation and capacity assurance plan; monitoring measurement program modifications; sewer system management plan audits; and communication plan.

## **System Overview**

The San Luis Obispo County Board of Directors formed the South San Luis Obispo County Sanitation District (SSLOCSD or District) in 1963 to provide wastewater treatment to its neighboring communities. Upon formation, SSLOCSD included Arroyo Grande, the communities of Oceano, Halcyon and several unincorporated areas in the vicinity. At the time, the City of Grover Beach was a contract agency.

By 1965, SSLOCSD completed the construction of the wastewater treatment plant (WWTP) on a 7.6 acre site located between the Oceano Airport and the Arroyo Grande Creek Channel on Aloha Place in Oceano.

Today, SSLOCSD operates the WWTP using a fixed film reactor for secondary treatment with a design capacity flow rate of 5 million gallons per day (mgd) and a 9 mgd peak wet weather flow. The SSLOCSD collection system is comprised of 8.5 miles of trunk sewers, which collect sewage from the District's Member Agencies (MAs): the City of Arroyo Grande, City of Grover Beach, and Oceano Community Services District (OCSD). The trunk lines range in diameter from 15-inches to 30-inches, and the collection system includes 155 manholes. Figure 1 illustrates SSLOCSD's trunk sewer and service area.



Daily District management of the WWTP and collection system is carried out by the Plant Superintendent. 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 A.

The Chain of Communication for reporting SSOs 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.

Documentation has been developed and implemented for all operational staff's use in the event of a spill. This documentation is then transferred to the state using the mandated online reporting system located at: <https://ciwqs.waterboards.ca.gov/>. The form to fill out to report overflows is located in Appendix B. Below are the step-by-step procedures that are followed in the event of the spill in order to protect the public and the waterways.

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

1. The receiver of the call will obtain the location from the contact person and record any description they may have of the problem using all proper documentation. Additionally, District staff or the Police Department will obtain the caller's name and phone number for follow-up information. Lift station alarms are sent directly to District personnel.
2. The receiver of the call will then contact the on-call utility operations personnel by phone immediately and direct staff to the described location.
3. Operation staff will proceed to the location to verify the report.
4. On-call utility operations personnel may request additional support. Staff members dispatched will keep administrative staff informed of progress if necessary.
5. Operation staff will notify the Plant Superintendent or his designee.
6. The Plant Supervisor or designee will notify all appropriate public agencies, including the South San Luis Obispo County Sanitation District if the trunk sewer

system is affected. County health will be contacted if the spill presents a public health hazard.

7. The applicable agencies will be contacted. Refer to Appendix C for information regarding notification requirements.
8. Upon completion or containment and cleanup, the Plant Superintendent will use the sewer system overflow report to complete the final spill report to the CIWQS database, and contact the Office of Emergency Services if necessary.

### **Element 3 – Legal Authority**

SSLOCSD is organized as a county sanitation district, pursuant to Health and Safety Code §4700 et. seq. The District maintains the legal authority for the trunk system in the SSLOCSD Sanitary Sewer System Use Ordinance, Pretreatment Ordinance, Fog Ordinance, Resolution number 2011 – 295, and Ordinance number 2006 – 01, which are on file at the District.

The District does not have any direct customers. Member Agencies are responsible for maintaining proper records, new construction, building permits, and billing customers. The District is responsible for the maintenance and upkeep of the wastewater treatment plant and the trunk lines. When the legal authority falls outside of the member agencies' jurisdictions, San Luis Obispo County has the authority to enforce current building and construction codes and ordinances.

It is essential to protect SSLOCSD from illicit discharges that may interfere with the proper functioning of the collection system and the wastewater treatment. The District's current regulatory abilities to prohibit illicit discharge, to ensure that the sanitary sewer lines and connections are properly designed and constructed, to ensure access for maintenance, inspection, and repairs, and to enforce against illicit discharges, are found in its ordinances.

### **Element 4 – Operations and Maintenance**

The District's operation and maintenance of its collection system ensures that the system is kept in good working condition. The system is maintained regularly in order to ensure that the wastewater enters the WWTP efficiently. Due to the large diameter of the trunk system lines, repairs and upkeep are not a frequent need. This element outlines the work that is District Staff perform to accomplish the optimal operation and maintenance of the District's collection system.

It is important to note that prior to October 2008 the City of Grover Beach retained individual ownership and direct responsibility for the section of trunk sewer between GB-1, which is located at the WWTP, and GB-34, which is located on Front Street in Grover Beach. On October 1, 2008, the SSLOCSD Board of Directors acted to adopt a resolution accepting conveyance of the Grover Beach trunk and accepted a quitclaim

deed from the City of Grover Beach transferring ownership of the Grover Beach trunk sewer to the District pursuant to a 1996 MOU and 1997 Annexation Agreement previously established.

### Collection System Map

SSLOCSD maintains up-to-date electronic collection system maps created and maintained using a Geographic Information System (GIS). These maps are overlaid onto aerial imagery and provide detailed locations of the system's components with references to roads, homes, trees, etc. within the District boundary.

In addition to providing general location mapping, the electronic map includes precise information relating to the general characteristics of the system components. This information includes: material composition, pipe diameters, segment lengths, slopes, grade elevations, invert elevations, and survey data. Interactive links incorporated into the electronic maps provide immediate access to system photos, closed circuit television (CCTV) inspection videos, and the trunk system's construction drawings.

Collection system maps are printed to hard copy and provided to the District's staff and contractors for use during routine maintenance and operations and during capital improvement projects (CIP). As-built plans and construction drawings are maintained as the system is improved through the CIP, and data is routinely integrated back into collection system mapping. A copy of the District's CIP and budget is on file at the district Was District.

### Preventative Maintenance

The District's CCTV inspection and cleaning program is an integral component of preventative maintenance. These services are usually performed simultaneously and are executed under a publicly bid service contract awarded by the District. Performing CCTV inspection in conjunction with cleaning operations provides quality control by offering real-time visual verification that the debris encountered is completely removed from the system and allowing for additional efforts if necessary while the contractor is still onsite. Because these are trunk lines, their inspection and cleaning frequency needs to be a minimum of once every 10 years.

The District's operation and maintenance of its collection system ensures that the system is kept in good working condition. It requires that the system be maintained, so the wastewater enters the treatment plant in an efficient way.

The District maintains a collection system map that identifies all the following features: location of the sewer lines, manholes, cleanouts, pipe sizes, and pipe materials.

As-built plans and construction drawings are used to update the system map as it is altered or new appurtenances are added. Field crews and contractors make notifications where installation deviates from construction documents and the District Engineer updates the drawings.

District operations and maintenance objectives are to improve service, reduce overflows, and to minimize the cost of the maintenance program. In general the greater amount of preventive maintenance performed, smaller amount of corrective maintenance that will be required. However there should be a reasonable balance between the cost of preventive maintenance and a corresponding benefit. While no precise method is available to determine just exactly how much preventive maintenance should be undertaken, a review of historical maintenance costs on existing facility serves as useful guide.

Training on the sanitary sewer management plan should be provided to District staff at least once per year. This training should be documented, and the documentation kept with the sewer system management plan.

## **Element 5 – Design and Performance Standards**

### Design and Construction Standards

Standards and Specifications provide minimum standards for the design, types and uses of materials, and the preparation of plans for construction, repair, or alteration of the District sewer trunk lines. Work on the trunk line system follows the standards and specifications of the Member Agency that has jurisdiction over the area where the work is done. When the Member Agency doesn't have standards for the work being done the SLO County or State of California standards and specifications are used.

### Inspection Standards

The District provides continuous inspection during the construction and repair of sewer facilities along the trunk lines. The District's standard procedure requires work to be placed into service only after it is accepted by the District Engineer or its delegate following satisfactory inspection and testing.

## **Element 6 – Overflow Emergency Response Plan**

### SSO Notification

The Plant Superintendent and/or designated person is on standby twenty-four (24) hours per day, seven (7) days per week and is aware of low manholes that may overflow during an emergency. In the event of a spill, containment followed by chlorine application and wash down protocol is used. If the event occurs during non-office hours, the local Fire Department contacts the Plant Superintendent or on-call Staff that has the resources deemed necessary to correct the problem. After-hours calls to the District go directly to the on-call staff.

### SSO Response

Spill response measures include response priorities, safety, and initial containment measures. During regular business hours, the Superintendent sends one or more Operations Staff to respond to an SSO notification. The District's goal for responding to

an SSO during business hours is immediate from receipt of call. The District's goal for responding to SSO during non-business hours is 45 minutes. The collection systems Operations Staff usually are the SSO First Responder and are responsible for mitigation, documentation, most reporting, and follow-up. SSLOCSD policy is to respond to all spills within its collection service area boundary and provide mutual aid outside when requested, whether on public or private property and to take all steps possible to prevent the spills from reaching the storm drains, flood control channels, or waters of the State. Element 2 addresses the organizational structure of the District and details the lines of authority along with the responsibilities of personnel during an emergency.

#### SSO Chain of Communication

The Plant Superintendent is the authorized individual at this time to certify electronic spill reports submitted via CIWQS. SSOs are reported by calling the District office at (805)489-6670. The phone is answered by office personnel during the regular business hours of 7:30 am to 4:00 pm. After hours the call is referred to an on-call operator.

#### Chain of Communication for Responding to SSO

The Chain of Communication for reporting SSO begins with contact to SSLOCSD office. The telephone contact number is (805) 489-6670. This telephone number is answered Monday through Friday, 7:30am to 4:00pm by District staff, and after hours by the on-call operator. The procedure is: Office Staff notifies Operations Staff of the overflow and response to the SSO is conducted. The Plant Superintendent is primarily responsible for reporting the SSO to the RWQCB and other agencies as required by the nature of the spill. In the event of a possible wastewater spill, 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. District staff obtains the location and any description of the problem, name and phone number of the caller for follow-up information.
2. Operations Staff proceeds to the location to verify the report.
3. Operations Staff may request appropriate support and will keep administrative staff informed of progress as necessary.
4. Plant Superintendent, or his/her designee, will notify all appropriate public or regulatory agencies as required by the complexity of the spill.
5. Upon mitigation, containment and clean-up of the spill, the Plant Superintendent, or delegate, will complete the final SSO report to the CIWQS database, and notify regulatory agencies as needed.

#### Reporting Procedures

SSLOCSD is registered with the CIWQS electronic SSO reporting system. Information that will need to be reported include:

- Name and address of discharger, and reporting party.

- Date and time of spill. Time spill stopped.
- Location/address of spill/manhole number if available.
- Volume of spill. Path of spill. Water body affected.
- Cause of spill, action taken to stop spill.
- Time cleanup began and time cleanup completed.
- Discussion of cleanup and any public notices posted.
- Number of spills in same location over last three years.
- Discussion of measures taken to prevent spills at this location.
- List of other public agencies notified.

The public may need to be notified if there is possibility of exposure to contamination. Potential public notification measures include the temporary signage to indicate pollution of surface water or ground water due to an SSO and notification through media outlets. The District Administrator will be the contact person for media notification.

Appendix C shows the categories and reporting timelines.

#### Reporting Procedures

An overflow report, found in Appendix B, is to be completed for all reportable spills. Information recorded on the overflow report is entered into the state's database in accordance with the mandated reporting timelines.

If there are no overflows during a calendar month, the District will provide, within 30 days after the end of each calendar month, a statement through the state database certifying that there were no spills for the designated month.

In the event that the state database is not available, the District must transmit all required information to the appropriate Regional Water Quality Control Board office in accordance with the time schedules identified in Appendix C. In such event, the District must also enter all required information into the database as soon as practical.

#### **Element 7 – Fats, Oils, and Grease Program**

The District has no food service establishments that discharge directly into its system. As a result there is no need for a fats oils and grease program for this District.

#### **Element 8 – System Evaluation and Capacity Assurance Plan**

A Trunk Sewer System Capacity Study was completed in 2006. It was concluded in the report that overall flow capacities were within the design flow capacities.

#### **Element 9 – Monitoring, Measurement, and Program Modifications**

The District video inspects and cleans the trunk system a minimum of once every 10 years. During video inspection if there are any problems, the CIP is updated to include



repair or replacement. If the problem is minor, the annual budget can accommodate repairs.

### **Element 10 – Sewer System Management Plan Audits**

The District will perform an internal audit to evaluate its sewer system management plan and its compliance with regulatory agencies every two years following the final certification. The District will prepare a report of the results of the audits, along with recommendations and suggest improvements which will be kept on file. Update to the District's sewer system management plan will be completed as required.

### **Element 11 – Communications Plan**

Public meetings are held in the Arroyo Grande city hall at 215 E. Branch Street, California 93420 at 6:00 p.m. on the first and third Wednesday of each month. However, if a regular meeting date falls on a holiday, meetings are usually scheduled the following day.

In addition to discussion at the public meetings the Sewer System Management Plan is posted on the District's website: [www.SSLOCSD.org](http://www.SSLOCSD.org) under Environmental Programs. The public is welcome to comment at any time.

The District Board of Directors includes one representative from each Member Agency. During board meetings the SSMP audits and modifications are discussed and the information is then brought back to the Member Agencies.

## Appendix A – Organization

### *List of SSLOCSD Board Members*

#### **2014/15 Board Members**

City of Arroyo Grande Tony Ferrara, Vice Chairman  
City of Grover Beach Glen Marshall, Director  
Oceano Community Services District Matthew Guerrero, Chair

### *List of SSLOCSD District Staff*

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

Rick G. Sweet, District Manager  
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Jim Woeste, Senior Maintenance Mechanic  
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William “Rick” Jackman, Lead Operator  
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Aaron Allen, Operator II  
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asa@sslocsd.us

William “Billy” Romhild, Operator II  
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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

Amy Simpson, Bookkeeper/Secretary  
(805) 481-6903 Tel  
(805) 489-2765 Fax  
amy@sslocsd.us

#### **24-hour Emergency Number**

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

### Chain of Communication of Sewer System Overflows

Organization	Contact person	Phone number
California Regional Water Quality Control Board	Dispatch	(805) 549 – 3147
San Luis Obispo County Health Department	Jim Hanlin	(805) 801 – 3539
California OES		(800) 852-7550
California Department of Fish and Game	Dispatch	(805) 649-2810

**Appendix B – Sanitary Sewer Overflow Reporting form**





**Appendix C – Monitoring and Reporting Requirements  
(WQO-2013-058-EXEC)**

August 22, 2014

Mr. Matthew Guerrero  
Board Chair  
South San Luis Obispo County Sanitation District  
Post Office Box 339  
Oceano, California 93445-0339

**Re: No Paid Property/Liability Claims in 2013-14**

Dear Mr. Guerrero:

This letter is to formally acknowledge the dedicated efforts of the South San Luis Obispo County Sanitation District's Governing Body, management and staff towards proactive risk management and loss prevention training. Your agency's efforts have resulted in no "paid" property/liability claims for program year 2013-14. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. This is a great accomplishment!

It is through the efforts of members such as South San Luis Obispo County Sanitation District that SDRMA has been able to continue providing affordable property/liability coverage to over 481 public agencies throughout California. In fact, 406 members or 84% in the property/liability program had no "paid" claims in program year 2013-14.

In addition to this annual recognition, members with no "paid" claims during 2013-14 earn 2 credit incentive points (CIPs) thereby reducing their annual contribution amount. Also, members with no "paid" claims for at least 3 consecutive program years may receive a lower "risk factor" which also reduces their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing property/liability losses. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any comments or suggestions to Dennis Timoney, SDRMA Chief Risk Officer at dtimoney@sdrma.org.

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate the Governing Body, management and staff of South San Luis Obispo County Sanitation District for their commitment to proactive risk management and loss prevention training.

Sincerely,  
Special District Risk Management Authority

A handwritten signature in blue ink that reads "David Aranda".

David Aranda, President  
Board of Directors