

## **Appendix 1A**

---

### SSMP Development Plan and Schedule

# Sewer System Management Plan (SSMP)

## Plan and Schedule

### South San Luis Obispo County Sanitation District

Main Task/Sub-Task	Actions	Due Date / Status
<b>(i) SSMP Development Plan and Schedule</b>	<b>Initial plan on how the agency intends on developing and implementing their SSMP.</b>	<b>Due November 2, 2007</b>
District certification of Development Plan and Schedule	Present SSMP Development plan to District Board for approval.	Completed
<b>(ii) Goal Ele 1</b>	<b>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.</b>	<b>Due: November 2, 2007</b>
SSMP Goals	Stated goals for SSMP	Completed
<b>(iii) Organization Ele 2</b>	<b>Names and staff positions responsible for developing and implementing the SSMP.</b>	<b>Due: November 2, 2007</b>
Organizational Chart for SSLOCSD	Develop organizational chart of management, administration and maintenance personnel.	Completed
SSO Chain of Communications	Develop the internal chain of communications for reporting SSO's.	Completed
<b>(iv) Overflow Emergency Response Plan Ele 6</b>	<b>Written Procedures defining how the District responds to SSO's.</b>	<b>Due: May 2, 2009</b>
Overflow Response Procedures	Develop standard operating procedures for SSO response.	Completed
Notification Procedures	Develop notification procedures to ensure all required regulators (and others) are properly and timely notified of an SSO event.	Completed
Emergency Response Training	Develop and implement Emergency Response Training Program for staff or contractors, if utilized.	Completed
Traffic and Crowd Control	Develop procedures for traffic and crowd control to be utilized during an SSO event.	Completed
Monitoring and Sampling	Develop procedures for monitoring and sampling, if required, for an SSO event.	Completed
Follow-Up	Develop procedures for following up on an SSO event, including investigation for the cause or responsible party.	Completed
<b>(v) Legal Authority Ele 3</b>	<b>District's legal authority to operate and maintain it's sewage collection system.</b>	<b>Due: May 2, 2009</b>
Ordinance Development for Preventing Prohibited Discharges	Develop/amend required ordinance to comply with Order. Add a FOG Ordinance (Fats, Oils and Grease) to the SSLOCSD Municipal Code	Completed
Ordinance Development Requiring Proper Design and Construction	Develop/amend required ordinance to comply with Order. Add Design and Construction Standards to be met for any new projects.	Completed
Ordinance Development for the Limiting of the Fats, Oils and Grease	Develop/amend required ordinance to comply with Order. Add a FOG Ordinance (Fats, Oils and Grease) to SSLOCSD Municipal Code	Completed
Ordinance Development to Enforce Violations	Develop/amend required ordinance to comply with Order. Add a FOG Ordinance (Fats, Oils and Grease) to SSLOCSD Municipal Code	Completed
Ordinance Legal Review	Ordinances developed, amended, and reviewed by District's legal counsel.	Completed
Ordinance Adoption	Adoption of required ordinances by District Board	Completed

Main Task/Sub-Task	Actions	Due Date / Status
<b>(vi) Operation and Maintenance Ele 4</b>	<b>Collection System operations program and procedures.</b>	<b>Due: May 2, 2009</b>
Mapping	Up to date mapping of the sewage collection system facilities.	Completed
Mapping Updates	Develop procedures for maintaining mapping data.	Completed
Preventative Maintenance Program	Develop a written description of the preventative maintenance activities the District employs.	Completed
Pipeline Maintenance	Develop a schedule for line cleaning and maintenance.	Completed
Pumping and Other Facilities	No pumping facilities in District	Not applicable
Problem Areas	Identify problem areas (high maintenance areas; HMA) and develop procedures for their maintenance.	Completed
Rehabilitation and Replacement Program	Develop a short and long term plan for the rehabilitation or replacement of piping due to system deficiencies, including funding (CIP).	Completed
Inspection Program	Develop a program and schedule for the regular visual inspection of the system.	Completed
Inspection Schedule	Develop a schedule for ongoing inspection of the entire collection system.	Completed
Work Orders	Develop a system to track and schedule all maintenance activities.	Completed
Equipment and parts inventory	Develop an inventory of equipment and replacement parts.	Completed
Critical parts	Develop an inventory of critical replacement parts including procedures for acquisition.	Completed
<b>(vii) Grease Control Program - FOG (Fats, Oils &amp; Grease) Ele 7</b>	<b>Prepare and implement a FOG Control Program to reduce the amount of these substances from being discharged into the collection system.</b>	<b>Due: May 2, 2009</b>
Determination of FOG problems	Evaluate System to determine if FOG related problems exist.	Completed
FOG characterization Study	If FOG problems are present, perform a FOG Characterization Study to determine the location and extent of the problem.	Not applicable
FOG Ordinance	Develop ordinance/policy to ensure legal authority to prevent the discharge of FOG into the sewer system.	Completed
FOG Program	Develop a program to reduce and/or eliminate FOG related sources.	Not applicable
Develop a FOG Source Control Program	Establish an appropriate FOG source control program.	Completed
Public Outreach	Develop an appropriate public education, outreach program and marketing materials designed to assist in the reduction of FOG.	Completed
FOG Disposal	Develop a list of authorized FOG disposal sites.	Not applicable
FOG Inspections	Develop and implement a FOG inspection program.	Not applicable
<b>(viii) Design and Performance Ele 5</b>	<b>Develop and Implement the Capital Improvement Plan that will provide for equipment and system replacements.</b>	<b>Due: August 2, 2009</b>
Design Standards	Develop and/or adopt design and construction standards and specifications for the installation of new sewer systems	Completed
Inspection and testing standards	Develop and/or adopt procedures and standards for inspecting and testing	Completed
<b>(ix) System Evaluation and Capacity Assurance Plan (CAP) Ele 8</b>	<b>Evaluate current capacity of Collection System and provide solutions to areas with needed improvement</b>	<b>Due: August 2, 2009</b>
Inflow and Infiltration (I&I)	Develop procedures to detect and remediate I&I problems.	Completed
Identify Deficiencies	Identify areas of the system that exhibit capacity deficiencies.	Completed
Analyze Defects	Analyze and prioritize repairs/replacement of pipeline defects.	Completed
Capital Improvement Projects	Capital Improvements: Identify existing and/or future hydraulic bottlenecks, to include rate studies, capacity enhancement, scheduling for completions, and annual reporting.	Completed
<b>(x) Monitoring, Measurements and Plan Modifications Ele 9</b>	<b>The ongoing evaluation of the performance of the SSMP document and it's ability to achieve its stated goals.</b>	<b>Due: August 2, 2009</b>
Data Management	Develop procedures for accumulating and analyzing system maintenance, repairs, projects, reductions of SSO's, and any other pertinent data.	Completed
Program Effectiveness	Develop procedures, report, etc. to measure the effectiveness of the SSMP.	Completed
Program Changes	Develop procedures to initiate changes, enhancements, or correct deficiencies in the SSMP.	Completed

Main Task/Sub-Task	Actions	Due Date / Status
<b>(xi) SSMP Program Audits Ele 10</b>	<b>Program audits are required every two years following the adoption of the final SSMP. Audits shall document the success of the SSMP and improvements made to it.</b>	<b>Due: August 2, 2009</b>
Document Control	Develop procedure for SSMP document control.	Completed
Key Individual(s)	Identify key individual(s) responsible for the SSMP audit (every 2 years). Development of an SSMP Adhoc Audit team consisting of local Cities and Districts for peer review and direction.	Completed
Checklist	Develop a checklist to assist and ensure the SSMP is compliance and effective.	Completed
Reports	Develop reports to assist with analyzing the effectiveness of the SSMP.	Completed
Milestones	Develop milestones (time, events, etc.) that denote program review.	Completed
<b>(xii) Communication Program Ele 11</b>	<b>The communication program is the agency's outreach to the community and satellite contributors about the public collection system and the SSMP document.</b>	<b>Due: August 2, 2009</b>
Public Outreach	Develop a protocol for soliciting and responding to public input.	Completed
Staff SSMP Awareness	Develop a program to ensure staff awareness of SSMP procedures, protocol, etc.	Completed
<b>FINAL SSMP CERTIFICATION</b>	<b>Final SSMP document, after all elements have been developed, documented and implemented.</b>	<b>Due: August 2, 2009</b>
Review by District Attorney	Review of completed SSMP by the District's Attorney.	Completed
Adoption/Certification of SSMP by District Board	Adoption and certification of final SSMP document by the District's governing body.	July 15, 2009;

## **Appendix 1B**

---

Board of Directors Meeting Minutes for SSMP Approval

*October 17, 2007 and July 15, 2009*

# SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Wastewater Treatment Plant  
1600 Aloha Place  
Oceano, CA 93445

Wednesday

July 15, 2009

6:20 p.m.

## 1. ROLL CALL

Present: Chairman Bill Nicolls, City of Grover Beach; Director Barbara Mann, Oceano Community Services District.

Absent: Vice Chairman Jim Hill, Oceano Community Services District;  
Director Tony Ferrara, City of Arroyo Grande.

Others in Attendance: John Wallace, District Administrator; Tom Zehnder, District Engineer; Mike Seitz, District Counsel; Jeff Appleton, Plant Superintendent.

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

There were no public comments at this time.

## 3. REVIEW AND APPROVAL OF MINUTES

**The minutes of July 1, 2009 were presented for review and approval. This item was carried over to the next scheduled agenda for a vote by directors present at that meeting.**

## 4. CONSIDERATION OF WARRANTS

The warrants for the past period were presented. **It was moved by Director Mann, seconded by Chairman Nicolls to approve warrants in the amount of \$94,375.74 for 7/15/2009 P/Y and \$38,833.43 for 7/1/2009 current year. Motion carried.**

## 5. REVIEW OF CURRENT FINANCIAL STATEMENT

Administrator Wallace presented the District's current financial statement for review and file.

## 6. PLANT SUPERINTENDENT'S REPORT

Superintendent Appleton reported the average flow for the month to date at 2.72 MGD, the BOD average was 28.30 mg/l, and the suspended solids average was 30.15 mg/l. He reported a problem regarding the chlorine probe and software, during trouble shooting and correction of this issue during which time a bacti result came in over the District's limit. This will be classified as a violation by Water Quality. The District now has three minor violations on record; the fourth within a six-month period will initiate a finable situation.

Installation of the new Ferric Chloride Storage tank, piping system, and seismic restraint system has been completed.

Administrator Wallace provided an update regarding Yo Banana Boy. He stated that the cease and desist order had not been issued as yet, instead the District locked the dump station located at the Yo Banana Boy site. He also stated that a meeting was held with State Parks regarding the LeSage

Dump Station and to discuss improvements that could be made to alleviate the problems that station posed to the plant.

7. BOARD ACTION ON INDIVIDUAL ITEMS

A. Approval of Sewer System Management Plan (SSMP)

Administrator Wallace introduced Ms. Heather Billing of Wallace Group who gave an overview of this plan.

She stated that the State Water Resources Control Board and the Central Coast Regional Water Quality Control Board, Region 3, notified the District of new Sanitary Sewer Overflow requirements imposed by the adoption of the State Water Board Waste Discharge Requirement Order No. 2006-0003-DWQ. The order requires the District to: enroll in the new statewide system by November 2, 2006; begin Sewer System Overflows (SSO) reporting and SSMP phase certification by enrolling and using the California Integrated Water Quality System (CIWQS) by May 2, 2007; and develop a SSMP with a final document certified complete on CIWQS by August 2, 2009. The first two requirements have previously been met. The District's final SSMP has now been prepared in response to the third requirement. The SSMP documents the District's sewer program, defines the District's goals for improving the sewer system infrastructure, and provides an implementation plan and schedule for achieving these goals.

The Board was presented with a complete copy of the Sewer System Management Plan.

**It was moved by Director Mann, seconded by Chairman Nicolls to approve and implement the completed Sewer System Management Plan prepared in accordance with the State Water Resources Control Board Statewide General Waste Discharge Requirements Order No. 2006-0003-DWQ. Motion carried.**

B. Special District Risk Management Authority (SDRMA) Board of Directors Election

Administrator Wallace stated that the District has received a mail-in ballot to elect four representatives to the SDRMA Board of Directors. In accordance with the election guidelines for Director elections, our District must adopt a resolution indicating which of the candidates the District selects. The Board was presented with eight candidate statements of qualifications for consideration.

Chairman Nicolls stated that after reviewing the information provided, he suggested the four candidates to receive District votes to be Jean Bracy, Ed Gray, Vincent C. Ferrante, and John C. Yeakley.

**It was moved by Chairman Nicolls, seconded by Director Mann to approve Resolution No. 263 "A RESOLUTION OF THE GOVERNING BODY OF THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS. CASTING THE DISTRICT'S VOTE FOR: JEAN BRACY, ED GRAY, VINCENT C. FERANTE, AND JOHN C. YEAKLEY". And on the following roll call vote to wit:**

**AYES: Chairman Nicolls, Director Mann**

**NOES: None**

**ABSENT: Director Ferrara**

**The foregoing resolution was hereby adopted this 15<sup>th</sup> day of July, 2009.**

C. Adoption of FY 2009-10 Budget.

Administrator Wallace presented the District's proposed budget for the 2009/10 Fiscal Year.

District Counsel Seitz stated that this item should be continued to the next meeting as the public hearing was inadvertently advertised to be held at the Oceano Community Services District.

9. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

District Counsel Seitz stated that the District has resolved all contract issues with Andritz regarding the new centrifuge purchase.

The District has received a draft of the District's proposed new Waste Discharge Orders.

10. ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at approximately 7:20 p.m.



# SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Wastewater Treatment Plant  
1600 Aloha Place  
Oceano, CA 93445

Wednesday

October 17, 2007

6:00 p.m.

## 1. ROLL CALL

Present: Director Bill Bookout, Oceano Community Services District; Director John Shoals, City of Grover Beach.

Absent: Chairman Tony Ferrara, City of Arroyo Grande

Others In Attendance: John Wallace, District Administrator; Michael Seitz, District Counsel; Jeff Appleton, Plant Superintendent; Tom Zehnder, District Engineer.

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

There were no public comments at this time.

## 3. REVIEW AND APPROVAL OF MINUTES

The minutes of October 3, 2007 were presented for review and approval. **This item was tabled due to an absence of Directors who were present at that meeting.**

## 4. CONSIDERATION OF WARRANTS

The warrants for the past period were presented. **It was moved by Director Bookout, seconded by Director Shoals to approve warrants in the amount of \$116,719.37. Motion carried.**

## 5. REVIEW OF CURRENT FINANCIAL STATEMENT

Administrator Wallace presented the District's current financial statement for Board review and file.

## 6. PLANT SUPERINTENDENT'S REPORT

Superintendent Appleton reported the average flow for the month to date at 2.74 MGD, a BOD Average of 24.75 mg/l, and a suspended solids average of 13.50 mg/l. The plant is meeting all discharge requirements and running well.

## 7. BOARD ACTION ON INDIVIDUAL ITEMS

A. Plasma Cutter Purchase, MBI No. 8

Administrator Wallace stated that in accordance with the District purchasing policy, Staff has solicited bids from several sources. Air Gas provided the low quote in the amount of \$3,079.15.

**It was moved by Director Bookout, seconded by Director Shoals to approve the purchase of Plasma Cutter, MBI #8 from AirGas for their quoted price of \$3,079.15. Motion carried.**

B. Arroyo Grande Watershed and Creek Memorandum of Understanding

This item was tabled until a full board was present.

C. Long Range Plan Pre-Design Report

Administrator Wallace stated that in the July 2005 report titled Long Range Plan – Wastewater Treatment Plant Improvements, recommendations were made to construct an activated sludge aeration tank and a new secondary clarifier. These recommendations were made as a result of significant changes to the District’s wastewater characteristics, and anticipated and actual changes to the regulations with regards to the District’s wastewater characteristics, and anticipated and actual changes to the regulations with regard to discharge requirements and monetary fines. The aeration tank provides additional secondary treatment during normal operation and redundancy during times when the Fixed Film Reactor may need to be offline for maintenance. The new secondary clarifier will provide additional capacity during normal operation and redundancy during periods of maintenance.

Kennedy/Jenks has been a long and trusted consultant partner of the District through its history from originally designing the plant to involvement in each of its major upgrades, to the provision of Long Range Planning. Through discussion with Kennedy/Jenks, staff determined that the best approach for the District is to perform a Pre-Design Report to get an updated estimate of construction costs, and to help the Board decide if it is more prudent to pursue a more cost effective combined project, or if two separate projects are more desirable from a financing standpoint. In order to do an accurate job of cost estimating, some detailed engineering analysis and layout would have to be performed. Most of the work performed in the Pre-Design report will be reused once the detailed design begins. Staff recommended continuing this key relationship with Kennedy/Jenks and approving the pre-design proposal in the amount of \$33,230.00

**It was moved by Director Bookout, seconded by Director Shoals to approve the contract with Kennedy/Jenks consultants to provide Pre-Design Engineering and a Report in the amount of \$33,230.00. Motion carried.**

D. Sewer System Management Plan

Administrator Wallace provided background information by stating that on May 2, 2006 the State Water Quality Control board adopted Order No. 2006-0003-DWQ adding new regulations to control sanitary sewer overflows. This order placed three requirements on the District: 1. Apply for coverage under the new

statewide system by November 2, 2006; 2. Begin sewer overflow reporting using an electronic reporting database by May 2, 2007; 3. Develop a phased-in Sewer System Management Plan with a final document to be submitted by August 2, 2009 – However, Phase I of this Plan is required to be approved and submitted by November 2, 2007.

Administrator Wallace introduced Ms. Joy Castaing of the Wallace Group who presented a brief report regarding the Sewer System Management Plan

The Draft Sewer System Management Plan requires a phased implementation of specific programs to be completed in a phased-in process, prior to the August 2, 2009 deadline. Phase I, including the Draft Schedule, SSMP Goals and District organization must be approved by the Board prior to the November 2, 2007 State certification deadline.

The first requirement has been completed. District Staff submitted the documents and fees required by the State for registration under the Statewide General WDR prior to the deadline date. The second requirement was initiated prior to the deadline date and is a continuous process of electronic monthly reporting. Phase I of the Draft Sewer System Management Plan containing the first three elements has been prepared in response to the third requirement.

The elements of the Sewer System Management Plan include: 1) Draft Schedule of Plan Completion; 2) Sewer System Management goals and 3) District Organization. The Draft Sewer system Management Plan documents the District's sewer management program and defines the District's goals for improving the sewer system infrastructure and provides an implementation schedule for achieving these goals.

The purpose of the Sewer System Management Plan is to reduce, if not prevent, sewer system overflows, to improve the condition of the sewer collection system infrastructure, provide for financial stability and improve water quality.

Staff has prepared and submitted the first three elements of the Sewer System management Plan for Board review and approval. Staff will continue with the development and implementation of the Sewer System Management Plan and present subsequent sections in the future. In order to comply with the certification deadline dates as determine by the Statewide General WDR order No. 2006-0003-DWQ Staff is recommending approval of the submitted tasks.

**It was moved by Director Bookout, seconded by Director Shoals to continue to implement a Sewer System Management Plan in accordance with the State Water Resources Control Board Statewide General Waste Discharge Requirements Order No. 2006-0003-DWQ**

## 8. MISCELLANEOUS ITEMS

### A. Miscellaneous Oral Communications

Counsel Seitz informed the Board that consideration would need to be given with

regards to canceling the second meeting in November as this date is the eve of Thanksgiving. Typically the meeting has been cancelled and although no action need be taken this evening, this item will come back before the Board at the next meeting.

Counsel Seitz also informed the Board that he would not be available to attend meetings during the month of November for medical reasons.

Administrator Wallace clarified details regarding a proposed meeting with the Nipomo Community Services District in order to discuss possible de-salination projects. He stated the District was first approached by the Nipomo CSD to schedule this meeting but he thought a better plan would be for Nipomo to first meet with the individual agencies involved (City of Arroyo Grande, Oceano CSD) before the District became involved.

Director Shoals questioned progress regarding the turn over of the Grover Beach Trunk Sewer Lines.

Administrator Wallace replied that he and District Engineer Zehnder were working with Mr. Bob Perault of Grover Beach and this item is currently scheduled to be on the November 7 Board agenda.

## 9. ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at approximately 6:30 p.m.

## Appendix 1C

---

### SSMP Revision History

**SSSLOCSD SSMP Revision History**

<b>REV #</b>	<b>DATE</b>	<b>DESCRIPTION OF CHANGE</b>	<b>CHANGE BY</b>	<b>APPROVAL</b>	<b>COMMENTS</b>
<b>0</b>	7/15/09	Issue SSMP		Board of Directors	Initial release of SSMP
<b>1</b>	5/31/11	Revised each element of SSMP based on SWRCB inspection 3/7&8/11 and 12/19/10 SSO.	HB	JLW – District Administrator	Anticipate another revision after comments received by SWRCB after issuance of Technical Report to SWRCB 5/31/11.
<b>2</b>	8/31/11	Update Introduction with more detail and trunk sewer map with service area; Add contractor training requirements to Element 4; Move appendices to respective elements; Minor editorial changes;	TAN		Revisions following 2011 SSMP Audit Report
<b>2</b>	10/25/11	Update all SSMP elements per SSMP Audit, SSMP Audit Action Items, and Communication Plan.	AM	JLW – District Administrator	