SEASIDE COUNTY SANITATION DISTRICT

440 HARCOURT AVENUE SEASIDE, CA 93955

REGULAR MEETING
BOARD OF DIRECTORS
Tuesday, July 8, 2025, 9:30 AM
CITY OF SEASIDE COUNCIL CHAMBER

1. CALL TO ORDER

2. ROLL CALL - SANITATION DISTRICT BOARD OF DIRECTORS

John Uy	Chair
Ian N. Oglesby	First Vice Chair
Jerry Blackwelder	Second Vice Chair

3. REVIEW OF AGENDA

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

4. PUBLIC COMMENT

Members of the public wishing to address the Seaside County Sanitation District on matters within the jurisdiction of the Board, but not on this agenda, may do so during Public Comment period for up to two minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.

5. CONSENT AGENDA

A. APPROVE MINUTES FROM JUNE 10, 2025, REGULAR MEETING

B. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR JUNE 2025

PURPOSE: Receive Seaside County Sanitation District operations report for June 2025.

RECOMMENDATION: Accept reports. This item is presented for information only.

6. NEW BUSINESS

A. ADOPT A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT, AUTHORIZING THE EXECUTION OF A JOINT EXERCISE OF POWERS AGREEMENT (JPEA) BY AND BETWEEN THE SEASIDE COUNTY SANITATION DISTRICT AND THE CITY OF SEASIDE

PURPOSE: Improve the efficiency of delivering Capital Improvement Projects.

RECOMMENDATION: Approve a Resolution of the Seaside County Sanitation District, authorizing the execution of a Joint Exercise of Powers Agreement (JPEA) by and between the Seaside County Sanitation District and the City of Seaside.

B. ADOPT AND CERTIFY THE UPDATED 2025 SEWER SYSTEM MANAGEMENT PLAN

PURPOSE: The purpose of this item is for the Board to consider adopting and certifying the Seaside County Sanitation District Sanitary updated 2025 Sewer Management Plan (SSMP).

RECOMMENDATION: Staff recommends that the Board adopt a resolution approving and certifying the Seaside County Sanitation District's updated 2025 Sanitary Sewer Management Plan (SSMP), as required by the State Water Resources Control Board.

7. STAFF REPORTS

Staff reports include items for which verbal reports/presentations will be provided. If a specific Seaside County Sanitation District presentation is planned, it will be listed and information included with the Agenda. Brief oral reports may be provided for items arising after the Agenda was prepared. The Board may wish to ask questions or discuss a staff report, but no action is appropriate other than referral to staff, or request that a matter be set as a future Agenda item.

8. BOARD MEMBERS COMMENTS

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
August 12, 2025
9:30 AM

In compliance with the Americans with Disabilities Act (ADA), the Seaside County Sanitation
District (SCSD) does not discriminate against persons with disabilities. Any person with a disability who requires a modification or accommodation to be able to participate in this meeting is asked to contact the office of the District Clerk at cityclerk@ci.seaside.ca.us 831-899-6707, no fewer than two business days
prior to the meeting to allow for reasonable arrangements. This agenda is posted in compliance with Pursuant to Governor Newsom's Executive Orders N-29-20 and N-33-20
Agenda related writings or documents provided to the Board are available for public inspection
during the meeting or may be requested from the office of the District Clerk.

DRAFT MINUTES
SEASIDE COUNTY SANITATION DISTRICT
Tuesday, June 10, 2025 9:30 AM
REGULAR MEETING
Seaside Council Chamber

1. CALL TO ORDER

Chair Uy called the meeting to order at 9:30 a.m.

2. ROLL CALL - SANITATION DISTRICT

Present: Carbone (Sand City's Alternate), Oglesby, Uy

3. REVIEW OF AGENDA

None

4. PUBLIC COMMENT

None

5. CONSENT AGENDA

On motion by First Vice Chair Oglesby, and seconded by Alternate District Member Carbone and passed by the following vote, the Seaside County Sanitation District Board moved to approve the Consent Agenda as presented.

RESULT: Approved
AYES: Mary Ann Carbone (Alternate District Member), Ian N. Oglesby, John Uy
NOES: None
ABSENT: None

A. APPROVE MINUTES FROM MAY 13, 2025, REGULAR MEETING

Action: **Approved**

B. RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR MAY 2025

Action: **Received**

6. NEW BUSINESS

A. CONSIDER, TAKE PUBLIC COMMENT AND ADOPT THE FISCAL YEAR 2025-2026 PROPOSED SEASIDE COUNTY SANITATION DISTRICT ANNUAL OPERATING AND CAPITAL BUDGET

Jessica Riley, District Finance Director, presented the proposed operating and capital budget totaling $3.7 million, supported by projected revenues of $2.97 million and a beginning unrestricted fund balance of $7.35 million. Director Riley advised the board that after the agenda packet was published, there were

some minor corrections that would be necessary but would not impact the expenditures being proposed.

Highlights of Presentation:

- Operating expenditures: $1.9 million
- Capital Improvement Projects (7 total): $1.8 million
- Fund balance remains strong at 2x the proposed expenditures
- Clarifications provided on administrative charges vs. salaries
- Corrections to revenue and beginning balance were noted but did not affect expenditures
- Capital projects prioritized based on coordination with city paving schedules
- Rate increases were not included in this budget

Board Discussion:
Board members raised questions regarding the handling of corrections, project readiness, revenue sources, and public transparency. Staff confirmed that updated documents would be posted online. Chair Uy noted that although the budget is balanced, the budget summary reflects a reduction in the fund balance from $6.8 million to $6 million, indicating that approximately $800,000 in reserves are being utilized to balance this year's budget. He inquired about the plan to replenish these reserves. Ms. Riley responded that the typical approach involves undertaking a sewer master plan to guide capital improvement planning. During this period, the fund balance accrues, and once a plan is in place, funds are then allocated toward capital projects.

Chair Uy also asked, of the seven capital improvement projects listed, how many are fully scoped and ready for execution. Patrick Grogan, District Associate Engineer, explained that project prioritization included coordination with neighboring jurisdictions. District engineers consulted with the public works departments of Sand City and Del Rey Oaks to identify upcoming projects, particularly paving. Del Rey Oaks reported no planned paving or major projects for the upcoming fiscal year. Sand City provided a list of streets slated for repaving, and the City of Seaside shared its paving schedule. The District prioritized projects that align with these paving areas to complete sewer work ahead of scheduled paving, thereby reducing overall costs. Additionally, staff assessed areas with storm drain needs. While no specific locations were provided by Del Rey Oaks or Sand City, the District plans to coordinate sewer and storm drain work in Seaside to maximize cost efficiencies. Remaining projects will proceed as time and available funding allow.

Alternate Board Member Carbone inquired about the proposed 1% increases to both the user fee and the property tax.

PUBLIC COMMENT: None

Motion by Alternate Board Member Carbone and seconded by First Vice Chair Oglesby FY 2025-2026 budget was approved as presented.

RESULT: Approved
AYES: Mary Ann Carbone (Alternate District Member), Ian N. Oglesby, John Uy
NOES: None
ABSENT: None

7. STAFF REPORTS

District Engineer Thomas Korman updated the Board on:

- Ongoing coordination with Public Works Directors
- Establishment of a separate bidding platform for SCSD
- Introduced Monty Miller (Superintendent) and Kristen Van Gend (Administrative Analyst)

8. BOARD MEMBERS COMMENTS

Chair Uy thanked staff for their hard work and for drafting the budget as it is not an easy task and wished all a happy summer.

9. ADJOURNMENT

The meeting was adjourned at 10:03 a.m.

Respectfully Submitted,

Rosa Salcedo, District Clerk	**John Uy, Chair**

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 5.B.

TO: Seaside County Sanitation District

FROM: Greg McDanel, District Manager

BY: Thomas Korman, Public Works Director/City Engineer
Patrick Grogan, Associate Engineer

DATE: July 8, 2025

SUBJECT: **RECEIVE SEASIDE COUNTY SANITATION DISTRICT OPERATIONS REPORT FOR JUNE 2025**

PURPOSE

Receive Seaside County Sanitation District operations report for June 2025.

RECOMMENDATION

Accept reports. This item is presented for information only.

BACKGROUND

Attached is the Seaside County Sanitation District Operations Report and flush map for June 2025.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

1. Monthly Sanitation Report June 2025
2. Flus Map June 2025

Seaside County Sanitation District
Operations Report

Fiscal Year 2024/2025 Month of June

	Del Rey Oaks (42,240)		Sand City (26,400)		Seaside (316,800)		District Totals (385,440 ft.)	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Maintenance								
Mainline Rodded	0	0	0	0	0	0	0	0
Main Line Jetted	530	44,124	277	16,839	39,279	515,504	40,086	576,467
Main Line Video	0	586	0	0	1,876	10,968	1,876	11,554
Main Lines Treated for Grease Control (Jet Power II)	530	4,557	277	3,324	6,499	70,523	7,306	78,404
Mainline Root Treatment	0	1,681	0	0	0	17,224	0	18,905
Stoppages								
Main Line	0	0	0	0	0	1	0	1
Laterals	0	0	0	0	0	1	0	1
SSO's	0	0	0	0	0	2	0	2

Sewer Repairs
None

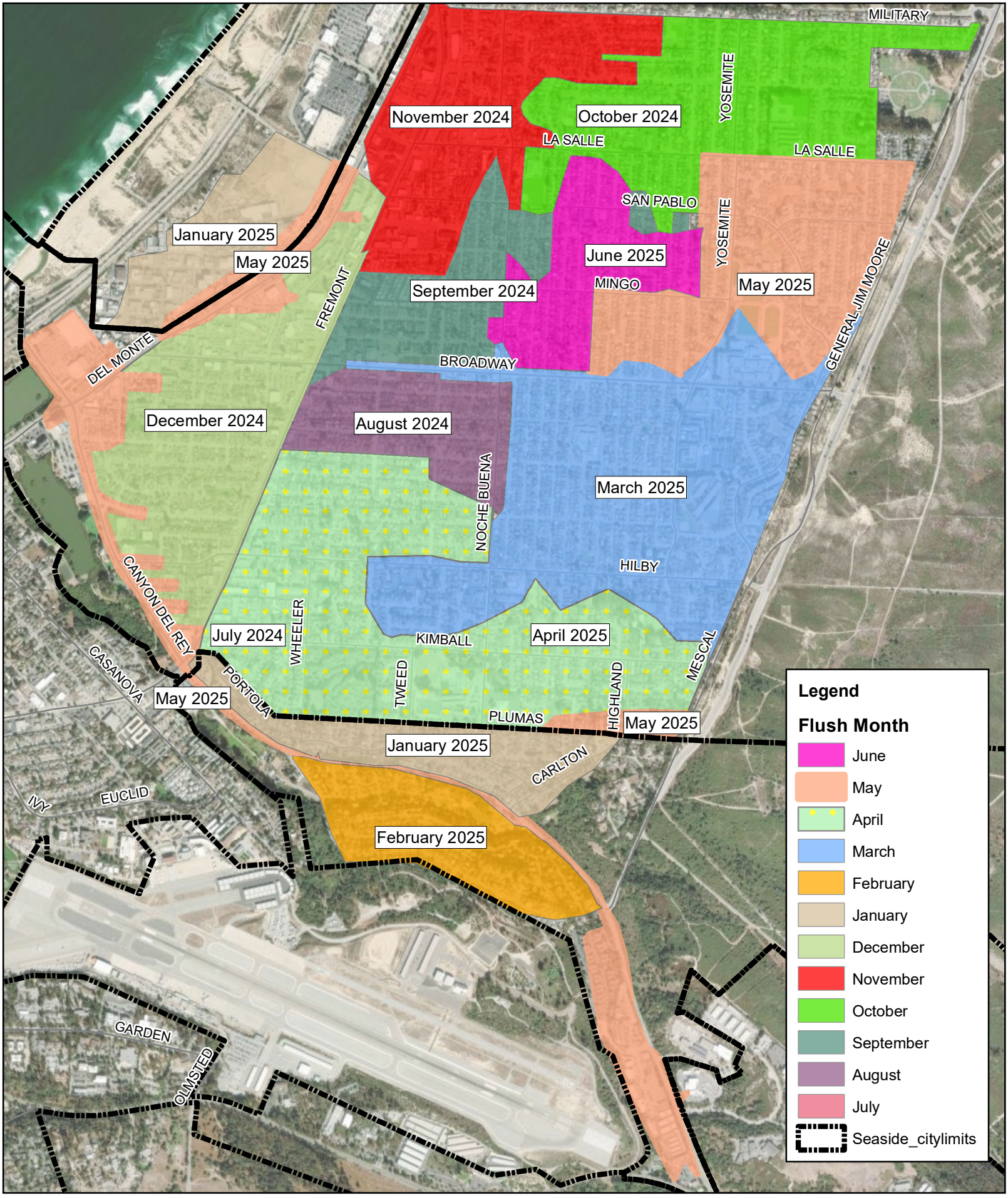
Sewer Video due to blockage/repairs
None

Stoppage Locations

Del Rey Oaks	Sand City	Seaside
None	None	None

Overflow Locations

Del Rey Oaks	Sand City	Seaside
None	None	None



SEASIDE COUNTY SANITATION DISTRICT

0 1,250 2,500 Feet

Source: SCSD, AMBAG

Flush Map: 2024-2025

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 6.A.

TO: Seaside County Sanitation District

FROM: Greg McDanel, District Manager

BY: Thomas Korman, Public Works Director/City Engineer

DATE: July 8, 2025

SUBJECT: **ADOPT A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT, AUTHORIZING THE EXECUTION OF A JOINT EXERCISE OF POWERS AGREEMENT (JPEA) BY AND BETWEEN THE SEASIDE COUNTY SANITATION DISTRICT AND THE CITY OF SEASIDE**

PURPOSE

Improve the efficiency of delivering Capital Improvement Projects.

RECOMMENDATION

Approve a Resolution of the Seaside County Sanitation District, authorizing the execution of a Joint Exercise of Powers Agreement (JPEA) by and between the Seaside County Sanitation District and the City of Seaside.

BACKGROUND

Background

The Seaside County Sanitation District is staffed by City of Seaside employees who serve in varying capacities for the Seaside County Sanitation District. These include the General Manager, District Engineer, Utilities Supervisor, and Maintenance and Utilities Workers.

The SCSD staff is seeking methods to implement to improve the efficiency of delivering Capital Improvement Projects. The current practice has been for district staff to duplicate their work efforts by creating separate request for proposals for design and construction work.

In researching methods to increase efficiency, district staff determined that by establishing a Joint Exercise of Powers Agreement (JEPA) which allows two or more government entities to perform activities together or independently by utilizing each other's contracts, district staff could reap the benefits of not having to duplicate work.

The recommended JEPA does not form a JPA; rather district staff are recommending the implementation of a JEPA for the purposes of expediting the design and construction of projects.

Discussion
The JEPA is recommended to expedite the repairs and necessary improvements throughout the City of Seaside, Sand City, and the City of Del Rey Oaks, by consolidating what would normally require bidding separate On-Call Contracts for the purposes of design, construction and project management. District staff believes this approach will facilitate construction of the necessary repairs to the current system.

Staff recommends approval of the JEPA to expedite repairs and improvements necessary to the existing sanitation system. These improvements are essential to minimize disruptions in service to system users.

The JEPA will be effective upon execution by all parties and will continue in full force until terminated by any of the parties upon good cause and written notice.

Environmental Review
Execution of Agreement Exempt from the California Environmental Quality Act (CEQA)
Execution of the JEPA is exempt from CEQA pursuant to Gov't Code Section 12012.56 and Pub. Res. Code Section 21080.21.

FISCAL IMPACT

There is no cost associated for the Seaside County Sanitation District to enter into a JEPA.

ATTACHMENTS

1. Resolution
2. JEPA

Reviewed for Submission to the Board by:

Greg McDanel, District Manager

Resolution

A Resolution of the Seaside County Sanitation District, authorizing the execution of a Joint Exercise of Powers Agreement (JPEA) by and between the Seaside County Sanitation District and the City of Seaside.

WHEREAS, pursuant to the Joint Exercise of Powers Act, Title 1, Division 7, Chapter 5 of the California Government Code, two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

WHEREAS, each of the Parties is a "public agency" as that term is defined in Section 6500 of the California Government Code; and

WHEREAS, the Parties desire to accomplish the aforesaid purpose by jointly exercising their common powers in the manner set forth in this Agreement.

NOW, THEREFORE, the Parties, for, and in consideration of the mutual benefits, promises, and agreements set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Seaside County Sanitation District the General Manager is authorized to execute the attached JEPA between the Seaside County Sanitation District and the City of Seaside.

JOINT EXERCISE OF POWERS AGREEMENT

This JOINT EXERCISE OF POWERS AGREEMENT ("Agreement") is entered into by and between the CITY OF SEASIDE, a municipal corporation ("City"), and the SEASIDE COUNTY SANITATION DISTRICT, a Dependent Special District ("District"), hereinafter collectively referred to as "parties" or "members," and is effective as of the date of its execution.

RECITALS

WHEREAS, California Government Code section 6502 provides that, with legislative authorization, two or more public agencies may by agreement jointly exercise any power common to the contracting parties, and

WHEREAS, the parties have determined it is in their best interests to enter into this Agreement with the purpose of facilitating the parties' ability to rely on and exercise each other's respective contracting and purchasing powers, and

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

AGREEMENT

1. Purpose and Powers Authorized

The purpose of this agreement is to authorize the parties to utilize and rely on the powers, procedures, and processes of each other to purchase or sell equipment, materials, supplies, and fixtures, and to solicit and utilize bidding procedures for public works projects.

2. Term and Termination

This Agreement may be terminated at the discretion of either party, for no reason, but shall remain in effect until one party provides 30 days' advance written notice of the intention to terminate the Agreement to the other party.

3. Responsibilities

It is the sole responsibility of each member to follow state and local procurement statues and rules as it pertains to cooperative purchasing and bidding, and joint exercises of powers relating to purchasing and bidding. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof.

CITY

By: _____

_____, City Manager

City of Seaside

440 Harcourt Avenue

Seaside, CA 93955

Email address:

DISTRICT

By: _____

_____, District Manager

Seaside County Sanitation District

440 Harcourt Avenue

Seaside, CA 93955

Email address:

SEASIDE COUNTY SANITATION DISTRICT
STAFF REPORT

Item No.: 6.B.

TO: Seaside County Sanitation District

FROM: Greg McDanel, District Manager

BY: Patrick Grogan, Associate Engineer
Thomas Korman, Public Works Director/City Engineer

DATE: July 8, 2025

SUBJECT: **ADOPT AND CERTIFY THE UPDATED 2025 SEWER SYSTEM MANAGEMENT PLAN**

PURPOSE

The purpose of this item is for the Board to consider adopting and certifying the Seaside County Sanitation District Sanitary updated 2025 Sewer Management Plan (SSMP).

RECOMMENDATION

Staff recommends that the Board adopt a resolution approving and certifying the Seaside County Sanitation District's updated 2025 Sanitary Sewer Management Plan (SSMP), as required by the State Water Resources Control Board.

BACKGROUND

In 2022 the State Water Resources Control Board (SWRCB) adopted Order No. 2022-0103-DWQ, "General Waste Discharge Requirements (GWDR) for Sanitary Sewer Systems." This Order (herein referred to as SSSWDR Orders) require agencies that own or operate collection systems greater than one mile in length to prepare a SSMP, audit the SSMP every three years and update the SSMP every six years, as appropriate. The purpose of the SSMP is to facilitate proper funding and management of the sanitary

sewer system and minimize and properly report sewer spills.

The District approved an SSMP development plan and schedule on September 11, 2007 and formally adopted the first SSMP on August 11, 2009. Regular biannual audits have taken place, with minor revisions implemented as appropriate, until the issuance of the new SWRCB order in 2022. SCSD'S previous SSMP Update was completed in 2020. In order to comply with current order, SCSD staff must submit the 2025 SSMP Update, with the adopting resolution, by August 2, 2025.

The most recent audit was completed in 2024, in preparation for the 2025 SSMP Update. The audit report concluded that SCSD has been substantially effective with implementation of its SSMP and in varying degrees is in compliance with the SSSWDR Orders. The updated 2025 SSMP will be published on the District website at SCSDonline.org.

It is recommended that the Board adopt a resolution approving and certifying the updated Sewer System Management Plan for the Seaside County Sanitation District dated August, 2025.

FISCAL IMPACT

There is no direct fiscal impact associated with adoption and certification of the updated 2025 Sewer System Management Plan.

ATTACHMENTS

1. Resolution
2. 2025 SSMP

Reviewed for Submission to the Board by:

Greg McDanel, District Manager

RESOLUTION NO. 25-XX

A RESOLUTION OF THE SEASIDE COUNTY SANTITATION DISTRICT

ADOPTING AND CERTIFYING THE UPDATED 2025 SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, the State Water Resources Control Board Order No. 2022-0103-DWQ – Statewide General Waste Discharge Requirements (GWDR) for Sanitary Sewer Systems was adopted and implemented in 2022; and

WHEREAS, pursuant to the statewide GWDR, public agencies that own and operate sanitary sewer systems greater than one mile in length must develop a Sewer System Management Plan (SSMP), and update, certify, and approve the SSMP every 6 years; and

WHEREAS, the Seaside County Sanitation District developed and certified an SSMP in 2020, in compliance with the GWDR at the time and has been audited and updated to meet requirements of the State Water Resources Control Board and GWDRs; and

WHEREAS, the updated 2025 SSMP is certified as complete, fully implemented and in compliance with the GWDR.

NOW, THEREFORE BE IT RESOLVED that the Seaside County Sanitation District hereby adopts and certifies the updated 2025 SSMP as required by the State Water Resources Control Board Order No. 2022-0103-DWQ.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held this 8th day of July 2025 by the following vote:

AYES:	**BOARD MEMBERS:**
NOES:	**BOARD MEMBERS:**
ABSENT:	**BOARD MEMBERS:**
ABSTAIN:	**BOARD MEMBERS:**

_____
Jon Uy, Chair

Attest:

_____
Dominique Davis, District Clerk

Seaside County Sanitation District
Sewer System Management Plan

Revision 3 – August 2025

WDID: 3SSO10334

Prepared By:

WALLACE GROUP®

Seaside County Sanitation District

SEWER SYSTEM MANAGEMENT PLAN

Revision 3

WDID: 3SSO10334

August 2025

The Sewer System Management Plan, Revision 3 was created with the assistance of the following Seaside County Sanitation District and Wallace Group Staff:

Seaside County Sanitation District Staff

Thomas Korman, District Engineer

Andreas Baer, Assistant District Engineer

Patrick Grogan, Associate Engineer

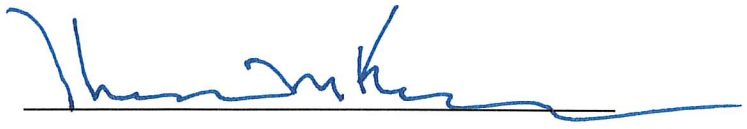
Monty Miller, Maintenance Superintendent

Wallace Group Staff

Bill Callahan, Senior Environmental Compliance Specialist

CERTIFICATION STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.



Thomas Korman
District Engineer / LRO

SSMP – REVISION RECORD

Seaside County Sanitation District SSMP has undergone the following revisions:

Revision No.	Revision Date	Description of Revisions	Revision Completed By	Revision Approved By
3	August 2025	Updates to SSMP to address deficiencies identified in the 2024 SSMP Audit and based on 2022 WDRs.	Wallace Group Staff and SCSD Staff	SCSD Staff and Board of Directors

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Appendices

ACRONYMS AND ABBREVIATIONS

BMP	Best Management Practices
CAP	Capacity Assessment Plan
Cal OES	California Office of Emergency Services
Cal/OSHA	California Division of Occupational Health and Safety
CCR	California Code of Regulations
CCTV	Closed Circuit Television
CDFW	California Department of Fish and Wildlife
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan
SCSD	Seaside County Sanitation District
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CWEA	California Water Environment Association
EHS	Environmental Health Services
ELAP	Environmental Laboratory Accreditation Program
EOP	Emergency Operating Procedure
ENROLLEE	Seaside County Sanitation District
EPA	Environmental Protection Agency
FOG	Fats, Oil, and Grease
FSE	Food Services Establishment
HMA	High Maintenance Area
I/I	Inflow & Infiltration
IIPP	Injury and Illness Prevention Program
IWF	Industrial Waste Facility
LRO	Legally Responsible Official
mgd	Million Gallons per Day
MRP	Monitoring and Reporting Program (Used in this SSMP to reference MRP Order No. 2022-0103-DWQ.)
SERP	Spill Emergency Response Plan
OES	Office of Emergency Services
O&M	Operation and Maintenance
OSHA	Occupational Safety and Health Administration

ACRONYMS AND ABBREVIATIONS

PLSD	Private Lateral Sewage Discharge
PM	Preventative Maintenance
PPE	Personal Protective Equipment
R&R	Rehabilitation and Replacement
RWQCB	Central Coast Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SECACIP	Sewer Evaluation, Capacity Assurance and Capital Improvement Plan
SMP	Sewer Master Plan
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
SPILL	Sanitary Sewer Spill
SSS	Sanitary Sewer System
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements (Used in this SSMP to reference WDR Order No. 2022-0103-DWQ, the Statewide General WDR for SSSs.)

INTRODUCTION

This Sewer System Management Plan (SSMP) six (6) year update was performed in compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2022-0103-DWQ, which are available at the District Public Works Office and on the State Water Resources Control Board website: **https://www.waterboards.ca.gov/water_issues/programs/sso/** .

0.1 Requirement Background

The WDRs require all public wastewater collection system agencies in California that own and operate sanitary sewer systems greater than one mile in length, which collect or convey untreated or partially treated wastewater to a publicly owned treatment facility, to develop, implement, and maintain a SSMP and report sanitary sewer spills(Spills) using the State's electronic reporting system, California Integrated Water Quality System (CIWQS).

The Seaside County Sanitation District (District) SSMP includes the following eleven (11) Elements:

1. Goals
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Spill Emergency Response Plan
7. Pipe Blockage Control Program
8. System Evaluation, Capacity Assurance and Capital Improvement Plan
9. Monitoring, Measurement, and Program Modifications
10. Sewer System Management Plan Program Audits
11. Communication Program

Each SSMP Element is prefaced with the associated WDR section and narrated with the District's policies and procedures, which address the respective SWRCB requirement.

EXECUTIVE SUMMARY

The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2022-0103-DWQ require the Seaside County Sanitation District (District) to have and maintain a Sewer System Management Plan (SSMP), which provides a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system in order to help reduce and prevent sanitary sewer spills (Spills), as well as mitigate any Spills that do occur.

The SSMP includes the following eleven (11) Elements:

Goals

District goals, which are included in the SSMP, are:

- Operating the sewer system in a manner that is protective of public health, safety and the environment.
- Minimizes the frequency and mitigates the impacts of sanitary sewer overflows.
- Implementing regular, proactive maintenance of the system to remove roots, debris, and fats, oils and grease (FOG) in areas prone to blockages that may cause sewer backups or SSO's.
- Identifying, prioritizing and continuously renewing and replacing sewer system facilities to maintain reliability.
- Being prepared for emergencies.
- Effectively planning system expansion to meet the capacity needs of the Districts members.

Organization

The Organization Element of the SSMP identifies District and Contract Staff, who are responsible for implementing the SSMP, responding to sewer spills, and meeting sewer spill reporting requirements, and identifies the lines of authority of SSMP responsibilities and chains of communication for sewer spill response and reporting. The Legally Responsible Officials (LRO) are also designated in this SSMP Element in order to meet the SWRCB requirements for completing and certifying sewer spill reports in the SWRCB's online regulatory information database and tracking system, California Integrated Water Quality System (CIWQS).

Legal Authority

This SSMP Element outlines the District Code Chapters and Ordinances that provide the District with the legal authority to:

a. Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;

b. Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;

c. Require that sewer system components and connections be properly designed and constructed;

d. Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;

e. Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and

f. Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

Operation and Maintenance Program

District operation and maintenance of its collection system ensures that the system is kept in good working condition, and this SSMP Element outlines the work that is conducted to accomplish the optimal operation and maintenance of the District collection and conveyance system. This SSMP Element details a:

a. Up-to-date maps of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the maps. The maps must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.;

b. A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

    a. The scheduling system includes:
        i. Inspection and maintenance activities;
        ii. Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
        iii. Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

    The data collection system documents data from system inspection and

maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

c. In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training covers:

    i. The requirements of the General Order;
    ii. The District's Spill Emergency Response Plan procedures and practice drills;
    iii. Skilled estimation of spill volume for field operators; and
    iv. Electronic CIWQS reporting procedures for staff submitting data.

d. An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

Design and Performance Provisions

The Design and Performance Provisions Element describes the standards and specifications for new construction, repair of the existing sanitary sewer system, and the inspection and testing of these items.

Spill Emergency Response Plan

The Spill Emergency Response Plan (SERP) contains the following information in order to protect public health and the environment in the event of a sewer spill:

a. Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;

b. Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;

c. Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;

d. Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;

e. Address emergency system operations, traffic control and other necessary response activities;

f. Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;

g. Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;

h. Remove sewage from the drainage conveyance system;

i. Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;

j. Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;

k. Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;

l. Conduct post-spill assessments of spill response activities;

m. Document and report spill events as required in this General Order; and

n. Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

Pipe Blockage Control Program

The goal of the Pipe Blockage Control Program is to reduce and/or eliminate the amount of pipe blocking materials such as fats, oils and grease wipes, roots, etc., that may be discharged to the sanitary sewer system. This is implemented through public outreach, operations and maintenance activities, investigations and FOG Program inspections.

System Evaluation, Capacity Assurance, and Capital Improvement Plan

The District completed a Sanitary Sewer Master Plan Update (SSMPU) in 2011 to assess the existing, near term and long-term capacity needs and the condition of the system to safely collect and convey wastewater. The SSMPU identified capital improvement projects which included staff O&M based projects, hydraulicly deficient projects, and lift station evaluation projects. The District prioritized these projects based on the following criteria:

- Overflow to Waters of the State
- Design Standards/Hydraulic Capacity d/D
- Community Impact
- Maintenance Hot Spot
- Cost

These analyses identify areas that are capacity deficient and/or structurally deficient under existing and future conditions. Recommended capital improvement projects are prioritized as a result of this analysis. An additional Vulnerability Assessment will be required to meet some of the additional (2022) requirements included in the WDRs.

Monitoring, Measurement, and Program Modifications

The District monitors the implementation of the SSMP Elements in order to measure the effectiveness of the District SSMP program in reducing sewer spills. This SSMP Element outlines the manner in which each SSMP Element is monitored and evaluated and the schedule with which the District completes this monitoring and evaluation.

Sewer System Management Plan Program Audits

The SSMP Program Audits Element outlines the audit process and identifies District Staff responsible for conducting or participating in SSMP Program Audits and generating the required SSMP Program Audit Report. SSMP Program Audits must occur at a minimum of every three (3) years and are required to evaluate the District SSMP Program, identify program deficiencies, and provide an improvement schedule based on the audit findings.

Communication Program

This SSMP Element describes the manner in which the District communicates the development, implementation, and performance of its SSMP with the public in order to provide them with the opportunity to provide input as the SSMP program is developed and implemented.

ELEMENT 1 - GOALS, REGULATORY CONTEXT, ASSET OVERVIEW AND SCHEDULE

The Seaside County Sanitation District (District) has the following goals for the management and maintenance of the sanitary sewer collection system. These goals provide focus for District Staff to continue high-quality work to operate and maintain District facilities and to implement improvements for management of the collection system to prevent sanitary sewer spills (Spills). The role of the SSMP in supporting these goals is discussed below.

These goals will be evaluated annually in Element 9: Monitoring, Measurement and Program Modification to assess the District's success in implementing and meeting the objectives of these goals.

1.1 Regulatory Requirement

WDR Order No. 2022-0103-DWQ Attachment D1 states:

> The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

1.2 Sanitary Sewer System Goals

The District seeks to provide high quality and reliable wastewater collection and conveyance for its residents and businesses.

District SSMP Goals:

- Operating the sewer system in a manner that is protective of public health, safety and the environment.
- Minimizes the frequency and mitigates the impacts of sanitary sewer overflows.
- Implementing regular, proactive maintenance of the system to remove roots, debris, and fats, oils and grease (FOG) in areas prone to blockages that may cause sewer backups or spills.
- Identifying, prioritizing and continuously renewing and replacing sewer system facilities to maintain reliability.
- Being prepared for emergencies.
- Effectively planning system expansion to meet the capacity needs of the Districts members.

1.3 Regulatory Context and Schedule for Audits and Updates

As required by Statewide Sanitary Sewer Systems General Order 2022-0103-DWQ, the SSMP contains several elements which are referenced in the table of contents that will help the City accomplish the goals mentioned in this element. The City is dedicated to implementing each Element of the SSMP and tracking any revisions that may be necessary as program implementation progresses. The current 2025 SSMP update was completed prior to the due date of *August 2, 2025*.

The District will begin their next SSMP Audit after *August 2, 2027*, Audit Period End Date with an identified Audit period of *August 2, 2024, through August 2, 2027*, for completion by *February 2, 2028*. The Audit will evaluate how the SSMP meets regulatory requirements, implementation of the SSMP, success of preventative maintenance program, and sewer spill trends. A plan and schedule will be developed for the correction of any deficiencies identified in the audit and any necessary updates or general plan changes that may be required.

The District will annually review and evaluate the SSMP, Preventative Maintenance Program, and Spill Trends to identify areas of their sewer operations that may need to be modified to comply with existing regulatory requirements and reduce the number of sewer spills occurring in a calendar year.

The SSMP 6-Year Update will begin on or before *April 2031* for completion, adoption and recertification by *August 2, 2031*.

In addition to the SSMP Update and SSMP Audit discussed above, the City has identified additional near-term compliance dates as required by General Order WQ-2022-0103-DWQ:

- Annual Report of Category 4 Non-Lateral Spills: *February 1st of each calendar year*
- Annual Report: *April 1st of each calendar year*
- Electronic Sanitary Sewer System Service Area Boundary Map: *December 31, 2025*

1.4 System Asset Overview and Service Area

The District sewer collection and conveyance system is located in Monterey County and consists of 74 miles of gravity pipelines, which vary in diameter from 6-inch to 27-inches, four (4) District-owned lift stations, and one half (0.5) miles of force mains. Approximately 98% of the District's collection system was constructed before 1980, with 2% of the system constructed between 2000 and current day. Most of the existing collection system piping material is Vitrified Clay Pipe (VCP), approximately 98%. The remainder of the system consists of Polyvinyl Chloride (PVC), Ductile Iron, and Cast-Iron pipe.

There are approximately 1,589 manholes and sewer main cleanouts. The sewer system is restricted to providing sanitary sewer flows only with no diversion of stormwater into the sewer system. District property owners are responsible for the operation and maintenance of private sewer laterals.

The following table shows the various pipeline sizes:

Pipe Diameter (Inches)	Length (feet)	Percent of Sewer System
6”	337,816	87.36
8”	20,567	5.32
10”	9069	2.35
12”	14,374	3.72
15”	221	0.06
18”	2,143	0.55
21”	1,196	0.31
27”	1.392	0.34
TOTAL	**386,725**	**100%**

District sewer mains consist of the following materials:

Material	Length (feet)	Percent of Sewer System
VCP	379,827	98.283%
PVC	6,433	1.650%
DIP	14	0.004%
CIP	245	0.063%
TOTAL	**386,519**	**100%**

Sewer main age is provided below:

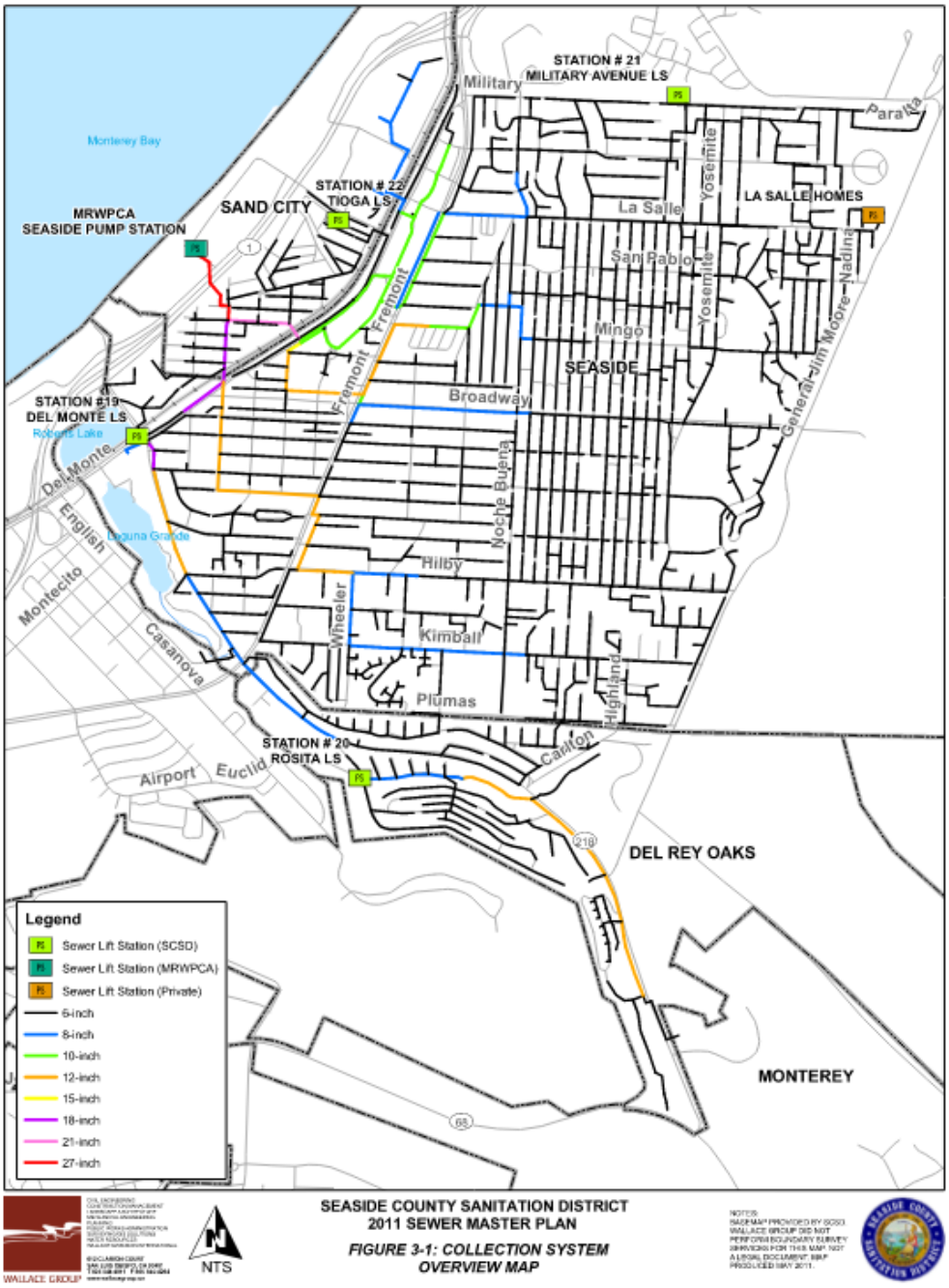
Age (years)	Construction Period	Length (feet)	Miles	Percent of System
0-15	2000 - Current	7,734	1.47	2%
16-35	1980-1999	0	0	0
36-55	1960-1979	189,496	35.89	49%
56-75	1940-1959	189,496	35.89	49%
76-95	1920-1939	0	0	0
95-115	1900-1919	0	0	0
Older than 115	Pre 1900	0	0	0
Total	**N/A**	**386,725**	**73.24**	**100%**

The District serves a population of approximately 36,000 people[1]. There are approximately 7,231 sewer lateral connections. Sewer system customers are broken down as follows:

Type of Connection	% of Total Connections
Residential	90%
Commercial	7%
Industrial	3%
Total	**100%**

A general overview showing the District service areas is provided below.

[1] CIWQS, Population Data 2025



Data management for the operations and maintenance of the sewer systems is provided utilizing a manual paper-based scheduling and tracking system.

Sewer laterals are owned, operated and maintained by individual property owners from the wye connection at the sewer main, back to each building. The District does not own or maintain any sewer laterals within the service area other than laterals on District owned property.

ELEMENT 2 - ORGANIZATION

The Organization Element of the SSMP identifies Seaside County Sanitation District (District) staff that are responsible for the management and implementation of this SSMP. This Element identifies staff's responsibilities responding to sewer spill events, and meeting sewer spill reporting requirements. The Legally Responsible Officials (LRO) are designated below to meet SWRCB requirements for completing and certifying sewer spill reports in the California Integrated Water Quality System (CIWQS).

This SSMP Element outlines the District organization, SSMP responsibilities of personnel, authorized representatives, and chains of communication for sewer spill response and reporting.

2.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 2 states:

The collection system agency's SSMP must identify:

a) The name of the Legally Responsible Official defined in this Order;

b) The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;

c) Organizational lines of authority; and

d) Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Services.)

WDR Order No. 2022-0103-DWQ Section 5.1 states:

> The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:
>
> - Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
>
> - Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

2.2 Responsible and Authorized Representatives

The name of the authorized representatives described in WDR Section 5.1 above is listed in Table 2-1:

Table 2-1: Seaside County Sanitation District Authorized Representatives

Name	Title	CIWQS Database
Thomas Korman	District Engineer	Legally Responsible Official
Patrick Grogan	Associate Engineer	Data Submitter

2.3 SSMP Program Implementation

An organization table showing the lines of authority for the District is described below in Table 2-2 and updated District Organization Chart which show lines of authority can be found below.

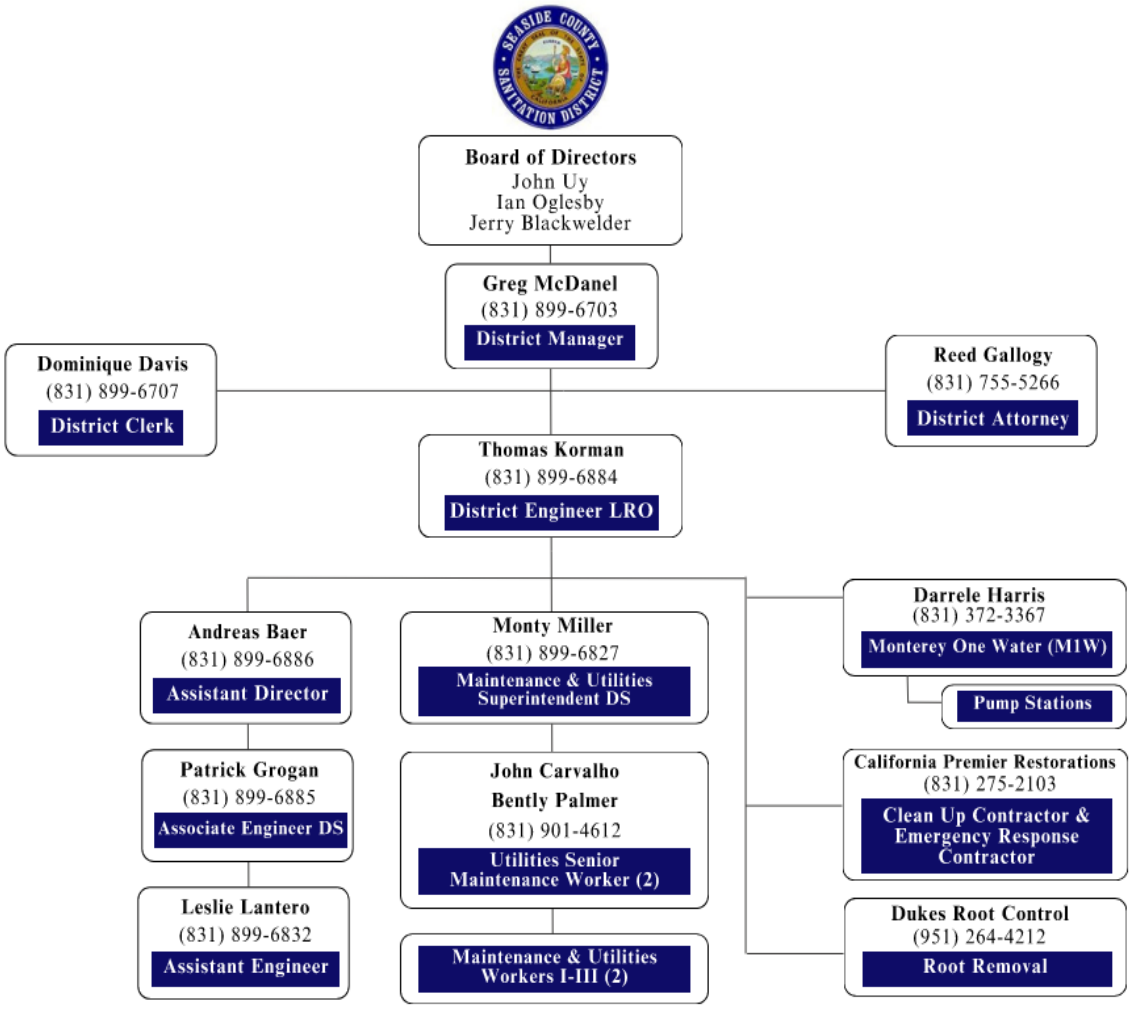


Figure 2-1: District Organization Chart

Table 2-2: Seaside County Sanitation District Staff and Contract Staff with SSMP Responsibilities and Contact Information

Name and Title	SSMP Responsibilities	Contact Information
SCSD Board John Uy *Board Chair* Ian Oglesby *First Vice Chair* Jerry Balckwelder *Second Vice Chair*	The District Board annually adopts a budget in which funding would be allocated for SSMP related tasks. The Board is also responsible for considering and approving updates to the District's SSMP.	(831) 394-8511 juy@delreyoaks.org (831) 899-6703 iogelby@ci.seaside.ca.us (831) 394-3054 jerry@sandcityca.org
Greg McDanel *District Manager*	The District Manager directs District Staff who manage all eleven (11) SSMP Elements.	Office: (831) 899-6703 citymanager@ci.seaside.ca.us
Reed W. Gallogly *District's Attorney*	The District's Attorney assists in the management of Element 3, Legal Authority.	Office: (831) 755-5266 galloglyRW@co.monterey.ca.us
Thomas Korman *District Engineer* Andreas Baer *Assistant District Engineer* Patrick Grogan *Associate Engineer*	The District Engineer and Associate Engineer are responsible for the overall management of the SSMP and specifically directs the implementation of: • Element 1 – Goal; • Element 2 – Organization; • Element 3 – Legal Authority; • Element 4 - Operation and Maintenance Program; • Element 5 – Design and Performance Provisions; • Element 6 – Spill Emergency Response Plan; • Element 7 – Pipe Blockage Control Program; • Element 8 – System Evaluation, Capacity Assurance and Capital Improvement Plan;	Office: (831) 899-6884 tkorman@ci.seaside.ca.us Office: (831) 899-6886 abaer@ci.seaside.us Office: (831) 899-6885 pgrogan@ci.seaside.ca.us

Name and Title	SSMP Responsibilities	Contact Information
	• Element 9 – Monitoring, Measurement, and Program Modifications; • Element 10 – SSMP Audits; and • Element 11 – Communication Program The District Engineer, Assistant Engineer, and Associate Engineer are assisted by Sewer System Operators to manage and implement these Elements.	

2.4 Chain of Communication for Responding to Sewer Spills

The following summarizes the Spill Notification Chain of Command which is described in detail in the District's Spill Emergency Response Plan (SERP).

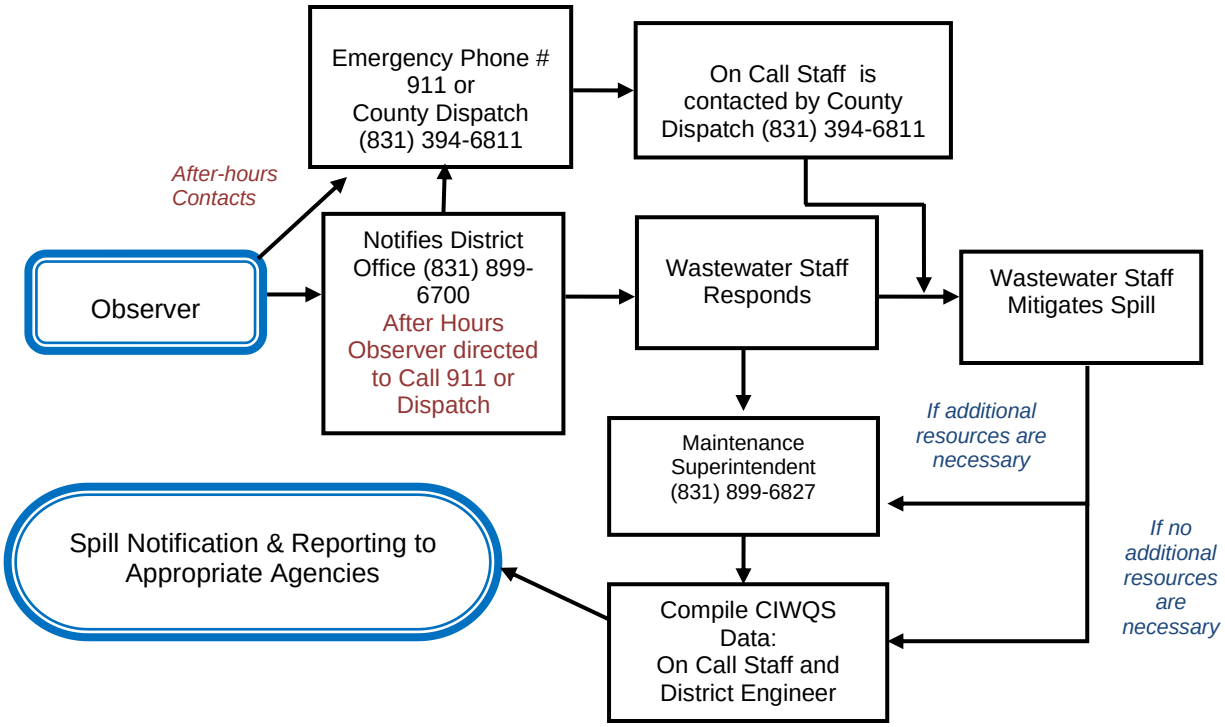


Figure 2-2: Sewer Spill Response Chain of Command

SSMP Element 6 – Spill Emergency Response Plan contains a detailed chain of communication for reporting Spills for use in the field by the Operations Staff.

Sewer Spill notification is outlined in the District's – Spill Emergency Response Plan. The contact information and notification requirements associated with notifying Cal OES and other applicable agencies, such as Monterey County Environmental Health Division, are included in that SSMP Element.

Upon completion of containment and clean-up, the Associate Engineer initiates the Draft Sewer Spill Report in CIWQS.

ELEMENT 3 - LEGAL AUTHORITY

The Seaside County Sanitation District maintains the legal authority for the sanitary sewer system in the Municipal Code sections listed below. These Codes are on file at the District Office and can also be located on the District Website:
https://www.codepublishing.com/CA/SeasideCSD/

3.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 3 states:

The wastewater collection system agency must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

(a). Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;

(b). Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;

(c). Require that sewer system components and connections be properly designed and constructed;

(d). Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;

(e). Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and

(f). Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

3.2 SSMP Sanitary Sewer System Legal Authority [WDR D 3 (a) – (f)]

Table 3-1 below provides the mechanisms by which the District maintains the legal authorities required by the WDRs for public and private sewer systems. Theses Codes and Ordinances can be found in the following links:

- Monterey One Water (formally MRWPCA)
  http://montereyonewater.org/about_ordinances.html
- Seaside County Sanitation District Codes
  https://www.codepublishing.com/CA/SeasideCSD/

Table 3-1: District Legal Authority References

WDR Requirement	District Code
D 3 (a) Prevent illicit discharges into its sanitary sewer system (examples may include Inflow & Infiltration (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.).	• SCSD Code 5.05.010 • M1W Ord 2008-01, Sections 2.01 to 2.10
D 3 (b) Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure	The District owns and operates the sewer and storm drain systems and coordinates internally for spills that may threaten the District's storm drain system. The District monitors new infrastructure projects through plan checks and construction inspection to ensure cross connections do not occur between sewer and storm drain systems.
D 3 (c) Require that sewers and connections be properly designed and constructed;	• SCSD Code 4.10.030 • M1W Ord, 82-02, Sec 30 • M1W Section 2.11 • Ord. 1, Secs 1 and 6 • M1W Sec 4.07
D 3 (d) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;	The District does not own any portion of private sewer laterals in the service area however the following code give them access to sewer laterals: • SCSD Code 4.15.020
D 3 (e) Enforce any violation of its sewer ordinances.	• SCSD Code 4.25.010 • SCSD Code 5.10.050(L)
D 3 (f) Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable	The District is planning to update their Sewer Ordinance to address this requirement. This update is planned for completion in 2026.

ELEMENT 4 - OPERATION AND MAINTENANCE PROGRAM

The Seaside County Sanitation District (District) provides sanitary sewer collection and conveyance services for the District of Seaside, District of Del Rey Oaks and Sand District sewer systems. The District service area consists of approximately 74 miles of gravity pipelines, which vary in diameter from 6-inch to 27-inches, three (3) District-owned lift stations and one half (0.5) miles of force mains. Approximately 98% of the District's collection system was constructed before 1980, with 2% of the system constructed between 2000 and current day. Most of the existing collection system piping material is Vitrified Clay Pipe (VCP), approximately 98%. The remainder of the system consists of Polyvinyl Chloride (PVC), Ductile Iron, and Cast-Iron pipe. SSMP Element 4 outlines the work that is conducted to accomplish the optimal operation and maintenance of the District's collection system.

A general overview of the District Sewer System is provided in Figure 4-1: Collection System Overview Map. Indexed pages to this map are located at District Public Works Office, Maintenance Yard and in Service Trucks.

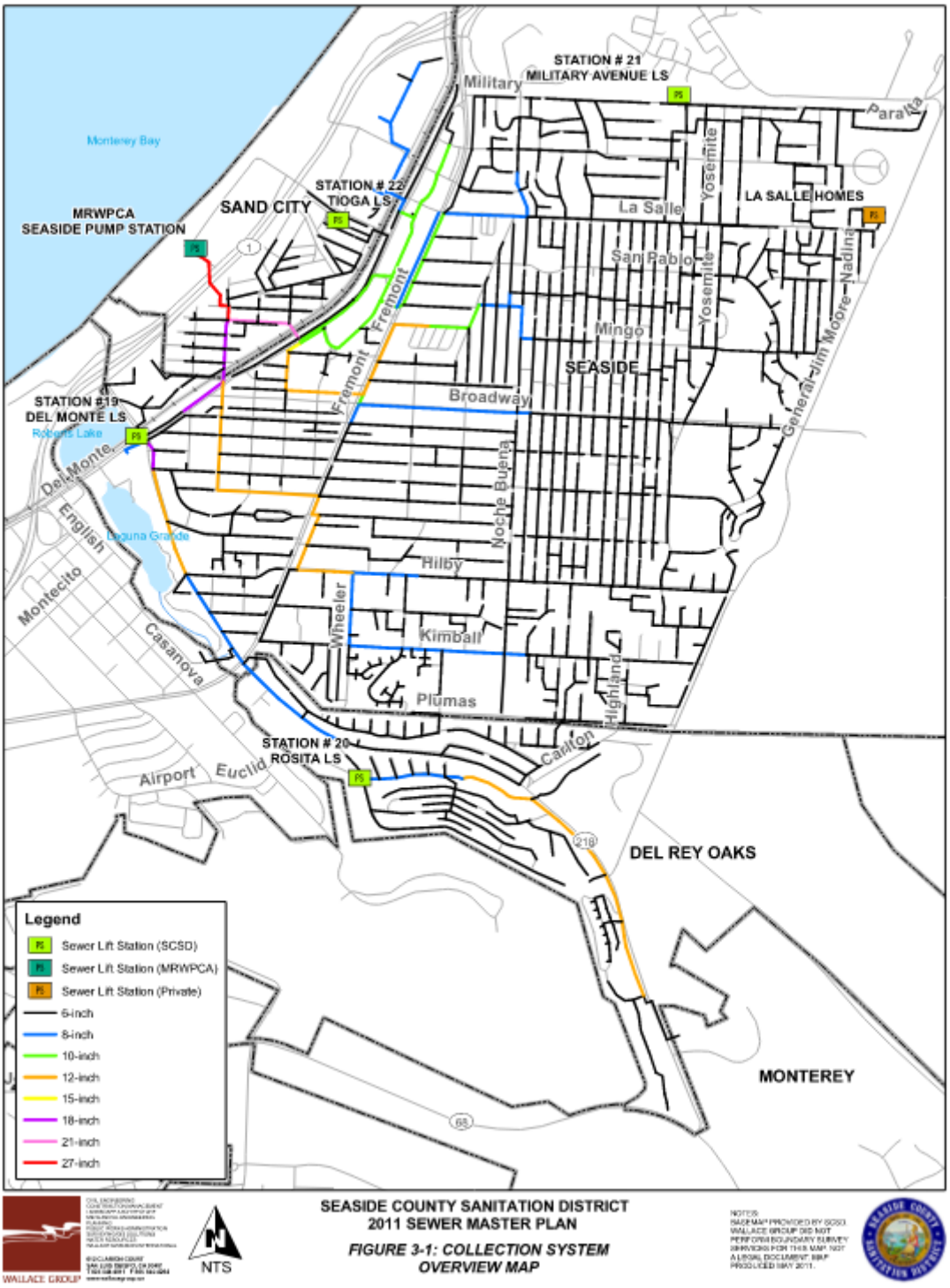


Figure 4-1: Collection System Overview Map

4.1 Regulatory Requirements

Attachment D 4. states:

The SSMP must include those sections listed below that are appropriate and applicable to the Enrollee's system:

(a) Up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.;

(b) A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.
   a. The scheduling system must include:
      i. Inspection and maintenance activities;
      ii. Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
      iii. Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

   The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

(c) In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:
      i. The requirements of this General Order;
      ii. The Enrollee's Spill Emergency Response Plan procedures and practice drills;
      iii. Skilled estimation of spill volume for field operators; and
      iv. Electronic CIWQS reporting procedures for staff submitting data.

(d) An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

4.2 Collection System and Storm Water Maps

4.2.1 Sewer Collection and Conveyance

The District maintains maps, which are based on record drawings, and are prepared into Zone Atlas Maps. Zone Atlas maps identify sewer line; location, size, material and year of installation. Zone Atlas Maps are distributed to field crew and engineering staff to map out and track field activities.

Corrections for Zone Atlas Maps are noted and submitted to Engineering Staff. Engineering Staff maintains a "Master" Zone Atlas Map and will show corrections here. Updated hard-copy maps are re-distributed to maintenance staff and will display a date identifying the latest version of the Atlas Map. The District also maintains a GIS map layer of the sewer system.

In addition to providing general location mapping, the electronic map is updated as needed to include 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, drain field system, and survey data. Collection system maps are printed to hard copy and provided to the SCSD's Staff and contractors for use during routine maintenance and operations and during capital improvement projects. As-built plans and construction drawings are maintained as the system is improved through each capital improvement project.

The District's sewer system mapping and maintenance tracking is a collaborative effort by the District's Engineering, GIS, and Public Works.

A general overview of the sewer collection and conveyance system is shown in Figure 4-1.

4.2.2 Storm Water Conveyance Map

The City of Seaside Public Works Department maintains maps which include storm drain locations throughout Seaside County Sanitation District. These maps are used by District field staff to identify storm drain assets that may be impacted in the event of an sewer spill.

4.3 Preventative Maintenance Program

The District manages, schedules, and tracks preventative maintenance activities in a manual filing system which is maintained at the District Public Works Office. The system covers the following:

- Sewer Line Cleaning
- High Priority Area Cleaning and Inspections
- Manhole Inspections and Maintenance
- Lift Station Inspection and Maintenance (conducted by Monterey One Water (M1W) contracted staff)
- Customer Complaints
- Work Orders
- CCTV Inspections

Routine maintenance that requires follow up is flagged and followed up as warranted.

4.3.1. CCTV Inspection

The District conducts CCTV inspections utilizing two (2) methods:

1) District Staff conducts CCTV investigations on an ongoing basis as an investigative tool to identify problems identified in the field such as flow restriction, customer complaints, or as a result of line cleaning follow up investigations.
2) CCTV investigations are being conducted as part of a system-wide CCTV investigation which is anticipated to be completed in the next five (5) years. CCTV work is conducted annually in different areas or basins within the District system as part of an ongoing condition assessment.

CCTV information will be one of the primary methods to identify sewer line rehabilitation and replacement projects in the future. Data will be evaluated on an ongoing basis to help develop District Capital Projects.

As CCTV investigations are complete they will be analyzed to; identify, rank and prioritize areas of the sewer system that require rehabilitation and replacement. A summary of these CCTV investigations will be on file at the Public Works office when completed. A decision tree

informing CCTV reinspection after the next five (5) year inspection cycle discussed above is provided below in Figure 4-2:

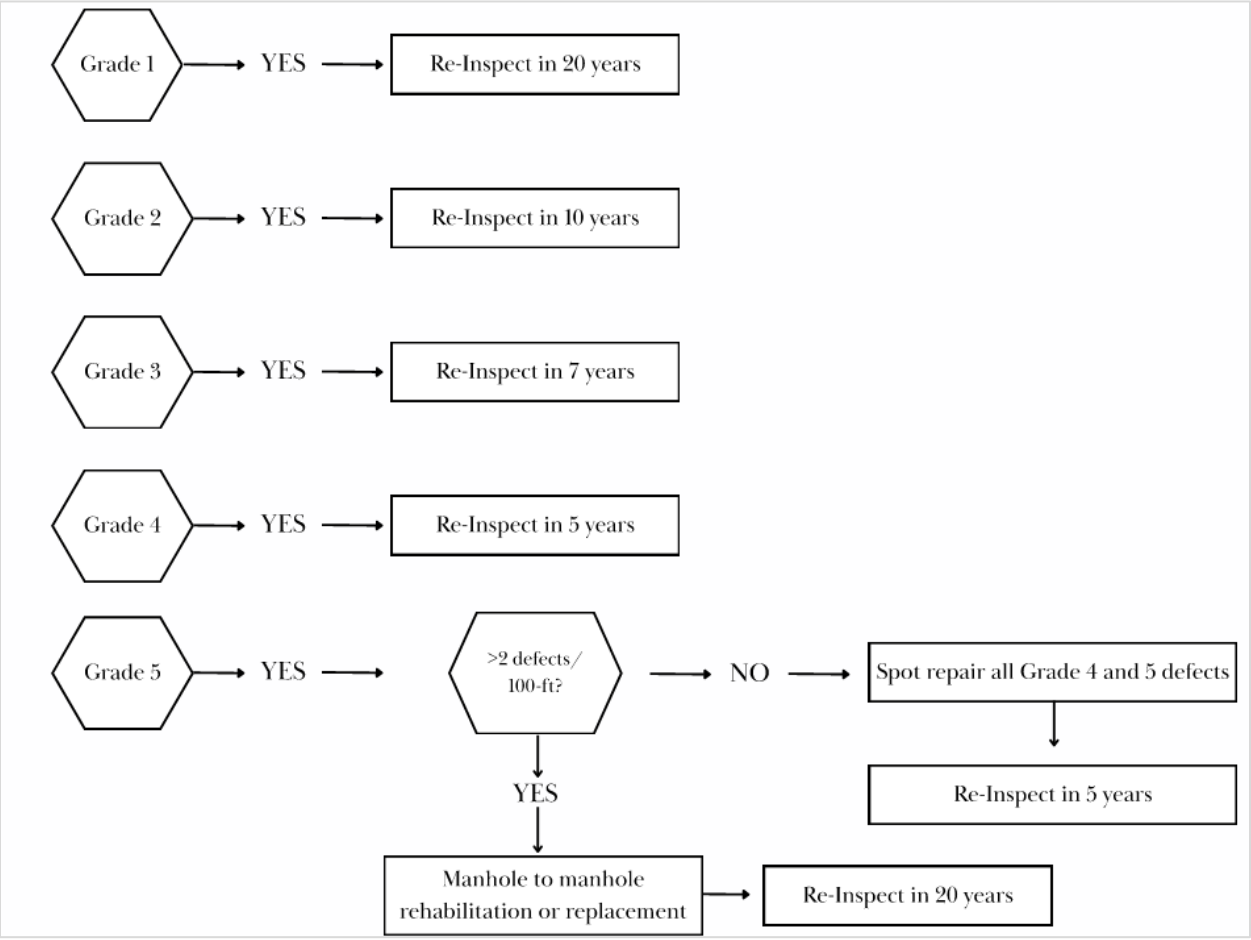


Figure 4-2 CCTV Grades above based on NASSCO defect ranking codes

4.3.2 Line Cleaning

The District implements an annual cleaning schedule to clean the entire system. Staff is dedicated to cleaning the system and documents line cleaning conditions on a Routine Sewer Line Cleaning and Manhole Inspection form.

The District evaluates the frequency at which the entire system is cleaned based on the results of sewer line cleaning logs, sewer spill history and the results of CCTV data. Changes in sewer line cleaning and prioritization of sewer repairs based on sewer line cleaning observations follow the following protocol in Figure 4-3 below:

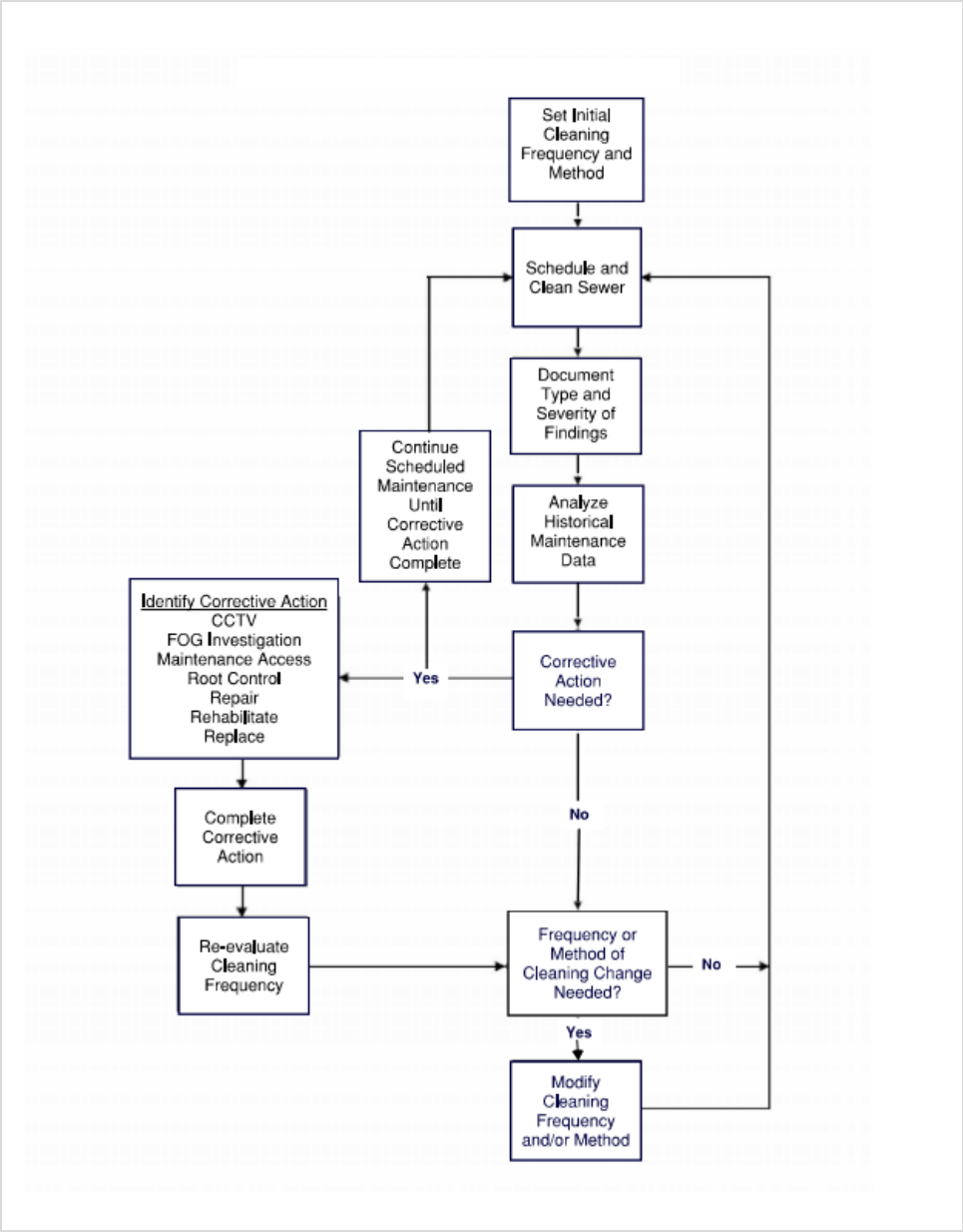


Figure 4-3: Sewer Line Cleaning Flow Chart

The line cleaning crews are required to evaluate cleaning results based upon the Standard Sewer Cleaning Results derived from SCSD's Standard Measures of Observed Results Collection System Line Cleaning shown in Table 4-1 below. The use of these Standard Methods along with CCTV data will allow SCSD to develop new need-based cleaning schedules by changing some of the high frequency lines to a more needs-based approach.

Staff will place line segments on a higher or lower frequency schedule based upon past cleaning

results, history of sewer spill events, history of cleaning results, CCTV inspections and professional judgment. SCSD has identified forty-eight (48) high maintenance areas (HMAs) throughout the system, which are cleaned and treated with grease liquefier or root inhibitor at varying intervals. Cleaning intervals depend on the observed conditions documented during routine cleaning activities at each location. These HMAs are generally the result of two (2) contributing factors; root intrusion and Fats, Oils and Grease (FOG). This HMA list is updated as necessary when Staff observes sewer line conditions that require an increased cleaning frequency. Future sewer line rehabilitation and replacement projects may allow Staff to modify and reclassify cleaning schedules based on the internal condition of these lines.

Table 4-1: Standard Measures of Observed Results for Sewer Main Cleaning

Category	None	Low	Medium	High
Debris/Grit	Code: CL No observable debris or grit	Code: DL Minor amount of debris, 15 minutes or less to clean pipe, 1 pass	Code: DM Less than 5 gallons of debris, 15-30 minutes to clean, 2-3 passes required, Requires cleaning twice or less per year Only fine grit observed	Code: DH More than 5 gallons of debris, More than 30 minutes to clean, More than 4 passes required, Requires cleaning four times per year, Operator concern for future stoppage
Grease	Code: CL No observable grease	Code: GL Minor amounts of grease, 15 minutes or less to clean, 1 pass	Code: GM Small chunks / no “logs”, 15-30 minutes to clean, 2-3 passes required, Requires cleaning twice or less per year	Code: GH Big chunks / “Logs”, More than 30 minutes to clean, More than 4 passes required, Operator concern for future stoppage
Roots	Code: CL No observable roots	Code: RL Minor amounts of Roots, 15 minutes or less to clean, 1 pass	Code: RM Thin / Stringy roots present, No large “clumps”, 15-30 minutes to clean, 2-3 passes required	Code: RH Thick roots present, Large “clumps”, More than 30 minutes to clean, More than 4 passes required Operator concern for future stoppage
Other	Code: CL No observable material	Code: OL Specify material, Minor amounts of material, 1 pass	Code: OM Specify material, Less than 5 gallons of material, 2-3 passes required	Code: OH Specify material, More than 5 gallons of material, More than 4 passes required, Operator concern for future stoppage

Times shown are typical manhole to manhole distance of 250 feet. Longer runs will require longer cleaning times. Judgement will need to be applied by field crews for varying lengths and pipe diameters.

4.3.3 Manhole Inspection

District manholes are inspected in conjunction with routine sewer line cleaning activities and as part of the High Priority List inspections. The District utilizes the Manhole Inspection Form for routine documentation of manhole conditions. When significant issues are observed during these routine manhole inspections, a more detailed inspection and assessment is conducted by maintenance staff. Relevant information from these sheets is maintained in the District files for consideration in future rehabilitation and/or CIP.

4.3.4 High Priority Areas

The Departments goal is to service high priority problem areas monthly. The District maintains "high priority" lists of problem areas needing additional maintenance and cleaning at the Public Works office. This list, developed over several years, identifies problem locations for blockages that may potentially lead to overflows. This list was developed and is based on the required frequency of maintenance to avoid blockages. This list is based on sewer spill data and staff field observations. This lists have been effective to help minimize sanitary sewer spills. The current list is dynamic and revised as needed. SCSD also uses chemical root control service contractors to address root issues. These service contractors supplement SCSD cleaning efforts including jet-rodder/vactor to cut and remove roots found in the system. Historically, the District root foams approximately 9,700 linear feet of sewer annually.

4.3.5 Lift Station Operation and Maintenance

As previously mentioned in the introduction to this SSMP Element, the District operates three (3) District-owned lift stations within the District service area. Stations are provided with duplex and triplex pumping systems depending on the size of the station for redundancy and reliability. This redundant system allows for continued operation of a lift station in the event of pump failure. Several of the District's lift stations have backup generator power. In addition, the District maintains portable (towable) diesel powered generators to provide emergency power to those stations not equipped with permanent on-site electrical generators. This gives effective coverage of all sanitary lift stations and reduces the potential for overflows during power outages. To ensure redundancy in the system, District lift stations are equipped with receptacles for mobile generator hookups in the unlikely event of a permanent generator failure. Stations are monitored remotely through a SCADA system which contacts "on-call" staff in the event of an emergency. Operational parameters and alarms for each station can be adjusted manually as necessary.

All three (3) lift stations are operated and maintained by Monterey One Water (M1W). There are a total of 2,605 linear feet of force mains immediately downstream of these lift stations. The District owns and maintains these force mains. Lift stations are inspected by M1W on a weekly basis. Inspections consist of logging weekly pump run times and performing a general inspection of major critical components of the station, such as pump operation, station controls, alarms, check valves, and emergency power supplies. These stations are equipped to operate under emergency conditions utilizing emergency backup generators. Stations #20 is equipped with an onsite generator and automatic transfer switch, and stations #19, and #21, are equipped with manual transfer switches and generator receptacles.

Emergency conditions such as power failure and high-water alarms are monitored via M1W SCADA systems. When routine or minor maintenance is required, it is addressed and documented on weekly lift station logs. Minor maintenance tasks found on these weekly logs are designated as Code 1 work tasks. Major maintenance tasks, such as emergency response,

significant system adjustments, repairs, and replacements, are identified as Code 2 work tasks and recorded on a separate Code 2 form. Records are maintained by M1W and forwarded to the District as part of a monthly billing invoice. M1W maintains a preventative maintenance work order system to help ensure pump station components are running and maintained based on industry and manufacturers recommendations. Results of these inspections are used to help prioritize capital repairs and replacements along with input and recommendations from the MIW staff. The lift stations asset information is identified below in Table 4-2.

Table 4-2 Lift Stations & Force Mains

District Lift Stations						
Lift Station	**Construction Date**	**# of Pumps**	**Pump Output**	**Manufacturer**	**Pump HP**	**Generator KW**
#20 Rosita	2021	2	415 gpm	Flygt	20	50
#19 Del Monte	2021	3	409 gpm	Smith & Loveless	15	60
#21 Military	2020	2	166 gpm	Flygt	5	125 (portable)
District Force Mains						
Force Main	**Construction**	**Length**	**Size (inches)**	**Material**		
#20 Rosita	1954	659	6	Cast Iron Pipe		
#19 Del Monte	1951	790	12	Cast Iron Pipe		
#21 Military	1953	529	4	Cast Iron Pipe		

4.4 Training

Training programs include formal classroom, tailgate training and on-the-job training. Training is facilitated by both District staff and outside training workshops. On-the-job cross training is pursued to ensure staff has a proficient working knowledge of the sanitary sewer system and that critical tasks can be performed without interruption. Task proficiency is a requirement for all job positions and promotions. Operations and Maintenance (O&M) related training is conducted on an ongoing and as needed basis. O&M staff are initially trained in the proper operation and maintenance of all major new mobile equipment and facilities by the respective contractor or manufacturer. Written operation and maintenance manuals are used as resource material for equipment start-up training and new staff training. In addition to these resource materials, the District has developed the following Operations and Maintenance Standard Operating Procedures applicable to the wastewater collection and conveyance system:

- Post Sewer Spill CCTV Investigations
- CCTV Investigations
- Jetter/Vacuum Combination Truck Operation

Safety training is an integral aspect of the SCSD's program. Every Staff member receives formal safety training which includes; confined space entry, flagging/traffic control, first aid and CPR. Bi-weekly general OSHA training is also conducted.

The District also conducts annual training in the following areas:

- The requirements of General Order WQ 2022-0103-DWQ;
- Spill Emergency Response Plan procedures and practice drills;
- Estimation of spill volume and spill response/mitigation; and
- Electronic CIWQS reporting procedures for staff submitting data.

Training records are maintained by the Maintenance and Utilities Superintendent at the Public Works Office.

4.5 Equipment and Replacement Parts Inventory

Equipment and replacement parts inventories are provided as discussed below.

4.5.1 Critical Parts and Equipment

The District maintains an inventory of critical parts and equipment which are utilized for both routine and emergency operations. A critical parts and equipment list is maintained in the office of the Maintenance and Utilities Superintendent. In the event of an emergency, local retailers and contractors are available to supply additional equipment and parts on short notice. A summary list is provided below. This is a dynamic list that changes regularly.

Table 4-3 Critical Parts and Equipment and Vendors

Equipment	Quantity	Location
Rodder Truck	1	Corp Yard
CCTV Van	1	Corp Yard
Jetter Truck	1	Corp Yard
Trailer Mounted Sewer Jetter	1	Corp Yard
Pickup Truck	1	Corp Yard
Potable CCTV Push Camera and Honda Generator	1	Corp Yard
Jetter/Vactor Combo	2	Corp Yard
Backhoe	1	Corp Yard
Tsurumi Te2 Centrifugal Pump (Trash Pump)	1	Corp Yard
Tsurumi Submersible Portable Dewatering Pumps	1	Corp Yard
Honda EV 200 Generator	1	Corp Yard
Rigid 6 Gallon Air Compressor	1	Corp Yard
Rigid utility locator	1	Corp Yard
Husky 7000 Lumen LED work lights	2	Corp Yard
400’, 2 1/2” Discharge Hose	1	Corp Yard
20’, 2 1/2” Flex Hose with pickup screen	1	Corp Yard
10’, 2 1/2” Flex Hose with pickup screen	1	Corp Yard
5’, 2 1/2” Discharge Flex Hose	2	Corp Yard
8” to 12” pipe plugs	2	Corp Yard
6” to 8” pipe plugs	2	Corp Yard
50’ extension cords	4	Corp Yard
20 lf of 6-inch diameter SDR pipe	1	Corp Yard
Pipe Couplings	8	Corp Yard
Vendor	Contact Information	

Ferguson Enterprises	666 Redwood Avenue, Sand City (831) 899-4500
Groeniger & Company	66 Tarp Circle, Salinas (831) 424-3330

ELEMENT 5 - DESIGN AND PERFORMANCE PROVISIONS

The standards and specifications for new construction and repair of the existing sanitary sewer system described in this SSMP Element are utilized to ensure a high quality, well designed, and functioning sanitary sewer system.

5.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 5 states that the SSMP must identify:

(a) Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements), the procedures must include component-specific evaluation of the design criteria.;

(b) Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances

5.2 Design and Construction Standards and Specifications

SCSD uses the latest version of the Standard Specifications for Public Works Construction (Green Book) except as amended below.

New Pipe and Appurtenances

Gravity mains shall be Reinforced Concrete Pipe (RCP), or, HDPE, or Polyvinyl Chloride (PVC) pipe, SDR-26 or less. Sewer mains shall be eight inches (8”) minimum diameter. Sewer mains may be six inches (6”) or larger for ultimate maximum of ten single family units or less and having one (1) percent minimum slope. Plastic pipe shall not be allowed for pipe diameters exceeding fifteen inches (15”) diameter.

RCP gravity sewer pipe and fittings shall conform to ASTM C76. Pipe wall thickness shall be “B” or “C.” Pipe class shall be as required by loading conditions but shall not be less than Class III. Pipe joints shall conform to ASTM C443. Rubber gaskets shall be installed per manufacturer's instructions and conform to ASTM C923. Pipe shall be installed in compliance with ASTM C12. PVC gravity sewer pipe and fittings shall conform to ASTM D3034 for diameters from six inches (6") to fifteen inches (15") with integral-bell gasket joints. The inside of the pipe shall be smooth. Rubber gaskets shall be factory installed and conform to ASTM F477. Pipe joints shall conform to ASTM D3212. Pipe shall be installed in compliance with ASTM D 2321.

HDPE gravity sewer pipe and fitting shall be SDR-17 and shall be assembled in the field with butt-fused joints in accordance with ASTM D 2657. See section 500 of the Green Book for further details.

Plastic pipe shall be installed with locator wire. The locator wire shall be a minimum of 12-gauge THW or 12-gauge THWN and shall be continuous for the entire length of pipe laid between manholes. The wire shall be secured to the pipe by tape wrapped completely around pipe every 12 feet, or less. The wire shall be brought into manholes with 2 feet of wire more than is needed to reach the surface.

Manholes shall be located at no more than four hundred (400) foot intervals along the main. The minimum inside diameter shall be forty-eight inches (48”). Drop manholes should be installed where sewer lines do not smoothly channelize through the bottom of manhole. Drop manholes shall be installed where the inlet and outlet differential are two (2) feet or greater. To attenuate turbulence and sewer off-gassing, all pipe transitions inside of manholes shall be smooth and continuous with large radius bends and should avoid any sudden drops. Manholes shall be located at every change of direction or size. Manholes with internal drop structures shall be epoxy coated to prevent corrosion.

Upon completion of sewer main and manhole installations within public easements and right- of-ways, all sections of pipe shall be inspected with video equipment and tested according to the inspection and test methods outlined below

Requests for modification or relief from the SCSD standards can only be considered and ultimately approved by the District Engineer.

Design Criteria Summary — Sewer Mains

- Coefficient of friction “n” = 0.013 for RCP; n = 0.010 for PVC & HDPE
- Minimum velocity = 2 feet per second.
- Maximum velocity = 8 feet per second Minimum cover = 3 feet
- Minimum diameter = 8 inches or larger (see exception described above)
- Minimum clearance = 10 feet between sewer main and potable water pipes; 1 foot between sewer main and crossing utilities.
- Easements shall be minimum of 15 feet wide along mains; 25 square feet at manholes where there is a change in direction of the sewer mains of more than 45 degrees.

Lift Station and Force Mains

SCSD requires that all new or rehabilitated lift stations, force mains and other appurtenances shall be designed by a registered engineer in the State of California and approved by the District Engineer before construction and acceptance by the Board for operations and maintenance. The design of pump stations and other appurtenances shall consider the existing and future hydraulic capacity of the sewage collection and treatment systems. All components of the system shall be properly sized to avoid surcharging the gravity collection system.

Force mains shall be connected to manholes with discharge pointing downstream. Manholes receiving force main connections shall be epoxy coated to prevent corrosion.

Private Sewer Systems and Private Laterals

Gravity laterals shall be Polyvinyl Chloride (PVC) pipe, SDR-35 or less or high-density polyethylene (HDPE), SDR-17or less. Sewer laterals shall be four inch (4") minimum diameter. PVC gravity sewer pipe and fittings shall conform to ASTM D3034 with integral-bell gasketed joints. Rubber gaskets shall be factory installed and conform to ASTM F 477. Pipe joints shall conform to ASTM D3212. Pipe shall be installed in compliance with ASTM D 2321.

HDPE gravity sewer pipe shall be field butt-welded in accordance with ASTM D 2657 and section 500 of the Green Book.

Lateral connections to the sewer main shall be subject to written approval from the District Engineer. All lateral connections to sewer mains shall be made by means of wye branches or saddles in the upper half of the sewer main. A rubber connector with stainless steel clamps shall be used to attach the wye to the sewer main. The rubber for the connector shall comply with ASTM C923. The stainless-steel elements of the connector shall be Series 305 stainless steel. The stainless-steel clamp shall be capable of sustaining an applied torque of eighty (80) inch-pounds without deforming any part of the clamp.

Connections shall not be allowed at manholes. Connections shall not penetrate into the sewer main and shall be constructed in accordance with American Public Works (APWA) Standard Plans for Public Works Construction (the Greenbook), latest edition. Each single-family residence shall have a separate connection to the sewer main. Additional wye branches may be installed in the sewer mains for future anticipated services. The wye branch shall terminate outside of the public right-of-way with a water-tight seal.

Design Criteria Summary — Laterals

- Coefficient of friction "n"= 0.010 for PVC smooth wall
- Minimum velocity = 2 feet per second
- Maximum velocity = 8 feet per second
- Minimum cover at property line = 3 feet Minimum diameter = 4 inches

Backflow prevention device approved by the latest version of the Uniform Plumbing Code shall be install on the lateral within 2 feet of the exterior of building envelope.

5.3 Inspection and Testing Procedures and Standards

SCSD's Wastewater Collection System Inspection and Testing Criteria for pipelines are defined in the Green Book. All testing must be approved by the District Engineer prior to consideration for acceptance for operation and maintenance by the Board. A digital recording of all sewer mains shall be made with software that encodes breaks, laterals, etc. with Pipeline Assessment & Certification Program (PACP) Standard Codes. Written summaries and digital copies of video inspections shall be submitted to the District Engineer within seventy-two (72) hours of

completing the inspection. A signed cover letter shall transmit the video information and shall note all pipe defects and major anomalies observed in the inspection.

Manholes shall be negative pressure tested in accordance with ASTM C1244 prior to backfilling. Sewer mains shall be air pressure tested in accordance with applicable portions of ASTM C828 and ASTM C924 and manufacturer's requirements. Plastic pipe mains shall be tested with a ninety-five (95) percent mandrel in accordance with ASTM D2122 to ensure pipe roundness requirements are met. All test results shall be recorded and submitted to the District Engineer for review and approval. Sections of piping failing testing shall be removed and replaced to the satisfaction of the District Engineer.

Repairs of sewer mains and appurtenances shall be made by removing the defective sections of piping and appurtenances to the limits specified by the District Engineer. New piping and appurtenances shall be installed in accordance with the design and construction standards outlined above. An encroachment permit from the District is required prior to commencing any work within the public right of way.

New and Rehabilitated Lift Stations

Construction standards and acceptance provisions for new and rehabilitated lift stations are established through the design process and are part of the approval of the plans and specifications for the new or rehabilitated lift station.

ELEMENT 6 - SPILL EMERGENCY RESPONSE PLAN

Sanitary Sewer Spills (Spills can occur due to unforeseen accidents, unusual equipment failures, or other events not controllable by the District). A Spill Emergency Response Plan is maintained by the District Public Works Department for District maintenance personnel to use as guidance in responding to Spills. The Spill Emergency Response Plan defines procedures to:

- protect public health and the environment
- comply with local, state, and federal regulatory agency requirements
- protect District personnel, the wastewater collection system, and private and public properties

The Spill Emergency Response Plan (SERP) is summarized in this SSMP Element. The District has developed a comprehensive Spill Emergency Response Plan to address emergency response and follow activities for Spills experienced in the District's collection and conveyance system. This response plans are kept on file at the Districts Public Works Office and is the primary references for staff to use during all sewer spills.

6.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 6 states:

The Plan must include an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

a) Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;

b) Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;

c) Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;

d) Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;

e) Address emergency system operations, traffic control and other necessary response activities;

f) Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;

g) Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;

h) Remove sewage from the drainage conveyance system;

i) Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;

j) Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;

k) Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;

l) Conduct post-spill assessments of spill response activities;

m) Document and report spill events as required in this General Order; and

n) Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

6.2 Initial Spill Notification Procedures

If a member from the public witnesses a Spill, they contact District on call staff by way of the District office at (831) 899-6825 during normal business hours. Calls to the District after hours or on weekends and holidays are directed to the 911 or (831) 394-6811 and County Dispatch which contacts staff responsible for "on-call" duty.

6.2.1 District Staff as the First Responder

If District staff are contacted during normal business hours Monday through Friday, excluding legal holidays, administrative staff at the District office calls the Maintenance Superintendent or the next available Wastewater Staff to investigate the situation utilizing the contact information found in the SERP. If District staff need assistance in responding to the Spill, the first responder calls additional wastewater staff utilizing the contact information found in Table 6-1.

Table 6-1: Maintenance Staff Contact Information

Title	Contact	Number
Maintenance Superintendent	Monty Miller	(831) 899-6827
Maintenance Staff / On Call Responder	On Call Phone	(831) 760-2336
	John Carvalho	(831) 901-4612
	Bently Palmer	(831) 718-7545
	Rotating Maintenance Staff	(831) 901-4430

If District staff are contacted after normal business hours, on a holiday, or during the weekend, on-call maintenance staff are contacted by dialing the District office, County Dispatch or 911. The call will be routed to County Dispatch who contacts the District on-call phone, and staff respond accordingly.

After normal operating hours, one member of District staff is on-call as a primary on-call wastewater emergency responder.

Figure 6-1 illustrates the chain of command, which must be observed and followed when a Spill occurs.

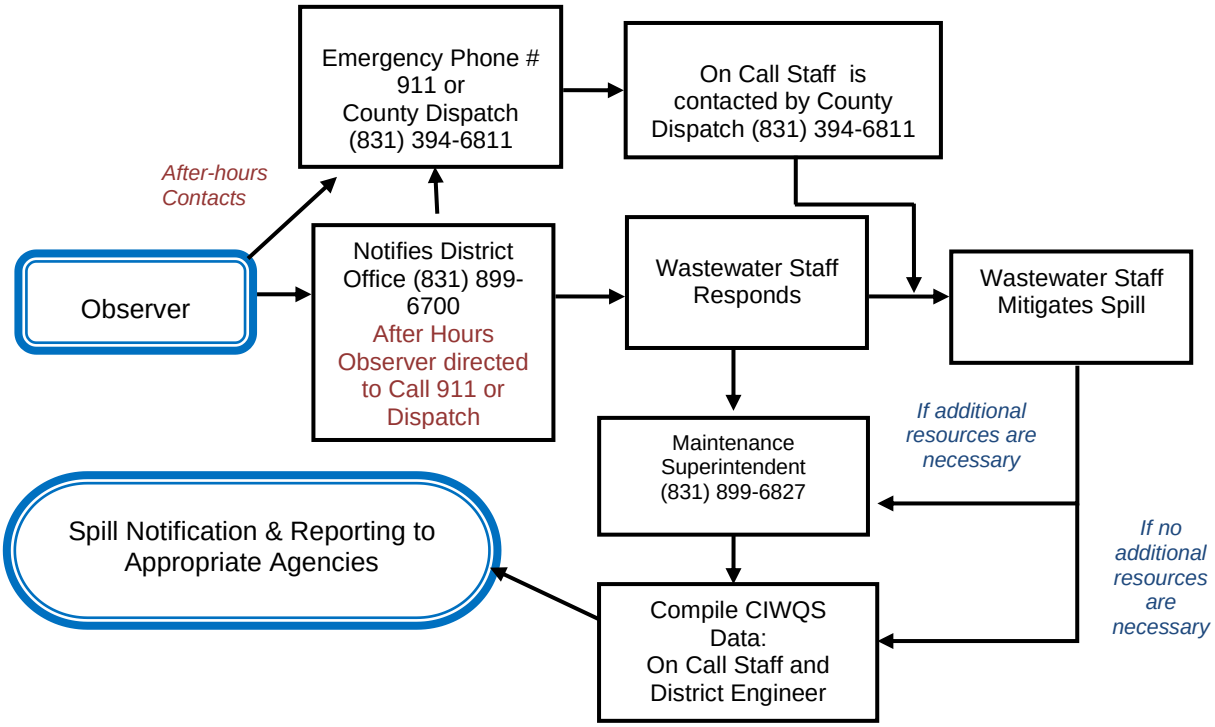


Figure 6-1: Spill Response Chain of Command

6.3 Spill Response Program

The District SERP documents provide a comprehensive Emergency Response Program consisting of the following:

- Spill Detection and Notification
- Spill Response Procedures
- Spill Recovery and Cleanup
- Water Quality Monitoring/Sampling
- Private Property Spill Response Procedures
- Notification, Reporting and Record Keeping Requirements
- Post Spill Debriefing
- Failure Analysis Investigation
- Spill Response Training (training records maintained at District office)
- Spill Response Workbook

6.4 Spill Notification and Reporting Procedures

This section of the SERP ensures proper notification and reporting of Spills, which occur in the District's sanitary sewer system, to protect public and environmental health.

An overview of the notification and reporting process is listed in Table 6-1. This overview is not inclusive of all the notification and reporting requirements and procedures. The following section of this SSMP Element correspond to each Spill category for notifications and reporting that must be referenced and followed.

Spill Category 1: Spills to Surface Waters and/or SW Conveyance System		
Spill Requirement	**Schedule**	**Method**
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report within **90 calendar days** after the spill end date.	CIWQS
Spill Category 2: Spills of 1,000 Gallons of Greater That Do Not Discharge to Surface Waters		
Spill Requirement	**Schedule**	**Method**
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	CIWQS

Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters		
Spill Requirement	**Schedule**	**Method**
Notification	Not Applicable	Not Applicable
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	CIWQS

Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters		
Spill Requirement	**Schedule**	**Method**
Notification	Not Applicable	Not Applicable
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	CIWQS

Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters		
Spill Requirement	**Schedule**	**Method**
Notification	**Within two (2) hours** of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee- owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	CIWQS

Table 6-1: Spill Notification and Reporting Overview

6.4.1 Spill Notification Procedure

Spill notification procedures vary based on whether the Spill is classified as a Category 1, Category 2, Category 3, Category 4 or Enrollee Owned Lateral and are included in the SERP: Spill Notification section.

Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the District shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The District has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
    - Brief narrative of the spill event, and
    - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

6.4.1.1 **Category 1 Spills** (Spills to Surface Waters)

Within **two (2) hours** of the District's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:

- Notify the California Office of Emergency Services and obtain a notification control number.

Table 6-2: Regulatory Agency Notification Information for a Spill to Surface Water

Regulatory Agency Contacts

California Office of Emergency Services (Cal OES)	Within two (2) hours of the District's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters notify the California Office of Emergency Services and obtain a notification control number at (800) 852-7550.
Regional Water Quality Control Board (RWQCB)	***Optional*** – If spill is over 1,000 gallons, reaches waterway, or occurred in area with likely public contact, call (805) 549-3147.
Monterey County Environmental Health	***Optional***- If spill reaches waterway, call (800) 253-2687. Give the spill information.
California Department of Fish and Wildlife	***Optional*** -If spill reaches waterway, call State office (831) 649-2870.

6.4.1.2 **Category 2 Spills**

(Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters)

Within **two (2) hours** of the District's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State:

- Notify California Office of Emergency Services and obtain a notification control number.

6.4.1.3 **Category 3 Spills**

(Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters)

- Not Applicable

6.4.1.4 **Category 4 Spills**

(Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters)

- Not Applicable

6.4.1.5 **Enrollee Owned and or Operated Lateral Spills that do not Discharge to Surface Waters**

Within two (2) hours of the District's knowledge of a spill of 1,000 gallons or greater, from an enrollee- owned and/or operated lateral, discharging or threatening to discharge to waters of the State:

- Notify California Office of Emergency Services and obtain a notification control number.
- Not applicable to a spill of less than 1,000 gallons.

6.4.2 Spill Reporting Procedure

Spill reporting procedures vary based on whether the Spill is classified as Category 1, Category 2, Category 3, Category 4 or District Owned Lateral. A full description of Spill reporting requirements is found in the District SERP.

Category 1 Spills

- Submit Draft Spill Report within three (3) business days of the District's knowledge of the spill;
- Submit Certified Spill Report within 15 calendar days of the spill end date;
- Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and
- Submit Amended Spill Report within 90 calendar days after the spill end date.
  Spill Technical Report

Category 2 Spills

- Submit Draft Spill Report within **three (3) business days** of the District's knowledge of the spill;
- Submit Certified Spill Report within **15 calendar days** of the spill end date; and
- Submit Amended Spill Report within **90 calendar days** after the spill end date.

Category 3 Spills

- Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and
- Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.

Category 4 Spills

- If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within **30 days** after the end of the calendar month in which the spills occurred.

- Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by **February 1st** after the end of the calendar year in which the spills occur.

Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

- Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by **February 1st** after the end of the calendar year in which the spills occur.
- Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.

6.5 SERP Training

The District implements a formal training program which includes annual training of District staff on this SSMP Element and SERP. The District also requires contractor personnel to train on and follow SERP through their contracts. The District maintains a log of SERP Training as training is completed.

6.6 Spill Impact Mitigation Program

The Spill Mitigation Program is comprised of the mitigation practices contained in the SERP, which is on file at the District Department of Public Works.

The SERP includes Water Quality Monitoring, Beneficial Uses Identification and Spill Impact Mitigation section providing information to post water body warning and closure signs in the event that a spill reaches a surface water, and District Department of Public Works conducts water quality sampling for the spill impact assessment.

6.7 Spill Coordination with Stormwater Management Agencies and Public Water Systems

The City of Seaside Stormwater Compliance Division of Public Works manages the MS4 Stormwater Program which includes the entire District service area. Maps of the stormwater collection and conveyance system are available to District staff which allows them to isolate any areas impacted by a sewer spill, recover wastewater and return it to the sewer system. Municipal water system contacts are identified for notification of spills that may occur within 1000 ft of a surface water intake in the District SERP.

6.8 Post Spill Investigations

The District conducts Post Spill Investigations for Category 1, 2, and 3 spills as warranted.

ELEMENT 7 – PIPE BLOCKAGE CONTROL PROGRAM

The Seaside County Sanitation District has identified a significant number of commercial facilities that contribute fats, oils and grease (FOG) into the District's sewer system. FOG has been a contributing factor in sanitary sewer spills and requires the District to conduct additional maintenance. Roots and disposable wipes have also been identified as pipe blocking sources.

7.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 7 states:

> The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed. The procedures must include, at minimum:
>
> (a). An implementation plan and schedule for a public education outreach program that promotes proper disposal of pipe blocking substances;
>
> (b). A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
>
> (c). The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
>
> (d). Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
>
> (e). Authority to inspect grease producing facilities, enforcement authorities, and whether the District has sufficient staff to inspect and enforce the FOG ordinance;
>
> (f). An identification of sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
>
> Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above

7.2 Pipe Blockage Control Program Public Education and Outreach

The District currently has approximately 74 miles of sanitary sewer pipelines. The service area includes a variety of residential, commercial and industrial facilities. The focus of an effective Pipe Blockage Control Program includes residential customers, commercial and industrial facilities and commercial and industrial food service/preparation facilities.

The District participates in the Southern Monterey Bay Dischargers Group (SMBDG) partnering with Monterey One Water and other local agencies on a Pipe Blockage Control Program and continued participation in an effective public outreach program. The District continues to utilize SMBDG to assist in developing a regional public education program for users of the system for the purpose of reducing FOG problems in the collection system.

The education campaign typically includes newspaper ads (three in English, one in Spanish), radio ads on two local stations and theaters ads. The SMBDG directed resources to a multi-agency web site which was completely updated in 2018 for fats, oils and grease information at **https://www.clogbusters.org/** . The regional program is modified yearly as conditions warrant.

The District continues to participate by funding a portion of the costs for the regional grease source control education program. The District's participation is critical to the regional effort as the program is prohibitively expensive for the other participants to finance the program independently.

In addition to the District's Pipe Blockage Control Program outreach through ClogBusters, the District has independently developed outreach materials for other pipe blocking materials such as "disposable" wipes and any other consumer items that do not belong in the sewer through a flyer labeled "Toilets Are Not Trashcans" and additional "Roots, Wipes and FOG" outreach. Examples of this outreach is provided in **Appendix 7A** & **Appendix 7B**.

The District provides the following outreach and education materials that consist of the following:

- Clogbusters outreach information: https://scsdonline.org/fats-oil-grease/ ,
- Residential and commercial outreach on proper Disposal of Wipes - "Toilets are not Trashcans" flyer,
- Residential Fats Oils and Grease Disposal outreach,
- Residential Door Hangers – FOG Program,
- Commercial FOG Program - Best Management Practices
- Commercial FOG Program - List of Licensed FOG Haulers

The District refers the appropriate residents and businesses to the available information, to assist them with FOG compliance.

7.3 FOG Disposal Facilities

The District does not own nor operate a FOG disposal facility; however, licensed FOG hauling contractors are identified as part of the District's FOG Pipe Blockage Control Program, and the District provides a list of these licensed haulers to each food service establishment (FSE). Monterey One Water (M1W), located in Marina CA accepts hauled FOG for disposal.

A list of grease trap and interceptor vendors, pumping and waste hauling contractors in Monterey County that haul FOG to facilities such as M1W for disposal is available in the table provided below:

Grease Haulers in Monterey County ****Sites that accept FOG for disposal, recycling or rendering***	
All Valley Environmental, Inc.	(559) 498-8378
Ameriguard Maintenance Services	(800) 347-7876 x 14
Bay Pumping	(831) 422-6436

Greenline Liquid Waste Company	(831) 422-2298
P.S.T.S (Peninsula Septic Tank Service)	(831) 574-2958
Pioneer Liquid Transport	(408) 287-5800
*Mahoney Environmental	(800) 892-9392
*Monterey One Water	(831) 424-1108

7.4 Discharge Prohibition Legal Authority and Spill Prevention Measures

The legal authority to prohibit discharges to the collection system and identify measures to prevent FOG-caused SSOs is a joint effort between the District Ordinances and the MRWPCA Ordinances.

The District developed and adopted a separate Ordinance in 2004. The purpose of Ordinance No. 15, is to establish requirements which govern the installation, maintenance, and use of grease interception devices for FSEs in the District.

The District's Ordinance No. 1, Section 30 MRWPCA, incorporated MRWPCA Ordinance 82-02. This MRWPCA Ordinance is amended time to time by MRWPCA, most recently amended and codified as MRWPCA 2008-01, and governs the discharge of any process and/or industrial waste in any part of the District.

Table 7-1 summarizes where the District and MRWPCA have jointly established the legal authorities to prohibit FOG discharges and where measures are identified to prevent sewer spills and blockages caused by FOG.

Table 0-1: Seaside County Sanitation District and MRWPCA FOG Legal Authority

WDR Requirement	SCSD Ordinance Section or MRWPCA 2008-01 Ordinance Section	Specific Language
Prohibit FOG discharges to collection system	SCSD Ordinance No. 1 – Section 30	No person shall place, deposit or discharge, or cause, suffer or permit to be placed, deposited or discharged either directly or indirectly into any public sewer of this district or into any lateral connected therewith, or on or upon any street, alley or public place, or on or upon any private property or any other place in such a manner that the same will be permitted to run into any such sewer or lateral, any of the following substances: 1. Any oil, petroleum, naptha, liquid asphaltum or petroleum product, or other such specifically objectionable matter such as large rags, sand, earth, stone, dust, stone dust, pieces of concrete, etc. 2. Any refuse or industrial waste that will cause or tend to cause obstructions in the sewer system or the sewage treatment plant or interfere or tend to

WDR Requirement	SCSD Ordinance Section or MRWPCA 2008-01 Ordinance Section	Specific Language
		interfere with the efficient and successful operation of said system or said plant. 3. Any chemicals or waste destructive of masonry. 4. Grease except in quantities commonly contained in domestic sewage. 5. Any waste matter in such quantity as to adversely affect the efficient operation of sewer lines, pumping facilities or waste treatment facilities.
Prohibit FOG discharges to collection system	SCSD Ordinance No. 15 – Section 5(k)(1)	FOG General Regulations and Procedures. Maintenance. Traps and interceptors shall be maintained in efficient operating condition by periodic removal of the accumulated grease. No collected grease shall be introduced into any public or private drainage piping.
Prohibit FOG discharges to collection system	MRWPCA – 2.10.2(f)	No person shall discharge any wastewater containing oil and grease of animal, vegetable, petroleum or mineral origin in such quantities to cause or to contribute significantly to: 1) disruptions in sewer lines and other collection system components; 2) interference with treatment plant operations; or 3) exceedances for plant NPDES permit limitations. Significant dischargers of oil and grease shall implement best practicable technologies for reducing the oil and grease content of their discharges.
Prohibit FOG discharges to collection system	MRWPCA – 2.01.2.8	The following pollutants shall not be introduced to the Treatment Works or community sewer: any trucked or hauled pollutants (residential septage, chemical toilet wastes, dilute oily wastes, and salt brine solutions are accepted at the Treatment Plant and are jointly regulated under MRWPCA Liquid Waste Ordinance 88-3 [as amended by Ordinance 93-1] and this Ordinance).
Require the installation of grease control devices such as a trap or interceptor	SCSD Ordinance No. 15 – Section 4(a)	Requirement for grease trap, grease interceptor, or other device. A food service establishment or any other business discharging grease, oil, or other similar material shall have an operable grease trap, grease interceptor or other comparable device(s) as determined by MRWPCA and SCSD to be an adequate substitute for a grease trap or grease interceptor.
Design standards for grease removal devices	SCSD Ordinance No. 15 – Section 5. (a) – (j)	See Appendix 7B for complete language of Ordinance. Section 5(e)(4): If Grease Traps, and Grease Interceptors are not deigned in accordance

WDR Requirement	SCSD Ordinance Section or MRWPCA 2008-01 Ordinance Section	Specific Language
		with the Uniform Plumbing Code (UPC) Section 711 and/or Appendix H, they must be designed by a professional engineer, must be consistent with the standards of this Ordinance, and must be approved by the MRWPCA.
Require the maintenance of grease control devices, the implementation of Best Management Practices, and records and reporting.	SCSD Ordinance No. 15 – Section 5(k)(1) – (5)	General Regulations and Procedures Related to Grease Traps or Grease Interceptors. See Legal Authority, Appendix 7B, for SCSD Ordinance 15. At that time, the requirement to follow FOG Best Management Practices are not included in Ordinance 15 as it was not considered to be appropriate.
Authority to inspect grease producing facilities	SCSD Ordinance No. 15 – Section 5(k)(4)	The District or its designee may perform grease trap and grease interceptor inspections bi-annually, or more often at the discretion of the District should maintenance reports not be received or should a grease trap or interceptor fail to operate properly as indicated by a mainline stoppage within 100 feet of said business.
Authority to enforce grease program requirements.	SCSD Ordinance No. 15 – Section 5(l)	Suspension or termination of Health Permit. The District shall have the discretion to request the Monterey County Health Department (District's Health Officer) to terminate or cause to be terminated the health permit of any user if any violation of any provision of this Ordinance is found to cause a condition of contamination, pollution, nuisance, or other threat to public health or safety.
Identify measures to prevent spills and blockages caused by FOG	MRWPCA – 2.01.2.3	Specific Prohibitions: 3. The following pollutants shall not be introduced into the Treatment Works or community sewer: solid or viscous pollutants in amounts which will cause obstruction to the flow in the Treatment Works resulting in interference.
Identify measures to prevent spills and blockages caused by FOG	MRWPCA – 2.10.2.f	No person shall discharge any wastewater: containing oil and grease of animal, vegetable, petroleum or mineral origin in such quantities to cause or to contribute significantly to: 1) disruptions of sewer lines and other collection system components; 2) interference with treatment plant operations; or 3) exceedances of plant NPDES discharge limitations. Significant dischargers of oil and grease shall implement best practicable technologies for reducing the oil and grease content of their discharges.

7.5 Requirements to Install Grease Removal Devices

SCSD District Code Section 5.10.040 provides the requirements for the installation of grease removal devices as referenced in the table above.

7.6 FOG Control Program Inspection, Enforcement, and Staffing

The District utilizes in-house inspection staff for food service facility inspection. The Monterey County Department of Environmental Health is the designated authority as the District's Health Officer, to inspect any Health and Safety issues.

The District inspection and enforcement authority regarding discharges to the sanitary sewer collection system. Authority to inspect is embedded in:

- SCSD Ordinance No. 15 – Section 5(k)(4) - Inspections. See language provided in table above.
- SCSD Ordinance No. 15 – Section 5(l) – Enforcement. See language provided in table above.

7.7 Problem Area Identification and Sewer Cleaning

Locally, grease from both residential areas and food preparation facilities have been found to be contributing factors to grease related blockages in the sanitary sewer system. System blockages are generally attributable to issues of grease, roots or an accumulation of system solids and debris.

The District has a proactive maintenance program to meet the WDR requirement to identify sections of the sewer system subject to grease blockages and establish a cleaning maintenance schedule for these locations.

The Public Works Department performs monthly maintenance to the systems which are more prone to blockages by FOG and other pipe blocking materials. The District has identified forty-eight (48) areas for enhanced monthly maintenance. In addition the District conducts semi-annual flushing of problematic areas utilizing chemical treatment known as "Jet-Power" to further clean these areas. A list of these areas of enhanced maintenance or "hot spots" is on file at the Public Works office.

7.8 Other Source Control Measures

The District's source control efforts to reduce or eliminate pipe blocking materials and related problems in the pipeline sections identified in the 'Hot Spot' maintenance list are addressed through the actions previously described in this Element. Additionally, the District provides outreach and education to residential customers through the ClogBusters campaign and through the District website previously referenced in this Element. The education campaign typically includes newspaper ads, radio ads, and theaters ads. The Southern Monterey Bay Discharges Group has directed resources to a multi-agency web site for pipe blocking material information at (https://www.clogbusters.org/). The regional program is modified yearly as conditions warrant. Additionally, the District has programs to eliminate roots and an outreach program to encourage members of the public to keep other pipe clogging materials out of the sewer system.

ELEMENT 8 SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENT PLAN

8.1 Regulatory Requirements

Attachment D 8 states:

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

(a). **System Evaluation & Condition Assessment**: The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;
- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
  - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
  - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
- Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

(b). **Capacity Assessment & Design Criteria**: The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.
- The capacity assessment must consider:
  - Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
  - Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
  - Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
  - Increases of erosive forces in canyons and streams near underground and above- ground system components due to larger and/or higher-intensity storm events;
  - Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
  - Necessary redundancy in pumping and storage capacities.

(c). **Prioritization of Corrective Action**: The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

(d). **Capital Improvement Plan**: The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

8.2 System Evaluation & Condition Assessment

In 2011 the District completed a Sewer Master Plan (SMP) that included evaluation of the entire District sanitary sewer system. The condition assessment consisted of the following:

- Survey of manhole rim and invert elevations on each sewer manhole included in sewer model,
- Evaluations of the District's three lift stations to establish signs of corrosion and recommendations based on structural investigation of the wet wells. Evaluation of the condition of piping and internal components, documentation of the size of the wet well/pumping station, approximate depth and size of inverts, perform a pump

draw down test and determine approximate flow from each pump, full load amperage and Meg-ohm readings on each motor, verification of automation of controls, evaluation of the electrical system deficiencies/code violations, documentation of pumps and motors make/model number, inspection of pumps for signs of wear and tear including inspecting pump seals and fittings, electrical components for code violations, evaluation of pump seals, fittings, and overall condition, and pump tests to determine approximate flow, and measure amperage/power draws to check for signs of pump motor concerns. Evaluation of the system's ability to meet existing and future demands based on the pumping capacity and lift station upgrade recommendations.

- Updates to the District's GIS system to include new developments and upgrades to the District sewer system.
- District staff observations and recommendations for sewer system repairs.

Capital improvement projects were identified as part of the condition assessment. These projects are identified in Section 8.5 of this Element.

The SMP is on the City website: https://scsdonline.org/sewer-system-management-plan/

8.3 Capacity Evaluation & Design Criteria

The SMP included sewer flow monitoring, updates to the SCSD GIS maps and databases, update of the HYDRA model to MWG Info, SWMM sewer modeling and evaluation of both dry and wet weather conditions in the sewer system. The SMP also includes a rate study based upon the capital needs identified from the modelling and from field evaluations and recommended necessary rates and charges to fully fund the results.

Design criteria, as shown in Table 8-1 below, were applied in the analysis of the trunk sewer collection model. Gravity pipe performance was analyzed based on maximum percent full depth over diameter (d/D) ratio, defines as the depth of flow in a pipe divided by the diameter of the pipe.

Table 8-1: Hydraulic Criteria for Existing Systems

Standard	Criteria
Velocity	Minimum: 2.0 ft/s at average rate of flow Maximum: 8.0 ft/sec
Minimum Slope	6-inch: 1.0% 8-inch: 0.40% 10-inch: 0.26% 12-inch & above: 0.20%
Friction Factor	Manning's n (gravity)=0.013 for Vitrified Clay Pipe (VCP) 0.011 for Polyvinyl Chloride (PVC)

Minimum Pipe Size	8-inch
Maximum Allowable Flow Depth	10-inch or less: d/D=0.67 12-inch to 24-inch: d/D=0.80 27-inch or greater: d/D=0.90

Where improvements were recommended to the collection system, worst case d/D values were provided for reference. These d/D values represent a snapshot of the system under either;

- existing conditions, or
- proposed conditions with *all* improvements in place.

Through the digital sewer model, maximum d/D was analyzed for the system as a whole, ensuring that recommended updates did not trigger additional downstream or upstream improvements.

Inline flow monitoring was completed to capture dry and wet weather hydraulic conditions and evaluate hydraulic conditions for future development.

Lift Station hydraulic design criteria were analyzed as follows for current and future flows:

- Force main velocities should be greater than 2.0 feet per second to maintain scouring properties but less than 5 feet per second to minimize head loss and water hammer,
- Lift stations should be able to convey peak flows with the larges pump out of service. The lift station should be able to operate with only one pump in duplex conditions and with only two pumps in triplex conditions,
- Lift station wet wells should be sized to limit the number of pump starts per hour to acceptable limits as defined by the pump manufacturer. Larger lift stations may require a VFD to meet this requirement,
- Lift stations should be able to convey peak flows during a power outage. Lift stations with a small numbers of customers should have a wet well capable of storing wastewater during and outage.

Capital improvement projects were identified as part of this hydraulic evaluation for existing and future conditions. Projects are included in Section 8.5 of this Element.

8.4 Prioritization of Corrective Actions

The SMP identified capital improvement projects which included staff O&M based projects, hydraulic deficient projects, and lift station improvement projects. The District prioritized these projects based on the following criteria:

- Overflow to Waters of the State (0-10 Points)
- Hydraulic Capacity (d/D) / Design Standards (0 – 10 Points)
- Community Impacts (0-10 Points)
- Maintenance Hot Spots (0-10 Points)
- Cost (0-10 Points)

Impacts of future development were also considered in project ranking (also considered but no points were assigned).

Each of these categories was provided a weighted importance factor and each project received an overall ranking score. The importance factor was multiplied by the overall score of the project and then these two (2) factors were added together for a final score/ranking. The District reviews these projects to assess if rankings require adjustment regularly.

8.5 Capital Improvement Plan

The City developed a ranked Capital Improvement List which is included in **Appendix 8A**.

Funding for Projects and Future Investigations

The City completed a revenue rate study in 2016 and passed a Proposition 218 rate increase for all sewer users. This revenue plan provides for the following:

- Near Term Capital Projects #1 - #11: $4,460,560 (includes new development)
- Near Term Capital Projects #12 - #18: $5,435,948 (includes new development)
- Capital Outlay Projects: $545,000
- Long Term Capital Projects #2 - #4: $3,242,800 (includes new development)

Operations and Maintenance staff work with Engineering staff to develop and rank Capital Projects.

The status of these projects is shown in **Appendix 8B** with current and anticipated sources of funding.

The City will evaluate additional sources of funding for Capital Projects and will amend project information pertaining to schedules and sources of funding included in **Appendix 8B**.

8.6 Additional WDR Requirements

The City plans to conduct a Vulnerability Assessment to address the following WDR requirements:

- Prioritize the condition assessment of system areas that:

        - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
        - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
    - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
    - Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
    - Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
    - Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.
    - Outline how capacity assessment considers:
        - Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
        - Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
        - Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
        - Increases of erosive forces in canyons and streams near underground and above- ground system components due to larger and/or higher-intensity storm events;
    - Capital Improvement Plan that includes:
        - Project schedules including completion dates for all portions of the capital improvement program;
        - Internal and external project funding sources for each project; and
        - Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

The Vulnerability Assessment is planned for completion by 2027. Capital Projects associated with this Vulnerability Assessment will be incorporated into the Capital Projects list included in Appendix 8.

ELEMENT 9 - MONITORING, MEASUREMENT & PROGRAM MODIFICATIONS

The District monitors the implementation of the SSMP elements in order to measure the effectiveness of the District's SSMP in reducing sewer spills. The manner in which each SSMP element is monitored and evaluated and the schedule with which the District completes this monitoring and evaluation is described in this SSMP Element.

9.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 9 states:

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

(a). Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;

(b). Monitoring the implementation and measuring the effectiveness of each Plan Element;

(c). Assess the success of the preventative maintenance activities;

(d). Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and

(e). Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

9.2 Data Management

The District manages, schedules, and tracks preventative maintenance activities through a manual scheduling and tracking system. The system covers the following:

- Sewer Line Cleaning
- High Priority Area Cleaning and Inspections
- Manhole Inspections and Maintenance
- Lift Station Inspection and Maintenance
- Customer Complaints
- Work Orders
- CCTV Inspections
- FOG Inspections

Triennial SSMP Audit Reports are maintained at the District's Public Works office. Corrective actions from audit reports are generally addressed in updates of the District's SSMP. More immediate actions are completed in accordance with the recommended corrective action schedule in each triennial audit.

9.3 Establishing and Prioritizing SSMP Activities

Table 9-1 outlines the relevant information maintained by the District to establish and prioritize appropriate sewer collection system activities and the District staff who are responsible for monitoring implementation and measuring the effectiveness of each element, when appropriate.

Table 9-1: SSMP Implementation Management

SSMP Element	SSMP Relevant Information	Responsible Party
1. Goal	This SSMP Element contains the District's goals for the operation, maintenance, and management of the sanitary sewer collection system, which provide focus to reduce Spills and mitigate Spills that do occur.	LRO
2. Organization	A table containing names, job titles, roles, responsibilities, and contact information is contained in this SSMP Element, which identifies the most knowledgeable person for each aspect of the SSMP Program. An organizational chart identifies the lines of authority.	LRO
3. Legal Authority	Web links in this SSMP Element contain the sections of District Policies and Ordinances governing the sewer collection and conveyance system.	LRO and District Legal Counsel
4. Operation and Maintenance Program	Information in this SSMP Element document the sanitary sewer system operation and maintenance activities.	LRO
5. Design and Performance Provisions	District website links in this SSMP Element include District Design Standards and Specifications that include Testing requirements.	LRO and Engineering Staff
6. Spill Emergency Response Plan	The District updated a Spill Emergency Response Plan in 2023 which include staff contact information, mandatory Spill reporting information, and response and mitigation programs.	LRO
7. Pipe Blockage Control Program	Monitor any changes in the program that may require updates to this Element..	LRO
8. System Evaluation, Capacity Assurance, and Capital Improvements Plan	The District will review and update this SSMP Element as applicable to update project schedules, status of projects and sources of funding for associated projects.	LRO and Engineering Staff
9. Monitoring, Measurement, and Program Modifications	This SSMP Element will be updated annually with the data in Tables 9-2 and 9-3 in a calendar year.	LRO
10. SSMP Program Audits	SSMP Audit Reports are required triennially. Corrective actions are implemented and tracked.	LRO
11. Communication Program	Examples of public outreach materials and pertinent District website links provided, as well as meeting agendas, pertinent District Board reports and minutes are found on the District's website and District offices.	LRO

9.4 Preventative Maintenance Program Assessment

The District's Preventative Maintenance Program includes CCTV inspection, line cleaning, visual manhole inspection, lift station maintenance, high priority area identification and maintenance. The District will review these operation and maintenance practices annually and compare them with annual Spill records. A summary of the performance metrics identified in Table 9-2 will be developed annually.

Table 9-2: Sanitary System Performance Metrics for Monitoring and Measurement

	Performance Measure	Source
System Statistics	Total miles of gravity sewer	Atlas Maps
	Total miles of pressure sewer	Atlas Maps
	Total number of manholes	Atlas Maps
	Total number of sewer lift stations	Atlas Maps
Operations and Maintenance	Linear feet of sewer line cleaned	CMMS/GIS & Work Order Requests or Staff Field Notes
	Linear feet of high priority lines cleaned	CMMS/GIS & Work Order Requests or Staff Field Notes
	Number of blockages/backups not resulting in sewer spill	CMMS/GIS & Work Order Requests or Staff Field Notes
	Linear feet of CCTV	CMMS/GIS & Work Order Requests or Staff Field Notes
	Number of manholes inspected	CMMS/GIS & Work Order Requests or Staff Field Notes
	Lift station inspections	CMMS/GIS & Work Order Requests or Staff Field Notes
	FOG inspections. Number of inspections and reinspection's	CMMS/GIS & Work Order Requests or Staff Field Notes
	Root control linear feet	CMMS/GIS & Work Order Requests or Staff Field Notes
Measures Based on	Number and percentage of dry weather vs.	CIWQS

	Performance Measure	Source
Sewer Spill Numbers	wet weather spills	
	Number of spills by cause (operational, capacity, system, other)	CIWQS
	Number of spills per 100 miles per Year	CIWQS
	Total volume of spills	CIWQS
	Average spill volume	CIWQS
	Total volume recovered and percentage of overall total Spill Volume	CIWQS
	Net volume of spills (total minus recovered) and percentage of overall total spill volume	CIWQS
	Total volume reaching storm drainage channel and not recovered or reaching surface waters and percentage of overall total spill volume.	CIWQS
Spill Response Time	Average response time during business hours	CIWQS
	Average response time outside of business hours.	CIWQS
Condition Assessment, Rehabilitation, and I/I Control	Amount of CCTV inspection performed (linear feet)	CCTV Reports
	Number of manholes inspected	CMMS/GIS & Work Order Requests or Staff Field Notes
	Number of inflow sources detected and corrected.	CMMS/GIS & Work Order Requests or Staff Field Notes
Capital Projects	Summary of short- and long-term projects, sources of funding and status of each project.	Capital Projects Schedule
Outreach	Pipe Blockage Control Program summary of outreach efforts.	ClogBusters outreach and District Outreach
Goals	Summary of how goals are met and areas of improvement where goals have not been achieved.	Element 1 Goals and Supporting data to demonstrate performance.

	Performance Measure	Source
Training	Summary of training to meet Element 4 training requirements and other District training programs.	Training Records

9.5 SSMP Updates

The District will use the SSMP for management, training, planning and regular maintenance of the collection system. As the management plan is utilized, any deficiencies or discrepancies will be corrected. Program elements will be updated based on performance evaluations, organizational, operational, and maintenance changes, new regulatory requirements, repairs, replacements, and upgrades made to the collection system.

At a minimum, the District will review and revise the SSMP annually as warranted. The LRO or their designees are responsible for revising and maintaining the SSMP.

A revision record will be maintained to track changes.

9.6 Sewer Spill Trends

The trends in District sewer spill history should be tracked for a three-year period utilizing the criteria in Table 9-3. The cause categories identified in Table 9-3 are the causes available for use in the Sewer Spill Report provided in California Integrated Water Quality System (CIWQS). District Staff are responsible for determining which cause category is appropriate for each Spill when the Spill is reported in CIWQS.

Table 9-3 District Spills per Indicator per Year

Criteria	Indicator
Spills	No. of Spills
Multiple Spills at Same Location	# of Locations with Multiple Spills
Spill Volume (gal)	Volume
	Volume Recovered
	Volume Reached Surface Water
Spill Causes	Debris - Construction
	Debris – General
	Debris – Rags
	Flow Exceeded Capacity
	FOG

Criteria	Indicator
	Operator Error
	Other
	Pipe Structural Problem/Failure
	Pump Station Failure
	Rainfall Exceeded Design
	Root Intrusion
	Vandalism
Comparison with Regional and State Averages	Average Spill Volume
	Average # of Spills

The District will continue to plan and adjust operation and maintenance practices so that the number of Spills experienced on an annual basis remains low.

ELEMENT 10 - SEWER SYSTEM MANAGEMENT PLAN PROGRAM AUDITS

SSMP audits are required to identify and correct deficiencies in the most current revision of the District's SSMP and provide a schedule to correct identified deficiencies. This SSMP Element outlines the audit process and identifies staff responsible for conducting or participating in SSMP audits and generating the required SSMP Audit Report.

10.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 10 requires:

The Plan shall include internal audit procedures, appropriate to the size and performance of the system. Additionally, the General Order requires;

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and
- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

10.2 SSMP Program Audits

The Legally Responsible Official (LRO) or their designee is responsible for assuring the SSMP audit is conducted and complete based on the schedule outlined on the SWRCB lookup website which requires audits to be conducted at a three-year interval from the prior audit. Audits should be conducted with the cooperation of the District staff responsible for sewer system operations and maintenance, administrative staff, and engineering staff. When conducting the SSMP audit, District staff must evaluate the effectiveness of each SSMP Element. A comprehensive, effective review of the District's SSMP must be documented in a SSMP Audit Report.

10.2.1 Summary of Procedure:

1. Gather appropriate documents using the SSMP Audit Data & Records Request, which is provided in **Appendix 10A**.

2. Interview District staff responsible for the administration, operations, maintenance and engineering associated with system performance information.

3. Develop Audit Report and reference all documents reviewed and used as evidence of compliance with the WDR. Create a plan and schedule for updates to the SSMP based on changes in operational strategies or deficiencies found in the SSMP.

4. Evaluate the effectiveness of the District's SSMP and compliance with each WDR requirement using the ranking methodology outlined in Table 10-1.

Table 10-1: SSMP Audit Ranking Criteria

Ranking	Ranking Basis
In Compliance	All requirements specified in the element are met.
Substantial Compliance	The majority of requirements in the element are met.
Partial Compliance	Half of the requirements in the element are met.
Marginal Compliance	Less than half of the requirements in the element are met.
Out of Compliance	None of the requirements in the element are met.

The SSMP Audit Report must be signed and certified by the Legally Responsible Official (LRO).

The SSMP Audit Report must be certified using the language provided below:

> "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Subsequent SSMP audits must be conducted continuously on a three-year interval following the schedule outlined below which is based on the dates required by the 2022 WDR:

- SSMP Audit Period: August 2, 2024 - August 2, 2027 (Audit report due 2/2/28)
- SSMP Update: Update due 8/2/31.

Additional SSMP Audit and SSMP Update regulatory schedules required after the dates shown above should be identified in the following link:
https://www.waterboards.ca.gov/water_issues/programs/sso/lookup/

To assist in the audit process, the District should consider quarterly or semiannual reviews and revisions to specific SSMP Elements and associated supporting documents. These reviews and revisions will help ensure current operational practices and procedures are reflected in the SSMP and documentation of these activities is readily available during an audit by the Regional Water Quality Control Board, and/or State Water Resources Control Board.

SSMP Audit Reports must be kept on file and submitted to the online CIWQS Sanitary Sewer Database within six (6) months after the end of the 3-year audit period.

ELEMENT 11 - COMMUNICATION PROGRAM

Communicating the objectives of the SSMP and the importance of sanitary sewer system management practices to the public is essential. An informed public can assist and support the District by reducing customer caused blockages, which will potentially decrease ewer spills.

11.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 11 states:

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.

- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

11.2 Communication Program

The purpose of the District sanitary sewer system communication program is to educate stakeholders, which include residential and commercial users of the collection system, about the SSMP. Public awareness of different components of the SSMP is accomplished through different mediums and may reach different audiences. The following are activities that the District practices to increase awareness and education about the importance of having a properly constructed, maintained, and operated sewer collection system.

Table 11-1: District Communication Program Overview

Activity	Frequency	Stakeholders
District Website: https://scsdonline.org/	Year-round	All
District Board Meetings	2nd Tuesday of each month @ 9:30 am	All
District Office	Year-round	All

11.2.1 District Website

Information is posted on the District website, https://scsdonline.org/ and includes reports, documents, maps, links, District meeting minutes and agendas, educational material and public service announcements. The District SSMP can be found on the District website. Sewer spill emergency contact information is also provided on the District website.

Updates and revisions to the SSMP will be posted and maintained on the District website when completed.

11.2.2 District Board Meetings

SCSD, at least annually, communicates with SCSD Board at public meetings that allow for input from the public regarding the implementation and results of the collection system operations.

SCSD's Maintenance and Utilities Superintendent and Public Affairs Officer are responsible to coordinate all communications activities and for all materials on SCSD SSMP webpage including the posting of the Board adopted SSMP and all critical supporting documents.

Information provided upon request to interested parties includes: a copy of completed sections of the SSMP, brochures and materials regarding collection system operations and maintenance and contact information and/or opportunities for input into the development and implementation of the collection system operations.

The Maintenance and Utilities Superintendent will annually provide SCSD Board, at a regularly scheduled meeting, an Annual Collection System Performance Report that will be included in the minutes of that public meeting and placed on the SCSD website. The performance information will include the performance measures listed in Element 9: Monitoring, Measurement, and Program Modifications, operations performance results and will be compiled following the end of the fiscal year in an Annual Collection System Performance Report.

11.2.3 District Public Works Office

The District Office has copies of educational material, public service announcements, and staff that provide assistance and education to the public. Office hours are Monday- Friday from 8:00am to 5:00pm.

11.2.4 Public Notices for Spills – Public Areas

The public is notified of spills and discharges that result in closures of public areas (including streets and surface waters) by erecting cones and barricades, and by posting warning signs in accordance with the Spill Emergency Response Plan. The necessary equipment and signage are kept in the District's emergency response vehicles.

11.2.5 Public Notices for Spills – Public Areas

The District has identified 2 water purveyors who would be notified in the event of a sewer spill in the vicinity of a source of drinking water. These purveyors are listed below:

- California American (Cal-Am) Water
  511 Forest Lodge Road #100
  Pacific Grove, CA 93950
  (888) 237-1333

- City of Seaside Municipal Water System
  440 Harcourt Avenue
  Seaside, CA 93955
  (831) 899-6835

11.3 Satellite and Tributary Systems

SCSD regularly communicates with the other cities in the service area and M1W on matters affecting and impacting the operations and maintenance of the sewers and sewer pumping facilities and treatment issues. Typical scenarios that require communication are:

- FOG Control Program
- Capital Improvement Projects
- Sewer Spills
- Required Sewer System Maintenance

APPENDIX 7

7A What Not to Flush Flyer
7B Roots, Wipes and FOG Outreach

We need everyone's help…

Many household cleaning products are labeled and marketed as disposable; many baby hygiene products are labeled both disposable and flushable. And while these products may be marketed as a convenience item in this way, the truth is that these household wipes and cleaning towelettes have the ability to clog and stop up not only the sewer line on your property, but also can cause blockage and service problems in the public sewer system and pump stations. Unlike toilet paper, these products don't break down once they are flushed. They can cause blockages in your private service lateral, especially older pipelines that may have grease, roots, or other obstructions already existing.

The following items should never be flushed into the sewer system:

- Disinfecting wipes, Baby wipes.
- Q-tips.
- Toilet cleaning pads.
- Mop or "Swiffer" type refills.
- Paper towels.
- Moist towelettes.
- Any consumer item that is not toilet paper.

A repair of the private service lateral can leave the homeowner with a nasty repair bill. On a larger scale when these products make their way into the public sewer system they collect together and cause clogs in the sewer main lines and get tangled in pump stations requiring repair or replacement of equipment.

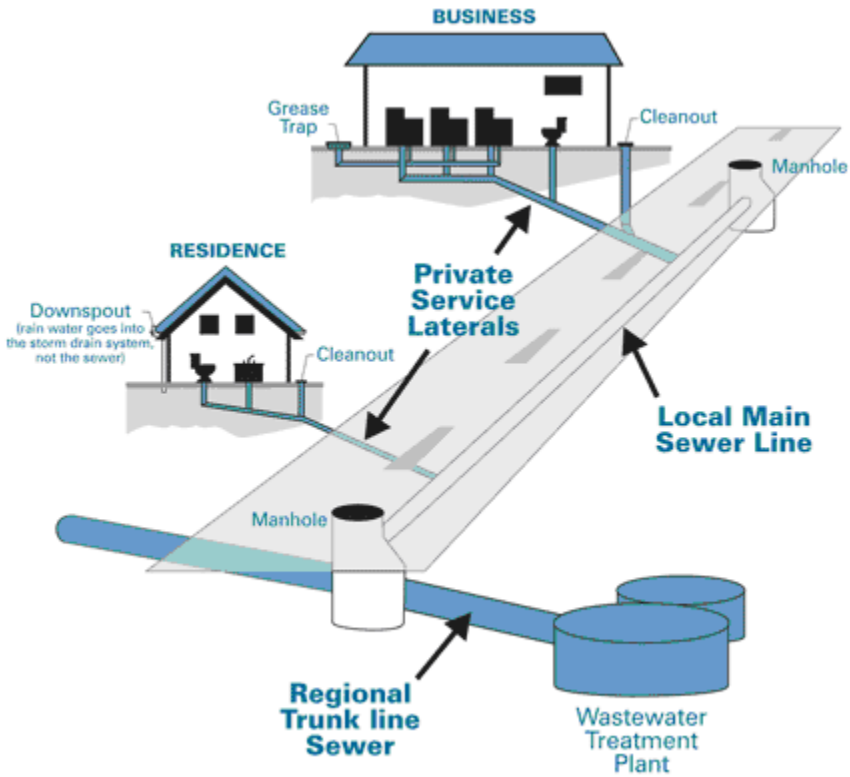


Diagram of a sanitary sewer system

Seaside County Sanitation District

Phone: (831) 899-6835

Seaside County Sanitation District Pipe Blockage Control Program

Don't Let Roots, Wipes, and FOG Cause Sewer Problems

Your home's plumbing is connected to the public wastewater system through an underground pipe called a "private sewer lateral." As the property owner, you own this pipe and are responsible for keeping it flowing freely and repairing cracks and breaks. Laterals do not necessarily end at the curb or property line but extend all the way to the public sewer main, which often is located in the middle of the street. The Seaside County Sanitation District (District) maintains the public sewer.

Preventing Sewer Spills

These steps can help you avoid the unpleasant and usually costly experience of a sewage backup in your home.

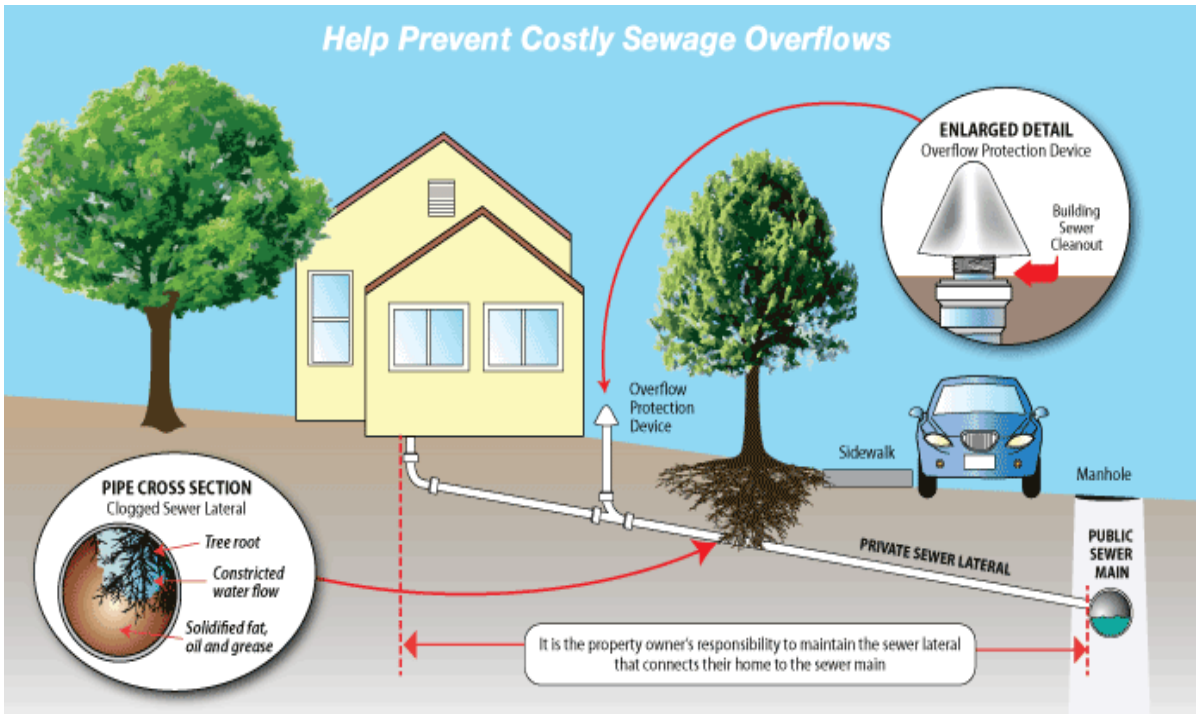
- Do not pour Fats, Oils or Grease (FOG) down drains. After soaking a greasy pan, place a paper towel over the drain basket to catch grease and food particles as you slowly pour the water down the drain. Put the paper towel in your green waste cart. Collect waste cooking oil and grease in a container with a tight-fitting lid and bring it to a hazardous waste collection center or dispose of into the trash.
- Do not flush wipes, diapers or feminine hygiene products, even if they are labeled "flushable." As homes age, roots often infiltrate sewer laterals. So-called flushable products catch on these intrusions, or on grease build-up, and form clogs and sewer backups.
- Don't plant trees and large shrubs near sewer lines. Roots grow toward sewer line cracks in search of water, often forming root balls that clog the line.
- When buying a home, consider having the sewer lateral inspected. A licensed plumber's video inspection may reveal cracks, breaks, offsets, and root intrusion. The pipe may need to be cleaned, repaired, or replaced.

A Simple Device Can Protect Your Home

An overflow protection device can prevent sewage from backing up into your home. If a clog occurs in the public sewer main or in your private lateral downstream of the device, an overflow protection device keeps the spill outside. While still not desirable, an outside spill avoids property damage, substantially reduces health risks, and can be cleaned up much more quickly and easily.

If you have an overflow protection device, inspect it periodically to make sure it is working correctly and not inadvertently covered with dirt. If an overflow occurs and the device is not operating properly, your insurance might not fully cover the cost of property damage.

If you don't have an overflow protection device, consider installing one. We recommend that a licensed plumber install the device, since elevation and location are critical for it to function properly.



Tree Roots

Roots thrive in the warm, moist, nutrient-rich atmosphere above the water level inside sanitary sewers. The flow of warm water inside the sewer pipe causes water vapor to escape to the cold and/or dry soil surrounding the pipe. Tree roots are attracted to the water vapor leaving the pipe and they follow the vapor trail to the source of the moisture, which is usually from cracks or loose joints in the sewer pipe. Tree roots will penetrate the opening to reach the nutrients and moisture inside the pipe. This continues in winter even though trees appear to be dormant. Once inside the pipe, roots will continue to grow and if not disturbed, they will completely fill the pipe with many hairy root masses at each point of entry. The network of roots grows, forming a

root ball inside the pipe, trapping grease, tissue paper, and other debris discharged from the residence or business.

Homeowners will notice the first signs of a slow flowing drainage system by hearing gurgling noises from toilet bowls or drains become slower when emptying their tubs. A complete blockage will occur if no remedial action is taken to remove the roots and resulting blockage.

As roots continue to grow, they exert considerable pressure at the crack or joint where they entered the pipe. The force exerted by the root growth can break the pipe and may result in total collapse of the pipe. Severe root intrusion and structurally damaged pipes will require replacement. Tree roots growing inside sewer pipes are generally the most expensive sewer maintenance item experienced by District residents. Roots from trees growing on private property throughout the District sewer areas are responsible for many of the sanitary sewer backups and damaged sewer pipes. Homeowners should be aware of the location of their building sewer and refrain from planting trees, bushes, and hedges near the building sewers. You may want to consult tree experts

and ask their advice. The replacement cost of a building sewer line as a result of damage from tree roots can be very expensive.

If your home was built before 1980, you may have clay or iron pipes. These pipes are more likely to have cracks or joint problems caused by ground settling or freeze/thaw cycles than PVC pipes. Look at your yard and walk above the area where your building sewer is located. Walk with a person on each side of you, holding hands with your arms stretched out wide. If anyone bumps into a tree or large bush before you get to the street or sewer main, your sewer lateral may be subject to root intrusion.

Other than removing the trees or replacing the building sewers with PVC pipe, there isn't any permanent solution. If the blockage is bad, the roots have to be cut and flushed away. The foam-type aquatic herbicide can be added a couple weeks later. The foaming herbicide fills the pipe, killing the roots on the top of the pipe as well as the sides. Annual use usually will keep them from returning. Please do not use any copper sulfate type root-killer. The copper crystals will only affect roots on the bottom of the pipe, and since roots are found in the top of the pipe, above the water level, only a tiny part of the root problem will be affected. Also, the copper will end up at the wastewater treatment plant and may adversely affect the sludge treatment process and cost the municipality and you more money.

If your plumber has to cut out roots from your building sewer, please call (831) 899-6835 and the Public Works Department know. We will send a crew to make sure that the roots the plumber cut out do not cause problems for your neighbors downstream.

APPENDIX 8

8A CIP Ranking
8B Living CIP Schedule

Table 9-1. SCSD CIP Ranking Matrix

Importance Factor	5	4	3	2	1			
Project Name	Overflow to Water Body of the State Yes - 10 No - 0	Design Standard Meets Design Standard - 0 Doesn't Meet Design Standards - 2 Surcharging - 5 Overflowing - 10	Community Impact < 1,000 - 0 1,001 to 5,000 - 5 >5,000 - 10	Maintenance Hot Spot Not Critical - 0 Yearly Check - 5 Weekly or Monthly Checks - 10	Cost <$25,000 - 10 $25,001 to $100,000 - 5 >$100,000 - 2	Impacted By Future Development Yes/No	Score = Importance Factor X Points	Ranking
Del Monte Lift Station Upgrade Near Term	10	0	10	10	5	Yes	105	1
Rosita Lift Station Upgrade Near Term	10	0	5	10	5	Yes	90	2
942 Angelus Way Sewer Main Upgrade	10	0	0	10	5	No	75	3
Del Rey Park Sewer Main Upgrade	10	0	0	10	5	No	75	4
Del Monte Blvd. Sewer Main Upgrade	0	5	10	10	2	Yes	72	5
Military Lift Station Replacement	10	0	0	10	2	No	72	6
Fremont Blvd. Sewer Main Upgrade	0	5	10	5	2	Yes	62	7
Luzern St. Sewer Main Upgrade	0	5	0	10	2	No	42	8
La Salle Ave. Sewer Main Upgrade	0	5	5	0	2	Yes	37	9
Tioga Lift Station Feasibility Analysis	0	0	0	10	10	Yes	30	10
Birch Ave. Sewer Main Upgrade	0	2	5	0	2	No	25	11
Root Intrusion Sewer Main Replacement	0	0	0	10	2	Partially	22	12
Brick Manhole Inspection	0	2	0	0	10	No	18	13
Drop Manhole Inspection	0	2	0	0	10	No	18	14
Manhole Lids	0	0	0	0	10	No	10	15
Rod Hole Replacement	0	2	0	0	2	Partially	10	16
New Manhole Installations	0	2	0	0	2	Partially	10	17
Canyon Del Rey CMP Sewer Line Replacement	0	0	0	5	2	Yes	12	18

Seaside County Sanitation District Capital Projects Schedule ***Last Updated 6/18/25***

Projects based on 2011 Sewer Master Plan identified Short- and Long-Term Projects.

Short Term Projects				
Ranking	Title	Description	Project Status	Source of Funding
1	Del Monte Lift Station Upgrade	Wet Well Capacity Upgrade	Completed - 2021	N/A
2	Rosita Lift Station Upgrade	Lift Station Upgrade	Completed - 2021	N/A
3	942 Angelus Way Sewer Main Upgrade	Sewer line creek crossing replacement	Completed - 2018	N/A
4	Del Rey Park Sewer Main Upgrade	Reroute existing sewer main	FY 2026/2027 Planned Start	Enterprise Fund
5	Del Monte Blvd. Sewer Main Upgrade	Replace/reroute existing sewer main	Completed - 2021	N/A
6	Military Lift Station Replacement	Lift Station replacement, I&I remediation	Completed - 2021	N/A
7	Fremont Blvd. Sewer Main Upgrade	Replace 3,200 feet of sewer main, capacity upgrade	Partial completion in 2023. Remainder planned for completion in 2029/2030	Enterprise Fund
8	Luzern St. Sewer Main Upgrade	Replace 1,430 feet of sewer main, capacity upgrade	FY 28/29 Anticipated Start	Enterprise Funds
9	La Salle Ave. Sewer Main Upgrade	Replace 1,430 feet of sewer main, capacity upgrade	FY 27/28 Anticipated Start	Enterprise Funds
10	Tioga Lift Station Feasibility Analysis	Study to eliminate lift station and reroute associated ser mains	Tioga Lift Station Removed	N/A
11	Birch Ave. Sewer Main Upgrade	Replace 1,600 feet of sewer main, capacity upgrade	FY 25/26 Anticipated start	Enterprise Funds
12	Root Intrusion Sewer Main Replacement	CCTV sewer mains with root intrusion and replace mains in poor structural condition due to root intrusion	FY 25/26 Anticipated Start	Enterprise Funds

13	Brick Manhole Inspection	Inspect all existing brick manholes, to identify locations with water and/or sand infiltration or evidence of deterioration. Once identified, problem manholes will be slated for upgrade with epoxy lining	FY 25/26 Anticipated start	Enterprise Fund
14	Drop Manhole Inspection and Replacement	Inspect existing drop manholes for improper drop installation and reconstruct to prevent turbulence and odor issues	FY 25/26 Anticipated start	Enterprise Fund
15	Manhole Lids	Installation of solid gasketed manhole lids or inserts to prevent I&I.	FY 25/26 Anticipated start	Enterprise Fund
16	Rod Hole Replacement	Upgrade all rod holes with 8-inch risers for easier O&M access	FY 25/26 Anticipated start	Enterprise Fund
17	New Manhole Installations	Installation of new manholes on existing sewer mains to facilitate O&M	FY 25/26 Anticipated start	Enterprise Fund
18	Canyon Del Rey CMP Sewer Line Replacement	Replacement of three sewer main segments, structural and capacity related improvements	Completed - 2021	N/A
Long Term Projects				
Ranking	Title	Description	Project Status	Source of Funding
1	Hwy 218 Sewer Line Upgrade	Reroute existing City of Monterey sewer to the SCSD system. This will allow the abandonment of an area lift station with known maintenance and I&I issues.	Project currently being evaluated for removal from list	Enterprise Fund
2	Ortiz Sewer Line Upgrade	Replace 1,200 feet of sewer main, capacity upgrade	Completed - 2023	N/A
3	Del Monte Lift Station VFD Upgrade	Lift Station upgrades: wet well, pumps, controls, generator, capacity upgrade	Completed - 2023	N/A
4	Rosita Lift Station	Lift Station upgrades: wet well, pumps, controls, capacity upgrade	Completed - 2023	N/A

5	Angelus Way Sewer Line Upgrade	Upgrade 1,490 feet of sewer main, capacity upgrade	FY 32/33 Anticipated Start	Enterprise Fund
6	Canyon Del Rey Sewer Line Upgrade (1)	Upgrade 3,280 feet of sewer main, capacity upgrade	FY 34/35 Anticipated Start	Enterprise Fund
7	Canyon Del Rey Sewer Line Upgrade (2)	Upgrade 800 feet of sewer main, capacity upgrade	FY 35/36 Anticipated Start	Enterprise Fund
8	La Salle Avenue Sewer Line Upgrade	Upgrade 3,250 of sewer main, capacity upgrade	FY 29/30 Anticipated Start	Enterprise Fund
9	Broadway Avenue Sewer Line Upgrade	Upgrade 6,150 of sewer main, capacity upgrade	Partially Completed - 2023 FY 29/30 Anticipated Completion	Enterprise Fund
10	Hilby Sewer Line Upgrade	Upgrade 5,350 of sewer main, capacity upgrade	FY 25/26 Anticipated start	Enterprise Fund

APPENDIX 10

10A SSMP Audit and Data Request

SSMP AUDIT DATA & RECORDS REQUEST

A. SSMP ADMINISTRATIVE			YES	LOCATED WHERE?	NO	N/A	COMMENTS
A1	a.	Has your agency enrolled in the State-wide GWDR and designated the responsible or authorized representative (LRO)?					
	b.	Provide a copy of the SSMP Certification in CIWQS.					
	c.	Provide a copy of the CIWQS print-out for all LROs and Data Submitters.					
	d.	Provide a copy of your Operational Report(s) from CIWQS.					
	e.	Does the SSMP include a narrative that discusses; summary of plan and associated schedules, sewer system asset overview, updated maps?					
A2	a.	Has your agency adopted a SSMP?					
	b.	Provide a copy of the SSMP.					
	c.	Provide a copy of the Meeting Minutes for the agency governing body's meeting during which the SSMP was adopted.					
A3	a.	Does your agency have a copy of the GWDRs available to agency staff? Where is it kept?					
A4	a.	How does agency ensure revenues and expenditures related to sanitary sewer system are available to; comply with General Order, fully implement the SSMP, conduct O&M and necessary repairs, ensure proper spill response?					

SSMP AUDIT DATA & RECORDS REQUEST

B. GOALS		YES	LOCATED WHERE?	NO	N/A	COMMENTS
B1 a.	Has your agency developed SSMP and Spill reduction goals?					
b.	Provide documentation that your agency has made progress toward meeting these goals.					
C. ORGANIZATION		**YES**	**LOCATED WHERE?**	**NO**	**N/A**	**COMMENTS**
C1 a.	Does your SSMP clearly identify the names and job titles the LROs?					
C2 a.	Does your SSMP have an organizational chart or table showing individual roles and responsibilities for implementation of the SSMP?					
b.	Are names, titles, and telephone numbers provided in this chart or table?					
C3 a.	Is the chain of communication for reporting Spills included in the SSMP?					
b.	Are names, titles, and telephone numbers provided in this chain of communication?					

SSMP AUDIT DATA & RECORDS REQUEST

D. LEGAL AUTHORITY			YES	LOCATED WHERE?	NO	N/A	COMMENTS
D1	a.	Provide the sanitary sewer system use ordinances, service agreements, or other legally binding procedures or documents, which demonstrates the agency's legal authority:					
	b.	Prohibit illicit discharges					
	c.	Collaborate w/ Stormwater Agencies for sewer spill response and prevent cross connections of sanitary sewer and storm sewer infrastructure.					
	c.	Require that sewers and connections be properly designed and constructed					
	d.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency					
	e.	Enforce any violation of its sewer ordinances					
	f.	Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.					

E. OPERATIONS AND MAINTENANCE (O&M)			YES	LOCATED WHERE?	NO	N/A	COMMENTS
E1	a.	Provide the following documents:					
	b.	An updated map of the agency's sanitary sewer system and storm drain system.					
	c.	A schedule for maintenance and cleaning of the sanitary sewer system.					

SSMP AUDIT DATA & RECORDS REQUEST						
d.	How do O&M and R&R schedules enhance System Resilience?					
e.	Documentation for maintenance and cleaning of the sanitary sewer system.					
f.	Documentation for scheduled and conducted activities, such as work orders and/or reports and invoices from contractors.					
g.	The O&M contract if the agency's collection system is operated and maintained by a contract operations firm.					
h.	The agency's Rehabilitation and Replacement Plan					
i.	» Summary of the agency's CCTV program and schedule. Include samples of inspections and summary of findings.					
j.	» List of current and planned projects					
k.	» Time schedule for planned projects					
l.	» Schedule for developing the funds needed for rehabilitation and replacement projects					
m.	Standard Operating Procedures for Sewer System Operations and Maintenance activities.					
n.	Training records for staff operations and maintenance activities and contractor operations and maintenance activities. Training records for CIWQS reporting, Spill volume estimation, Spill response training.					

SSMP AUDIT DATA & RECORDS REQUEST						
o.	» All applicable licenses and certifications required for agency or contract staff. Provide documents stating this requirement.					
p.	Assessment of O&M Staff "Core Competencies" (Skills, Knowledge and Abilities)					
q.	Equipment and replacement part inventories, including identification of critical replacement parts.					
r.	» If critical replacement parts are not kept in stock, identify and provide method in which these parts are acquired when needed (List of emergency contractors and/or suppliers).					
s.	» If critical replacement parts are not kept in stock, provide applicable mutual aid agreements.					

q.	Equipment and replacement part inventories, including identification of critical replacement parts.					
r.	» If critical replacement parts are not kept in stock, identify and provide method in which these parts are acquired when needed (List of emergency contractors and/or suppliers).					
s.	» If critical replacement parts are not kept in stock, provide applicable mutual aid agreements.					

F. DESIGN & PERFORMANCE PROVISIONS		YES	LOCATED WHERE?	NO	N/A	COMMENTS
F1	a. Provide the following documents:					
	b. Design and construction standards and specifications for:					
	c. » the installation of new sanitary sewer systems					

SSMP AUDIT DATA & RECORDS REQUEST						
d.	» pump stations and other appurtenances specific to the agency's collection and conveyance system					
e.	» the rehabilitation and repair of existing sanitary sewer systems					
f.	Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances specific to the agency's collection and conveyance system and for rehabilitation and repair projects.					

SSMP AUDIT DATA & RECORDS REQUEST

G. SPILL EMERGENCY RESPONSE PLAN			YES	LOCATED WHERE?	NO	N/A	COMMENTS
G1	a.	Provide the agency's Spill Emergency Response Plan					
	b.	Notification procedures ensuring that the primary responders, regulatory agencies, and potentially affected entities are informed of all Spills in accordance with the Monitoring and Reporting Program, Order No. 2022-0103.					
	c.	A program to ensure an appropriate response to all spills.					
	d.	Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Spill Emergency Response Plan and are appropriately trained.					
	e.	Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.					
	f.	Procedures to address spill volume estimation.					
	g.	A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States.					
	h.	A program to ensure that all reasonable steps are taken to minimize or correct any adverse impact on the environment resulting from the Spills, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.					
	i.	Plan to coordinate with storm drain agencies and other impacted utilities in the event of a Spill. Plan to conduct Post Spill Assessments.					

SSMP AUDIT DATA & RECORDS REQUEST

H. SEWER PIPE BLOCKAGE CONTROL PROGRAM			YES	LOCATED WHERE?	NO	N/A	COMMENTS
H1	a.	Public Education and Outreach Program for pipe blocking substances.					
	b.	Disposal facilities for pipe blocking substances.					
	c.	Ordinance demonstrating the agency's legal authority to prohibit discharges to the sewer system and prevent spills and blockages.					
	d.	Requirements to install grease removal devices, design standards for these devices, maintenance requirements, BMPs, recordkeeping and reporting requirements.					
	e.	Ordinance demonstrating the agency's legal authority to prohibit FOG discharges to the system and inspect FOG producing facilities.					
	f.	Evidence of FOG Control Program inspection and enforcement activities.					
	g.	Documentation of hot spots in the collection system, which are caused by FOG.					

I. SYSTEM EVALUATION, CAPACITY ASSURANCE, AND CIP			YES	LOCATED WHERE?	NO	N/A	COMMENTS
I1	a.	Provide procedures to evaluate the sanitary sewer system assets.					
	b.	Percentage of system assessed annually and rationale for this frequency.					

SSMP AUDIT DATA & RECORDS REQUEST						
c.	Provide information that demonstrates condition assessment prioritizes areas that: 1) Have high level of environmental consequences if vulnerable to failure or are deficient for any reason; 2) Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas; 3) Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List					
d.	Provide information demonstrating system is assessed using visual observations, video surveillance and/or other comparable system inspection methods.					
e.	Provide information demonstrating corrective actions for areas that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State.					
f.	Provide information that demonstrates you have identified system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions					
g.	Provide analysis and procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for: • Dry-weather peak flow conditions that cause or contributes to spill events; • The appropriate design storm(s) or wet weather events that causes or contributes to spill events; • The capacity of key system components; and • Identify the major sources that contribute to the peak flows associated with sewer spills.					

SSMP AUDIT DATA & RECORDS REQUEST						
h.	Information that demonstrates the capacity assessment considers: • Data from existing system condition assessments, system inspections, system audits, spill history, and other available information; · Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions; · Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change; · Increases of erosive forces in canyons and streams near underground and above- ground system components due to larger and/or higher-intensity storm events; · Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and · Necessary redundancy in pumping and storage capacities.					
i.	Demonstrate how corrective actions are prioritized based on these condition assessments based on the severity of the consequences of potential spills.					
j.	Capital Improvement Plans: based on the results of these condition assessments provide the following: 1) project schedules, including completion dates for all rehabilitation and replacement projects or CIP; 2) Internal and External project funding sources for each project; 3) Information demonstrating coordination between operations and maintenance staff, engineering staff, and consultants during the planning, design and construction of CIP. If other utility agencies are impacted, document coordination efforts.					

SSMP AUDIT DATA & RECORDS REQUEST

J. MONITORING, MEASUREMENT & PROGRAM MODIFICATIONS		YES	LOCATED WHERE?	NO	N/A	COMMENTS
J1 a.	Adaptive Management strategies					
b.	· Provide relevant information, including audit findings, to establish and prioritize appropriate Plan activities;					
c.	· Provide relevant information demonstrating the implementation and measuring the effectiveness of each Plan Element;					
d.	· Provide relevant information demonstrating the success of the preventive operation and maintenance activities;					
e.	· Provide relevant information demonstrating update of plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations;					
f.	Identification of SSO trends.					

K. SSMP PROGRAM AUDITS		YES	LOCATED WHERE?	NO	N/A	COMMENTS
K1 a.	Provide historical SSMP Program Audit Reports.					

L. COMMUNICATION PROGRAM		YES	LOCATED WHERE?	NO	N/A	COMMENTS
L1 a.	Provide the agency's Communication Program and evidence of its implementation.					