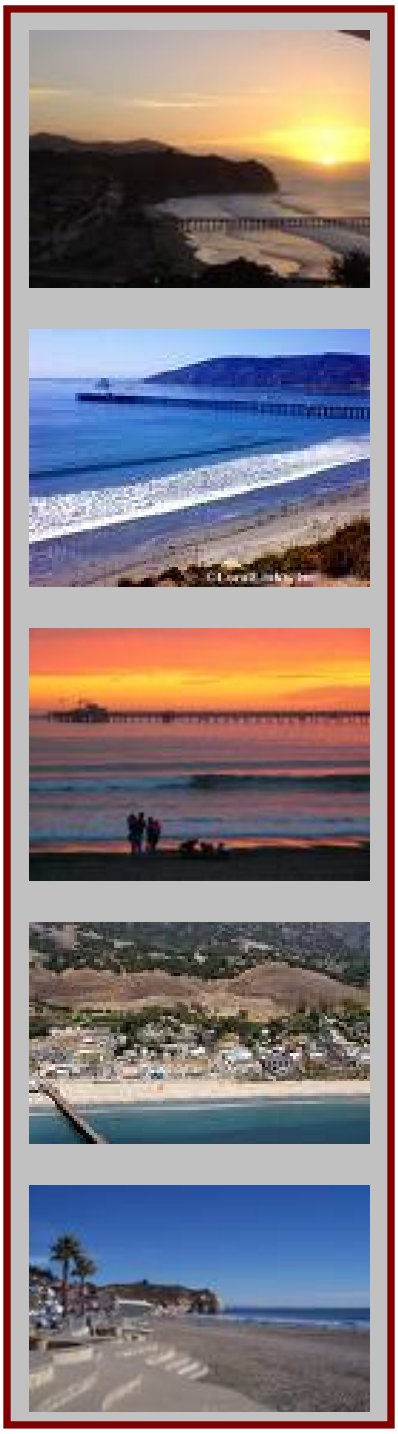

Sewer System Management Plan (SSMP)

Final

2010

(*Revised April 2014: Rev3*)

Prepared by:

WALLACE GROUP®

for:

Avila Beach Community Services District

P.O Box 309 - 2850 Avila Beach Drive - Avila Beach, CA 93424

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List of Acronyms and Abbreviations

APCD	Air Pollution Control District
BMP	Best Management Practices
CalEMA	California Emergency Management Agency (formerly OES)
CCTV	Closed Circuit Television
CDF	California Department of Forestry
CDFG	California Department of Fish and Game
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CRWA	California Rural Water Association
CWEA	California Water Environment Association
District	Avila Beach Community Services District
EH	San Luis Obispo County Environmental Health Department
FLSA	Fair Labor Standards Act
FOG	Fats, Oils and Grease
FSE	Food Services Establishment
GWDR	General Waste Discharge Requirement
HMA	High Maintenance Area
I/I	Inflow & Infiltration
LRO	Legally Responsible Official
mgd	Million Gallons per Day
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services (county)
O&M	Operations and Maintenance
PM	Preventative Maintenance
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SCSMP	Sewer Collections System Management Plan
SSMP	Sewer System Management Plan
SSOR	Sewer System Overflow Report
SSO	Sanitary Sewer Overflow
SWMP	Storm Water Management Plan
SWRCB	State Water Resource Control Board
UPC	Uniform Plumbing Code
WDR	Waste Discharge Requirement
WRPI	Water Resources Plan Integration
WWTP	Wastewater Treatment Plant

Introduction and Overview

0.1 Regulatory Background

On May 2, 2006, The State Water Resources Control Board (SWRCB) adopted Water Quality Order No. 2006-0003-DWQ, requiring all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under General Waste Discharge Requirements (WDR). The SWRCB action mandates the development of a Sewer System Management Plan (SSMP) and the reporting of Sanitary Sewer Overflows (SSO) using an electronic reporting system. On September 9, 2013 the SWRCB Adopted Order No. WQ 2013 -0058 -EXEC which revises the monitoring and reporting requirements.

The intent of this SSMP is to satisfy the requirements of both the Regional Water Quality Control Board (RWQCB) and SWRCB Waste Discharge Requirements. The organization of this document is consistent with RWQCB and SWRCB guidelines. Many of the requirements are currently in practice by the Avila Beach Community Services District (District) due to years of taking a proactive approach to sewer system management.

The SSMP includes the following eleven elements:

1. Goals
2. Organization
3. Overflow Emergency Response Plan
4. Fats, Oils & Grease Control Program
5. Legal Authority
6. Measures and Activities
7. Design and Construction Standards
8. System Evaluation and Capacity Assurance Management
9. Monitoring, Measurement and Program Modifications
10. SSMP Audits
11. Communication Plan

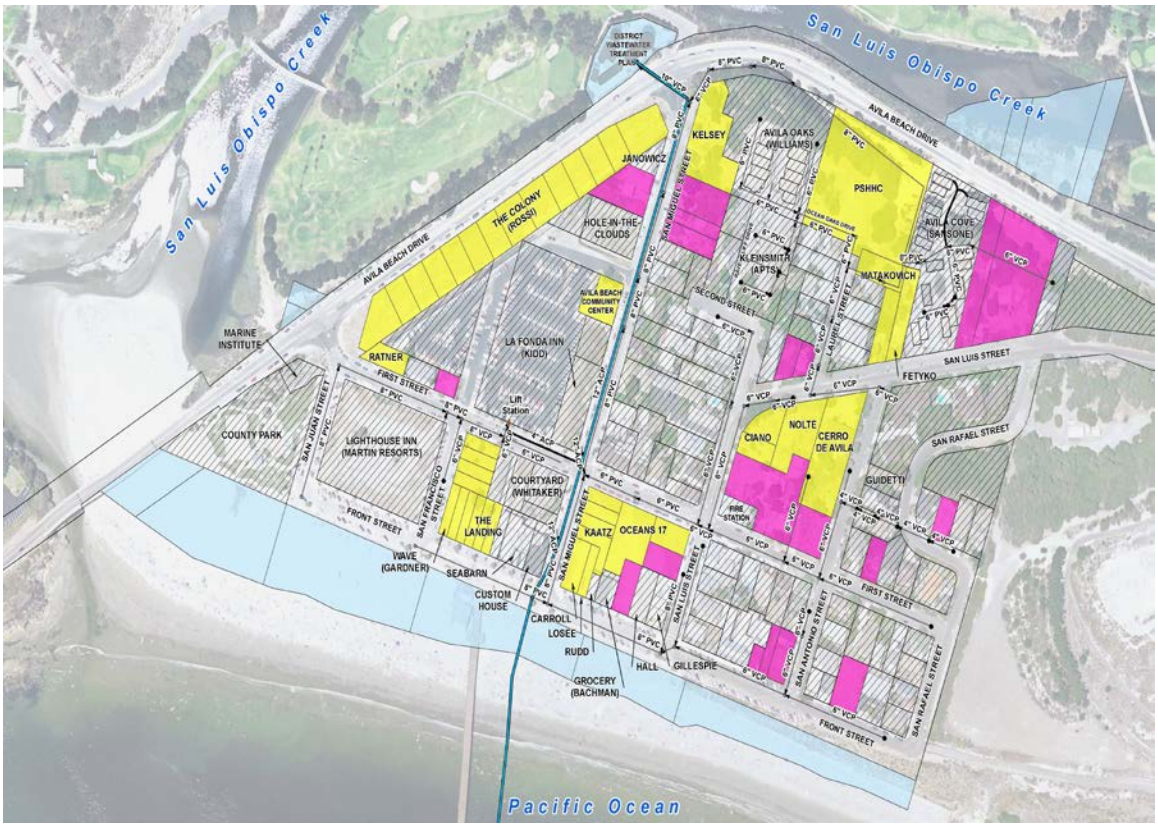
0.2 System Overview

Established in 1997, the Avila Beach Community Services District (District) encompasses one-hundred-fifty (150) acres located in San Luis Obispo County. The mean elevation is 26 feet above sea level with latitude of 35°10’55.86”N and longitude of 120°43’58.88”W. The District is located one-hundred-sixty (160) miles north of Los Angeles in the Central Coast Region. The District provides sewer service to an approximate population of three-hundred (300) residents.

Land use in the District is a combination of agricultural, residential, commercial, public recreation, and open space.

Commercial land uses in the District are located primarily in the vicinity of the downtown beach area. The District also has a commercial fishing pier that remains a local favorite. Inland areas include many apple orchards, residential homes, golf courses and picturesque mountains.

Figure 0-1: Avila Beach Community Services District Topographic Map



The District provides its customers with wastewater collection, treatment and disposal services. The District's collection system currently serves the town of Avila Beach and conveys its raw wastewater to the District's wastewater treatment plant (WWTP). The Districts WWTP serves the town of Avila Beach and the Port San Luis Harbor District; on occasion, the WWTP also accepts limited amounts of septage from other local facilities through contractual agreements.

The District's treated municipal wastewater is discharged to the Pacific Ocean through a 2,240 ft outfall. The outfall is terminated in the San Luis Bay at 35°10'25" N latitude and 120°44'01" W longitude in approximately 29 feet of water, 540 feet beyond the Avila Pier. The District's WWTP is designed for an average dry weather maximum monthly flow of 0.2 million gallons per day (MGD).

The District also maintains:

9,346 Feet of Gravity Sewer

40 manholes

1 lift station

238 residential sewer connections

53 commercial/industrial sewer connections

Over 291 customers

Wastewater Treatment Plant

12” Gravity ocean outfall

The RWQCB for the Central Coast (Region 3) of the SWRCB oversees the District’s water quality and sanitary sewer system requirements. The District’s requirements are clearly defined through Water Quality Order No. R3-2004-0068 and NPDES No. CA0047830.

> *It should be noted that the Port San Luis Harbor District retains thirty-five percent (35%) of the treatment facility ownership and direct responsibility for wastewater collection and transport systems along the street of Avila Beach Drive up to the point of discharge into the influent wet-well of the District’s wastewater treatment facility. It is also incumbent upon the Port San Luis Harbor District to protect the environment to the greatest degree possible and ensure the collection system is protected and utilized properly. The responsibility also includes preventing overflows which may include restricting or prohibiting the volume, type, or concentration of wastes added to the system.*

Element 1 – Goals

The main goal of the SSMP is to prevent SSO and to provide a plan and schedule for measures to be implemented to prevent SSOs. This is accomplished through the implementation and policies of the subsequent elements. This SSMP element identifies the goals for management, operations and maintenance of the sewer system and discusses the role of the SSMP in supporting these goals so that the occurrence of SSOs can be reduced. These goals provide focus for the District Staff to continue high-quality work and implement improvements in the management of the District's sewer collection system. This section fulfills the Goals requirements of both the RWQCB and SWRCB.

1.1 Regulatory Requirements

The summarized requirements for the Goals element of the SSMP are as follows:

The collection system agency shall develop goals to manage, operate, and maintain all parts of the collection system. The goals shall address the provisions of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of SSO and the mitigation of their impacts.

1.2 Goals Discussion

The District has developed the following SSMP goals which will contribute to the proper management of the system and will assist in minimizing the frequency and impacts of SSOs. This task will be accomplished through providing proper guidance for appropriate maintenance, District management, and emergency response.

The District's SSMP goals are as follows:

1) Continue to conduct regularly planned maintenance activities and inspections to minimize SSOs to less than 2 dry weather SSOs over the next two years.

2) Continue to formalize operations, maintenance, and record keeping through the ongoing development, adoption, and implementation of District standard operating procedures.

3) Maintain a Computerized Work Order System to document and improve system maintenance and record keeping. Existing system will be reviewed for necessary updates by April 2014.

4) Work with the San Luis Obispo County Public Works Department to develop a plan that identifies and corrects flooding problems at the First Street Lift Station which could lead to SSOs in the Avila sanitary sewer system prior to November 2013.

5) Review rainfall data and WWTP influent flow data to assess the need for additional Inflow and Infiltration studies prior to July 2014.

The SSMP supplements and supports the District's existing Operations & Maintenance (O&M) Program and goals by providing high level, consolidated guidelines and procedures for all aspects of the District's sewer system management.

Element 2 - Organization

This section of the SSMP identifies District Staff that are responsible for implementing the SSMP, responding to SSO events and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representatives to meet the SWRCB requirements for completing and certifying spill reports electronically. This section fulfills the Organization requirement of both the RWQCB and SWRCB.

2.1 Regulatory Requirements

The summarized requirements for the Organization element of the SSMP are as follows:

The collection system agency's SSMP shall identify the following:

- Staff responsible for implementing measures outlined in the SSMP, including the names of those responsible and the authorized representative;
- The names and telephone numbers for management, administrative and maintenance positions responsible for implementing specific measures in the SSMP, including lines of authority as shown in an organization chart or similar documents with a narrative explanation; and
- The chain of communication for reporting SSOs from receipt of a complaint or other information, including persons responsible for reporting SSOs to the SWRCB and RWQCB and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, California Office of Emergency Services (CalOES), California Department of Fish and Game (CDFG), Coast Guard and/or County Office of Emergency Services (OES).

Section J of the SSSWDR requires the following:

J. Report Declaration

1. All applications, reports or information shall be signed and certified as follows:

(i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, or a municipality, state, federal, or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification which is in compliance with the Online SSO database procedures, meet this certification requirement.)

(ii) An individual is a duly authorized representative only if:

(a) The authorization is made in writing by a person described in paragraph (i) of this provision; and

(b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

Element 2 - Organization

Supporting information for Element 2 is attached to this Element and includes the following documents:

- Avila Beach CSD Staff & Emergency Contact Numbers

- Board of Directors names and position currently held
- Chain of Communication contact and phone numbers for SSO Reporting

2.2 Organization Discussion

The following section outlines the District organization and SSMP responsibilities of personnel, authorized representatives, and chains of communication for SSO response and reporting. Key Staff are responsible for implementing and maintaining the SSMP..

Element 2a)

The names of the authorized representatives described in Section J above are:

Name	Title	CIWQS SSO Database
Kathy Richardson	General Manager	Legally Responsible Official
Mike Wentzel	Chief Plant Operator	Legally Responsible Official

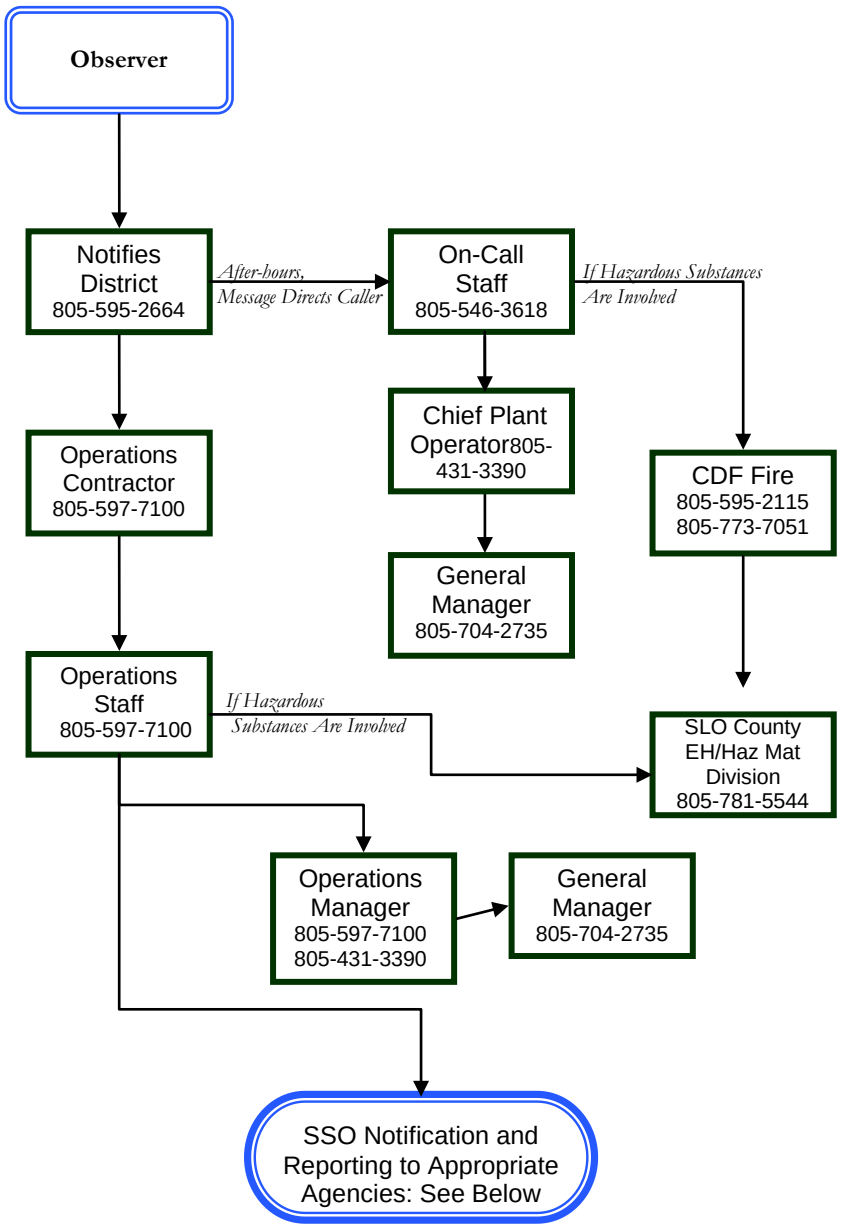
Element 2b)

Name and Title	SSMP Responsibilities	Contact numbers
Kathy Richardson General Manager *Wallace Group*	• The General Manager is responsible for directing the management and implementation of all eleven elements of the SSMP. Wallace Group and Fluid Resource Management staff members identified below are responsible to provide supporting roles for the management and implementation of the Elements in the SSMP identified below. • The General Manager is responsible for implementing Element 9: Communication Plan.	(805) 595-2664Office (805) 704-2735 Cell
Chuck Ellison Manager *Fluid Resource Management*	• The Manager is responsible for managing the Chief Plant Operator and for the implementation of Element 4, Operation and Maintenance Program, Element 7, Overflow Emergency Response Plan, Element 9, Monitoring Measurement and Program Modifications, and Element 10, SSMP Audits. • Ensures FRM maintenance staff is trained and follows required Management Procedures, Operation and Maintenance Procedures , and Emergency Operating Procedures.	(805) 597-7100 Office (805) 546-3618 After Hours Dispatch
Mike Wentzel	• The Chief Plant Operator is responsible for the implementation of Element 4, Operation	(805) 597-7100 Office

Name and Title	SSMP Responsibilities	Contact numbers
Chief Plant Operator *Fluid Resources Management*	and Maintenance Program, Element 7, Overflow Emergency Response Plan, Element 9, Monitoring Measurement and Program Modifications, and Element 10, SSMP Audits. • Ensures FRM maintenance staff is trained and follows required SOPs and EOPs.	(805) 431-3390Cell (805) 546-3618 After Hours Dispatch
Mike Seitz District Counsel *Shipsey and Seitz Inc*	• District Counsel is responsible for ensuring that Element 3, Legal Authority, meets the requirements of the GWDR.	(805) 543-7272 Office
Wallace Group – District Engineer and Professional Services Project Managers: John Wallace (District Engineer) Aaron Yonker (Civil Engineer) Bill Callahan (FOG) Steve Tanaka (Civil Engineer) Bill Callahan (Environmental Compliance) Alma Gormley (GIS)	• The District Engineer, under the direction of the District's General Manager is responsible for directing the management and implementation of all eleven elements of the SSMP. The Wallace Group staff members identified below are responsible to provide supporting roles for the management and implementation of the Elements in the SSMP identified below. • Steve Tanaka and Aaron Yonker work under the direction of the General Manager to implement Element 5, Design and Performance Provisions, Element 8, System Evaluation and Capacity Assurance Plan, and Element 4 Rehabilitation and Replacement Plan, and Element 11: Communication Plan. • The Environmental Compliance Specialist (Bill Callahan) implements Element 7, the FOG Program. • The Environmental Compliance Specialist (Bill Callahan) works as directed with the General Manager to help the District maintain compliance with all eleven elements of the SSMP and GWDR requirements (training, maintaining a copy of the GWDR, amended MRP, the certified SSMP, and SSO records at the District office and on the web site). • Alma Gormley is responsible for working with the District Manager and Operations staff on Element 4, Operation and Maintenance Program, specifically the maintenance of GIS Maps.	(805) 544-4011 Office

Name and Title	SSMP Responsibilities	Contact numbers
Robiy Ellison Mike Wentzel Maintenance Staff *Fluid Resource Management*	• FRM Maintenance and Operation staff, under the direction of the General Manager and the Chief Plant Operator are responsible for the management and implementation of Element 4, Operation and Maintenance Program and Element 7, Overflow Emergency Response Plan. • Performs inspections, maintenance, cleaning of the SSS and relays critical information to the Chief Plant Operator . • Maintains SSS facilities (First Street Lift Station) and provides recommendations to the Chief Plant Operator . • Delivers FOG or other SSS notices or door hangers. • Respond to SSOs with FRM Vactor Truck and other cleanup tools, documents response activities using District EOPs, assists in determining cause of SSO, and assists in implementing corrective actions to prevent recurrence of future SSOs.	(805) 597-7100 Office (805) 546-3618 After Hours Dispatch
Jenny Struthers Compliance Specialist *Fluid Resources Management*	• The FRM Compliance Specialist, under the direction of the General Manager and Chief Plant Operator is responsible for the implementation of Element 7, Overflow Emergency Response Plan. • Directs or conducts required Pacific Ocean and/or San Luis Obispo Creek water quality sampling in the event of an SSO to those surface water bodies. • Coordinates with San Luis Obispo County Environmental Health on posting the Beach and/or Beach next to SLO Creek and works with SLO County Environmental Health Department to test and re-open the Beach when SLO County gives permission.	(805) 597-7100 Office (805) 546-3618 After Hours Dispatch
Kristi Dibbern Accounting Clerk *Avila Beach CSD*	• Responsible for administrative functions in the office. • Receives customer phone calls and maintains a log of complaints and calls. • In an emergency, could provide a standard carefully pre-scripted message for customers who call with general questions.	(805) 595-2664 Office

Element 2c)



Organization	Contact Person	Phone Number
Cal OES (Contact within 2 hours if Category 1 SSO and obtain notification control number)	Dispatch	1-800-852-7550
California Regional Water Quality Control Board (Confirm within 3 business days via e-mail SSO notification was received from OES. kdisimone@waterboards.ca.gov	Office Katie DiSimone	(805) 549-3147 (805) 549-3892 (805) 788-3588 F

(CSD Policy, not mandated by 2013 MRP)		
Additional Contact Info (not mandatory but may be necessary per RWQCB direction)		
San Luis Obispo County Office of Emergency Services	On-Call/Duty OES Coordinator	(805) 781-5011
San Luis Obispo County Health Department (Contact immediately if public contact)	Office	(805) 781-5544 (805) 781-4211 F
CA Department of Fish & Game (Contact within 2 hours if spill affects fish and/or wildlife)	Central Dispatch On-Call	(831) 649-2810 (805) 489-7355

2.3 District Organization

The Organization chart for the general management, operation, and maintenance of the District's wastewater collection system is illustrated in **Figure 2-1**.

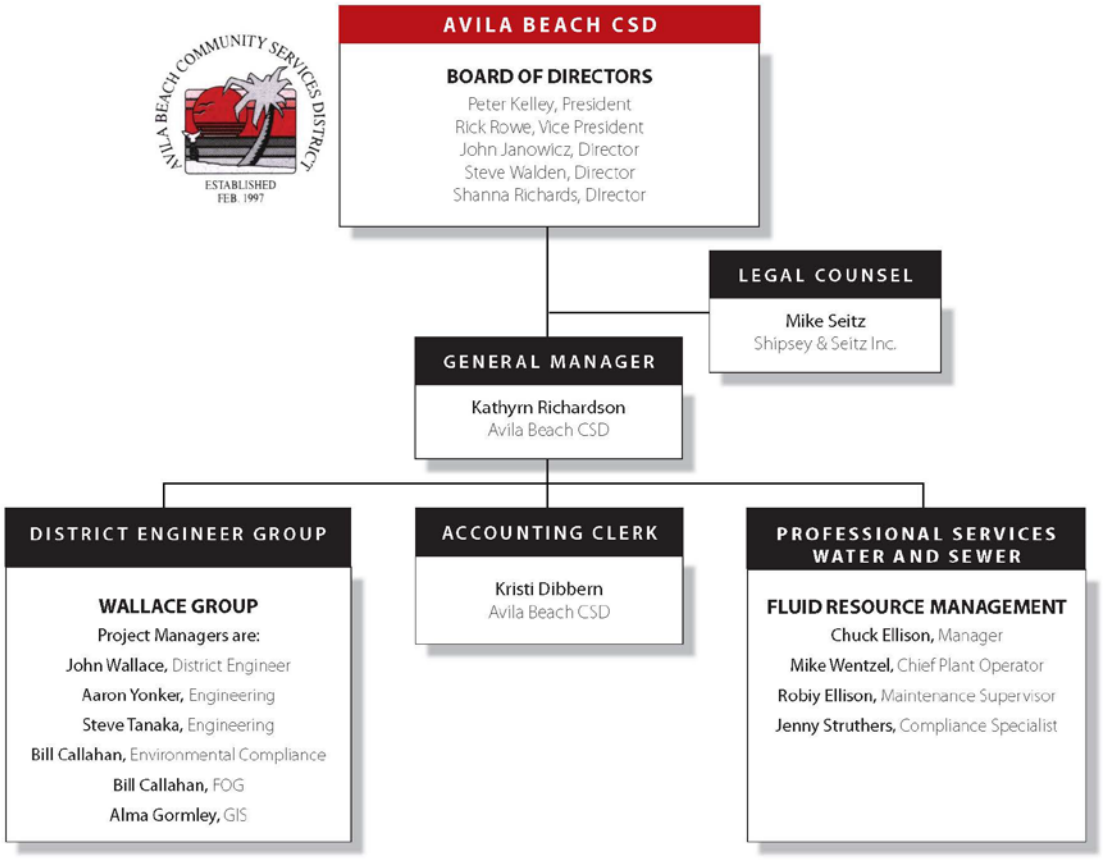


Figure 2-1: Avila Beach Community Services District Organizational Chart

The General Manager, and specific members of the Utilities Department are the authorized representatives who are responsible for implementation of the SSMP and CIWQS reporting.

The Utilities Department will be responsible for, and has the authority for, maintenance and operations of the sewer system. Maintenance and Operations Staff are on-call twenty four (24) hours per day.

2.4 Description of General Responsibilities

This section includes a brief description of the job title, authority and respective responsibilities associated with each position.

Board of Directors

The Board of Directors creates policy for the Community Services District. They receive recommendations from the General Manager and District Counsel. There are 5 members that comprise the Board of Directors. Each member is elected for a 4 year term.

General Manager

This position serves as the General Manager and liaison between Board of Directors and Staff. He/she carries out policies developed by the Board of Directors. The position also serves as Public Information Officer (PIO) for the District.

District Engineer

The District Engineer is responsible for engineering plans of all facilities, plans strategy, and oversees outside contractors performing services.

District Counsel

District Counsel provides legal advice to the District. He/she attends Board of Directors meetings when reporting on legal matters.

Accounting Clerk This position provides administrative support for the District. The Accounting Clerk reports directly to the General Manager. This individual works with Field Crews for daily operations/maintenance issues and provides verbal and written reports to the General Manager and District Engineer.

Utilities Department

The Utilities Department provides support to all facets of operation and is presently an operations company under contract to the District. The Department reports directly to the General Manager and Accounting Clerk. Field Crews handle all sanitary sewer/water emergencies and daily operations. The department provides verbal and written reports to the General Manager, evaluates situations & plans strategy with the General Manager and District Engineer. The department also implements/initiates an emergency response for sewer related emergencies.

Fire Department

CAL FIRE provides fire suppression and medical aid for the District and the Wastewater Treatment Plant.

Office & 24 Hr. Emergency

This District telephone contact number is answered twenty four (24) hours per day by the Utilities Department Staff, Fire Department or a contracted answering service.

Element 3 - Legal Authority

This section of the SSMP shall describe legal authority, through sewer use Ordinances, service agreements or other legally binding procedures, to properly run the District's sanitary sewer system. This section fulfills the Legal Authority requirements for both the RWQCB and SWRCB.

3.1 Regulatory Requirements

The District will demonstrate, through its sanitary sewer system use Ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

1. 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.);
2. Require that sewers and connections be properly designed and constructed;
3. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency, and
4. Limit the discharge of fats, oils, and grease and other debris that may cause blockages.

Element 3: Legal Authority Supporting Documents

Supporting information for Element 3 is attached to this Element and includes the following documents:

Avila Beach Community Services District Ordinance No. 2012-013.2 Prevent Illicit Discharges

In Avila Beach Community Services District Ordinance No. 2012-01, illicit discharges are discussed in Article 3 – Discharges, Section 3.01.020 Specific Prohibitions. This section prevents illicit discharges such as storm water, chemical dumping, unauthorized debris and floatable grease, among others. Additionally, Section 3.03 Pretreatment Program regulates any potential discharges for Industrial Sewer Users.

3.3 Inspections and Access

Article 2-Connections, Section 2.05 Inspection Provisions of the Ordinance provides for the inspection of the sewer system and give rights of entry to authorized staff for the purpose of inspection. All Staff conducting inspections and maintenance to the sewer system is trained, either through a formal or in-house program. The work of all contractors performing work on the sewer system is monitored, reviewed and inspected by the General Manager and/or District and Operations Staff.

3.4 Design and Construction

Article 2 - Connections of the Ordinance provides for the proper design and construction of sewer lines and connections to the existing sewer system.

Article 2 - Connections, Section 2.04 Construction Provisions states: All improvements shall be constructed in accordance with the current version of the San Luis Obispo County Department of Public Works Standard Improvement Specifications and Drawings or the Standards and Specifications of the Avila Beach Community Services District, whichever is more stringent.

The District utilizes the District Engineer to provide support in engineering and inspections to ensure proper installation, testing and inspection of sewer line completion. The engineers are trained and well experienced in pipeline design and construction. The engineers routinely attend professional conferences and educational seminars to remain familiar with advancements in the industry. The engineers use the Standards and Design Specifications designated by the District for the construction of all new and rehabilitated sewer related projects.
www.slocounty.ca.gov/PW/DevServ/PublicImprovementStandards.htm

3.5 FOG Control

The District Ordinance No. 2012-01 Article 3 - Discharges has provisions for the control of FOG in the Sewer System.

FOG limited:

Section 3.01.020, Specific Prohibitions, E, 4, prohibits discharges which may contain more than one hundred (100) parts per million, by weight, of fats, oil, grease or wax. Section 3.04 Fats, Oils, and Grease (FOG) Program: makes it unlawful for any discharger to discharge FOG or cause FOG to be discharged into the sanitary sewer system.

Grease Control Device:

Section 3.04.010 Grease Control Device – Installation: requires all food service establishments (FSEs) to install, operate, and maintain an approved type and adequate sized grease control device (GCD). GCDs must be sized and installed per the Uniform Plumbing Code or California Plumbing Code, whichever is more stringent.

Maintenance of Grease Control Devices:

Section 3.04.020 Grease Control Device – Maintenance: requires all GCDs to be cleaned on a regular basis to ensure efficient operation. Gravity grease interceptors are required to be cleaned no less than every ninety (90) days and hydromechanical grease interceptors be cleaned no less than once every seven (7) days. Maintenance of below ground gravity grease interceptors must be performed by a licensed cleaning service. Smaller hyromechanical grease interceptors may be cleaned by Food Service Establishment (FSE) staff.

Inspections:

Article 2 – Connections, Section 2.05.030 Right of Entry: gives authorized representatives of the District permission to enter in and upon all buildings and premises within the District at reasonable hours for purposes of inspection, sampling, observation, measurement, testing, or otherwise performing such duties as may be necessary.

Article 3 – Discharges, Sections 3.04.040 – 3.04.080: requires FSEs discharging FOG to the sanitary sewer to obtain a FOG permit which specifies conditions for; proper installation, operation, maintenance, best management practices, and record keeping demonstrating cleaning and maintenance activities.

Noncompliance with these conditions may lead to revocation of the FSEs FOG permit.

Enforcement:

Article 5 – Charges and Fees, Section 5.03.010 Noncompliance Fees: gives the District to assess a fee for dischargers found to be noncompliant with the terms and conditions of the District Ordinance.

Additionally, Article 6 – Violations: gives the District the authority to enforce any violation of its sewer ordinance. This authority can be found in the following sections of the ordinance:

- 6.01.010 Civil Action
- 6.01.020 Criminal Prosecution
- 6.02 Liability for Damages for Violation

Element 4 – Operation and Maintenance

This section of the SSMP discusses the Operation and Maintenance (O&M) measures employed by the District in identifying problem areas, developing cleaning schedules, and maintenance projects for the overall improvement of the collection system. This section fulfills the Operation and Maintenance requirements for both the RWQCB and SWRCB.

4.1 Regulatory Requirements

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

a. Collection System Map - Each wastewater collection system agency shall maintain up-to-date maps of its wastewater collection system facilities, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater pumping and piping facilities.

b. Preventive Operation and Maintenance - Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.

c. Rehabilitation and Replacement Plan - Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and system of ranking the conditions of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages die to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.

d. Training - Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.

e. Inventory - Provide equipment and replacement part inventories, including identification of critical replacement parts.

Element 4 - O&M Attachments

Supporting information for Element 4 is attached and includes the following documents:

- Geographic Information System (GIS) Collection system mapping
- High Maintenance Area (HMA) List
- Also see the following SSMP Binders: SECAP, R&R Plan, CCTV Inspections

4.2 Collection System Map

The District maintains an up-to-date GIS map of the collection system showing all gravity line segments, force mains, the lift station and manholes. Completed in 2009, all of the data requested will be kept in the GIS system. The development of the GIS provides a

central location to manage infrastructure mapping, plans, and documents related to the District water distribution and sewer collection systems. The GIS database and software allows District Staff to access record drawings, videos, digital photos, and other documents by clicking on the water and sewer facilities. Staff utilizes GIS software and also has access to PDF and hard copy water & sewer atlas books. The following is list of tasks that were completed for this project:

- **Global Positioning System (GPS) Field Survey:** 650 survey GPS points were collected consisting of sewer manholes, cleanouts, water valves, hydrants, water appurtenances, and water meters throughout the system.
- **Scanning Historical Records and Construction Plans:** 23 plan sets were scanned and linked to GIS features and accessible through the GIS software.
- **Water and Sewer GIS Mapping:** Water distribution and sewer collection system base maps have been updated based on field survey and record plan information.
- **Integration of Digital Photos and Videos:** Sewer inspection videos and sewer manhole photos are linked to GIS features and accessible through the GIS software.
- **Water and Sewer Atlas Mapping and Wall Maps:** PDFs and hard copy maps have been produced and are located at the District office**.**
- **Onsite Software Installation and Training:** GIS software and data is installed at the District office and Staff has received training.

Annual or bi-annual maintenance of the GIS is required to add new water and sewer facilities, record plans and documents, digital photos, and sewer maintenance videos to keep the GIS up-to-date. GIS is the District's response to data management necessary to implement a good SSMP program. The District has recently identified and integrated stormwater information as a layer of the GIS mapping system. This information can now be used to direct staff to stormwater inlet and outlet points in event there is a SSO that may discharge to a stormdrain.

These maps are updated as changes in the system occur. They are also revised if discrepancies are found. A sample of these collection system maps is included for further reference after this section.

4.3 Preventative Maintenance

The District recognizes the importance of preventative operation and maintenance activities performed by District and outside contractors. Such preventative activities include regular collection system maintenance and frequent cleanings targeted at known problem areas. The District plans to use the GIS mapping system to track work history for each asset in the sewer system such as manholes and sewer lines. Tracking of future CCTV inspection information and work history information within the GIS system will be possible based on GIS upgrades occurring in December of 2013. A work order system is also being developed to identify and schedule routine maintenance activities throughout the system. This system includes all collection and conveyance system assets owned by the District. Work orders for sewer line cleaning, lift station maintenance and manhole inspections are scheduled on a monthly, quarterly, and annual basis. Work orders are linked to a work history for each asset. This system is planned to be integrated into the District GIS for dependable tracking of work order status, work history, and SSO data in the 2014/15 Fiscal Year. Work Orders/Work

History are currently tracked in a maintenance calendar and associated maintenance logs and workbooks.

The District contractors clean the collection system annually. This cleaning takes place between April 1st and May 15th prior to the summer tourist season. Areas presenting a need for additional cleanings – known as "hot spots" or High Maintenance Areas (HMA) are cleaned quarterly (see attached list). The results of these activities are planned to be documented in the District GIS system as they are completed. In addition, the District videoed 7400 ft (70%) of the system in 2009 via contractor services. The entire system has been video inspected within the last 4 years. This process determines the current status, and/or deficiencies of the collection system.

4.4 Rehabilitation and Replacement Plan

Inspection of the collection system is performed while regular cleaning and other maintenance is taking place. The manholes and cleanouts are visually inspected for damage, deterioration or defects in the cover and interior. The pipe connections to the manholes are also observed at this time. Further inspection is accomplished via Closed Circuit Television (CCTV) which is performed by a contractor under the direction of the District Engineer. Results of future CCTV inspections will be entered into the GIS maps. Recommendations are made for rehabilitation or replacement as needed. The results of these inspections have been integrated into Sewer Master Plans conducted in 2006 and 2010. Capital Projects are identified and prioritized in each of these reports.

The District completes the majority of routine repairs, maintenance and emergency response in-house. CIP, as determined in the District's Fiscal Year Budget, are accomplished as funding permits and in accordance with need. One of the contractor's responsibilities is to "develop recommendations, cost estimates and justification regarding needed projects for inclusion in future budgets." The District is currently in the process of conducting a Water and Wastewater Rate and Capacity Fee Study to fund future CIP. The results of this rate study, when adopted and a schedule for funding future CIP will be identified in the 2014/15 Budget and will follow this section as supporting documents, when final.

4.5 Training

The District Operation & Maintenance is performed by outside contractors. The contract stipulates: "…will continue to staff the District in accordance with State Certification regulations and provide qualified staff members…" as such, the staff members are required to be kept up-to-date in their certification and qualifications. Standard Operating Procedures (SOPs) for the operation and maintenance of the District's sanitary sewer system have been developed to provide a standardized approach to SSO response and other Collection System activities. These SOPs were completed in September of 2013. Initial training on these procedures was conducted in April 2014. Annual training on these SOPs will occur in April of each year unless additional training is proven to be warranted. New staff members will be trained on these procedures based on their job description and responsibilities.

4.6 Inventory

The Avila Beach collection system contains only one lift station and has few replacement parts. Critical parts are replacement fuses, floats and impellers all of which are stocked by the District or its contract operations company. Acquisition of large items such as replacement pumps are requested from the Board of Directors by written Staff Report. A

critical parts and equipment inventory list is being developed and will be attached to this section when complete by March 2014 .

Element 5 – Design & Performance Standards

The District is responsible for reviewing design and construction documents to ensure that all construction projects meet the District standards. The District is responsible for updating standards for installation, rehabilitation and repair, as needed. The District retains the responsibility for inspection of construction projects to ensure District standards have been followed. This section fulfills the Design and Construction requirements for both the RWQCB and SWRCB.

5.1 Regulatory Requirements

The SSMP must identify design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.

The SSMP must also identify the procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

Element 5 – Design & Performance Standards Supporting Documents

Supporting information for Element 5 is attached to this Element and includes the following documents:

San Luis Obispo County Design and Performance Standards 5.2 Design and Construction Standards

Avila Beach Community Services District Ordinance No. 2012-01 Regulating the Administration, Operation, Use, and Maintenance of the Sanitary Sewer System, Article 2 – Connections, Sections 2.01 - 2.04 and 2.06 provides for the proper design and construction of sewer lines and connections to the existing sewer system.

Article 2, Section 2.04.010 Standard Specifications and Details specifies : All improvements shall be constructed in accordance with the current version of San Luis Obispo County Department of Public Works Standard Improvement Specifications and Drawings or the Standard Specifications of the Avila Beach Community Services District, whichever is more stringent. Specific Design Standards and testing procedures for sewer lift stations and other appurtenances are developed on a case by case basis to address the specific conditions of each project. .

The District uses San Luis Obispo County Public Improvement Standards, or as approved by the General Manager/District Engineer. Standards and Specifications can be found on the San Luis Obispo County Website:
www.slocounty.ca.gov/PW/DevServ/PublicImprovementStandards.htm

5.3 Inspection Standards

The District Engineer provides support in engineering and inspections to ensure proper installation, testing and inspection of sewer line completion. The engineers are trained and well experienced in sewer system design and construction. The engineers routinely attend professional conferences and educational seminars to remain familiar with advancements in the industry. The engineers use the San Luis Obispo County Public Improvement Standards and Design Specifications designated by the District for the construction and testing of all new and rehabilitated sewer related projects. Inspection

Standards can be found on the San Luis Obispo County Website:
www.slocounty.ca.gov/PW/DevServ/PublicImprovementStandards.htm

Element 6 - Overflow Emergency Response Plan

The District has integrated portions of its pre-existing Emergency Plans and Policies and has developed and implemented an overflow emergency response plan that identifies measures to protect public health and the environment, and includes, at a minimum, the following found in subsections 6.1 – 6.6:

6.1 Regulatory Requirements

The summarized requirements for the OERP element of the SSMP are as follows:

The District will implement an OERP that identities measures to protect public health and the environment. At a minimum, the plan will include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSO in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSO that potentially affect public health or reach the waters of the State. All SSO shall be reported in accordance with the California Water Code, other State Laws, and other applicable RWQCB WDR or permit requirements. The SSMP identifies the officials who will receive immediate notification;
- Procedures to ensure that appropriate Staff and contractor personnel are aware of and follow the OERP and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

Element 6 - OERP Support Documents

Supporting information for Element 6 is attached to this element and includes the following document

- SSO Response Field Checklist
- SSO Spill Estimation Worksheets and Guides
- Contact Report
- ABCSD Emergency Operating Procedures (EOPs)
- ABCSD Standard Operating Procedures (SOPs)
- Cal Warn Mutual Aid Agreement calwarn.org
- Public Works Mutual Aid Agreements pwmaa.org

6.2 SSO Response

Staff is on-call twenty-four (24) hours per day, seven (7) days per week. The goal for responding to an SSO during business hours is immediate from receipt of call. During non-business hours, the District's goal for responding to a SSO is 45 minutes. The District has invested in Supervisory Control And Data Acquisition (SCADA) which allows for constant monitoring of the First Street Lift Station wet well. Amp meters have been installed on each of the lift station pumps that alarm when a pump begins to struggle. This feature dispatches maintenance staff to the problem before there is a high level in the well and the potential for a spill. Staff can also review the performance of the facility via SCADA prior to responding to determine how serious the problem is and how heavy the flow is, so that a vacuum truck can be dispatched if necessary.

ABCSD operations, maintenance, and emergency response activities are funded annually through an adopted budget. Staff maintains all equipment necessary to maintain the sewer collection and conveyance system and respond to SSOs. Examples of this equipment are; Vactor Truck, vacuum truck, sewer bypass pump, service crane trucks, and spill containment materials.

The District's policy is to respond to all spills within the District service area boundary and provide mutual aid outside the District boundary, whether on public or private property and to take all steps possible to prevent the spills from reaching the storm drains, flood control channels, or waters of the State. The District recently enrolled in two mutual aid agreements for assistance with emergency response activities. The Cal-Warn and Public Works Mutual Aid Agreements are attached to this Element of the SSMP. *Contact information for enrolled members can be found at www.calwarn.org and www.pwmaa.org.*

The District identified Emergency Operating Procedures (EOPs) to be developed for emergency response to SSOs by September 2013 to help ensure appropriate response to all SSOs. Element 2 of this SSMP addresses the organizational structure and responsibilities of District staff. District EOPs also discuss roles and responsibilities for SSO response activities. The lines of authority during an emergency are shown in Figure 6-1.

Figure 6-1 SSO Reporting Chain of Command

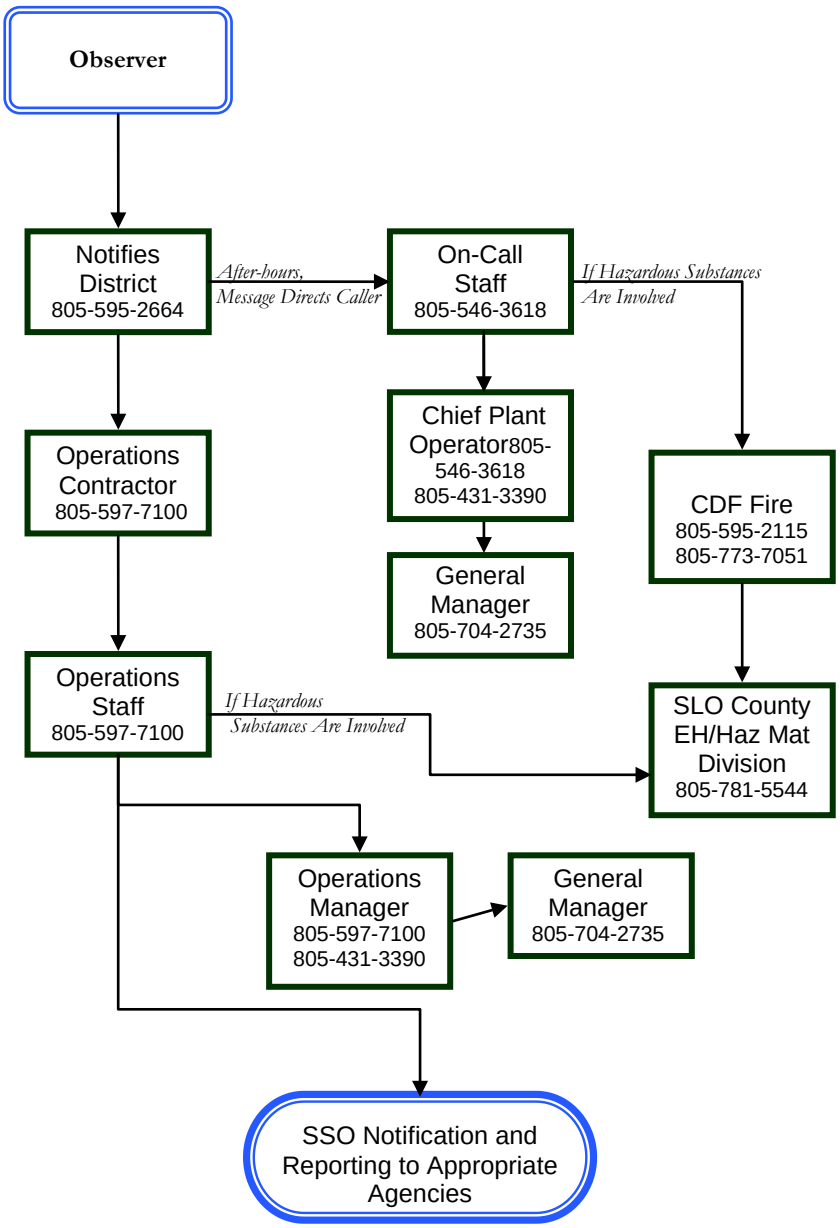


Figure 6-2 Response/Notification Procedure for SSOs

AVILA BEACH CSD

Procedures for Report of Wastewater Spill

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

1. The call receiver (Operations, General Manager, Accounting Clerk, Answering Service, or 911 Operator) will obtain the location from the contact and any description they may have of the problem. Additionally, they will obtain the

contact's name, phone number, and additional information as indicated on the ABCSD Sewer Spill Contact Information Form for follow-up information.
2. The call receiver will contact the on-duty operator by phone immediately and direct the operator to the described location.
3. Administrative Staff may proceed to the location to verify report and document appropriate spill information if available.
4. The on-duty operator is to contact the supervisor and request appropriate support. The operator is to keep the administrative staff informed of progress as necessary.
5. Administrative Staff to notify District Manager, Board President and other District representatives as necessary.
6. Systems Supervisor, Operator II or Chief Plant Operator to notify all appropriate public agencies as necessary.

SSO Notification Procedure

SSO notification procedures vary based on whether the SSO is classified as a Category 1, Category 2, Category 3, or PLSD. After notifying the RWQCB of any SSO, the Chief Plant Operator or their designee should email RWQCB Staff, Katie DiSimone: kdisimone@waterboards.ca.gov to confirm that the report was submitted and received.

Category 1 SSOs

For any discharges of sewage that result in a discharge to a drainage channel or a surface water or to the County storm drain system and is not fully captured and returned to the sewer system or disposed of properly, the District shall, as soon as possible, but no later than two (2) hours after becoming aware of the discharge, notify the California Governor's Office of Emergency Services (Cal OES) at 1-800-852-7550.

Category 2 SSOs

For a SSO 1,000 gallons or greater in volume that does not discharge to a drainage channel or surface water, the Operations Manager or their designee may email RWQCB Staff, Katie DiSimone, at kdisimone@waterboards.ca.gov to notify her of the SSO within 3 business days after becoming aware of the SSO.

Category 3 SSOs

If a SSO occurs due to a problem in the District's sanitary sewer collection system and does not reach a drainage channel, surface water, the County storm drain system, or is fully captured from the County storm drain system and returned to the sewer system or disposed of properly and is less than 1000 gallons in volume, the Chief Plant Operator or their designee may email RWQCB Staff, Katie DiSimone, at kdisimone@waterboards.ca.gov to notify her of the SSO within 30 calendar days after the end of the calendar month in which the SSO occurred.

PLSDs

The City may voluntarily notify regulatory agencies, such as the RWQCB, of a private lateral sewage discharge (PLSD). SWRCB encourages notifying Cal OES of a PLSD if the PLSD is greater than or equal to 1,000 gallons with the potential to reach surface water.

SWRCB also encourages notifying the appropriate regulatory agencies (see list of potential agencies in Element 2: Organization) or notifying the responsible party that notification and reporting should be completed as required by Health and Safety Code Section 5410 et. seq. and Water Code Section 13271 if the PLSD is greater than or equal to 1,000 gallons regardless of the SSO destination.

7. Upon completion of containment and clean-up, Chief Plant Operator or their designee to complete report, as required, to RWQCB and any other required agencies (as described in Section 6 above).
8. Operators will fill out the SSO Response Field Checklist in its entirety and forward this document to the Chief Plant Operator or their designee for submission into CIWQS database. Staff will upload data within the required timeframes and assign an SSO event ID number. This ID number shall be placed on the form and documented in the program files. Copies of this document/ID number shall be returned to the District offices for record keeping along with all other spill documentation.

ABCSD SS-EOP-2: SSO Notification should be referred to for specific responsibilities and directions.

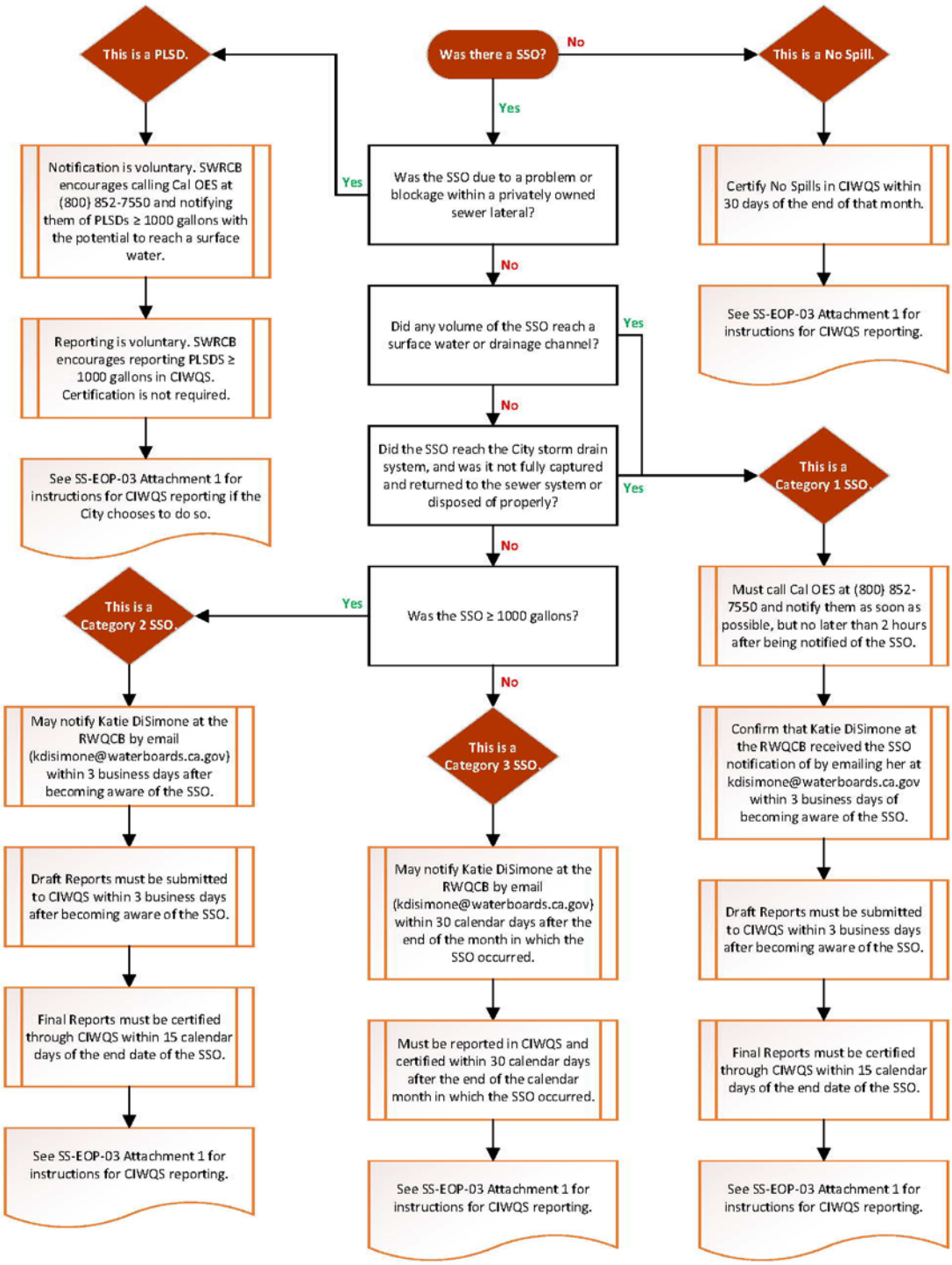


Figure 6-3 Plan for Reporting on CIWQS

6.3 SSO Categories and Reporting Timeframes

6.3.1 SSO Reporting Procedure

SSO reporting procedures vary based on whether the SSO is classified as a Category 1, Category 2, Category 3, or PLSD.

6.3.2 Category 1 SSOs

Draft reports for Category 1 SSOs shall be submitted in CIWQS within three (3) business days of the District becoming aware of the SSO. Final reports for Category 1 SSOs shall be certified in CIWQS within fifteen (15) calendar days of the end date of the SSO. If CIWQS is not available for the submission of the Draft or Final SSO report, the required information must be faxed to RWQCB at (805) 543-0397.

The details of Category 1 SSO reports and their content and how to complete and submit the report in CIWQS is included as an attachment to SS-EOP-03: SSO Reporting, which is provided in Appendix 6A.

For all Category 1 SSOs greater than or equal to 50,000 gallons, the District must also submit a Technical Report within 45 calendar days of the end date of the SSO. The Technical Report must include the information described in SS-EOP-03: SSO Reporting, which is provided in Appendix 6A. The required information is outlined below and includes descriptions, diagrams, other documents and information, which outline the causes and circumstances of the SSO, the District's response to the SSO, and the water quality monitoring performed to evaluation the impact of the SSO:

☐ Causes and Circumstances of the SSO:

1. Complete and detailed explanation of how and when the SSO was discovered.
2. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
3. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
4. Detailed description of the cause(s) of the SSO.
5. Copies of original field crew records used to document the SSO.
6. Historical maintenance records for the failure location.

☐ Enrollee's Response to SSO:

1. Chronological narrative description of all actions taken by enrollee to terminate the spill.
2. Explanation of how the SSMP Overflow Emergency Response Plan was implemented to respond to and mitigate the SSO.
3. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

☐ Water Quality Monitoring:

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

6.3.3 Category 2 SSOs

Draft reports for Category 2 SSOs shall be submitted in CIWQS within three (3) business days of the District becoming aware of the SSO. Final reports for

Category 2 SSOs shall be certified in CIWQS within fifteen (15) calendar days of the end date of the SSO. If CIWQS is not available for the submission of the Draft or Final SSO report, the required information must be faxed to RWQCB at (805) 543-0397.

The details of Category 2 SSO reports and their content and how to complete and submit the report in CIWQS is included as an attachment to SS-EOP-03: SSO Reporting, which is provided in Appendix 6A.

6.3.4 Category 3 SSOs

Report and certify all Category 3 SSOs in CIWQS within thirty (30) calendar days after the end of the calendar month in which the SSO occurs. If CIWQS is not available, the required information must be faxed to RWQCB at (805) 543-0397.

The details of this report and its content and how to complete and submit the report in CIWQS is included as an attachment to SS-EOP-03: SSO Reporting, which is provided in Appendix 6A.

6.3.5 PLSDs

PLSDs may be voluntarily reported in CIWQS. SWRCB encourages reporting a PLSD in CIWQS or notifying the responsible party that notification and reporting should be completed as required by Health and Safety Code Section 5410 et. seq. and Water Code Section 13271 if the PLSD is greater than or equal to 1,000 gallons regardless of the SSO destination.

If a PLSD is reported in CIWQS, the District must identify the SSO as occurring and caused by a private lateral, and a responsible party, who is not the District, should be identified, if known. Certification of PLSD reports is not required.

6.3.6 No Spill Certification

If there are no SSOs during a calendar month, the District must certify a “No Spill” certification in CIWQS within thirty (30) calendar days after the end the calendar month in which no SSO occurred. If CIWQS is not available, the required information must be faxed to RWQCB at (805) 543-0397.

If there are no SSOs during a calendar month, but the District reported a PLSD, the District shall certify a “No Spill” certification statement for that month.

6.3.7 Amended SSO Reports

If the District wishes to update or add additional information to a certified SOS report, the District must complete this update or addition by amending the SSO report or adding an attachment to the SSO report in CIWQS within 120 calendar days after the SSO end date.

If a SSO report needs to be amended after this 120 calendar day deadline, the District may contact the SSO Program Manager, Russell Norman, at Russell.Norman@waterboards.ca.gov and request to amend the SSO report. The District is required to submit justification for why the additional information was not available prior to the end of the 120 calendar day deadline with this request.

SS-EOP-3: Reporting Requirements should be referred to for specific responsibilities and directions.

6.4 SSO Impact Mitigation

The initial response to an SSO includes a service truck with traffic control equipment as well as equipment to cordon off the site from the public. The Sherriff department is

available as needed for site security. (*SS-EOP-5: Traffic and Crowd Control should be referred to for specific details and direction*.)

Operations Staff takes all reasonable steps to contain sewage and to prevent sewage discharges to surface waters. Upon arrival Operations Staff will determine the cause of the SSO and, utilizing the spill kit, will dike or sandbag off any drain inlets that flow to surface water bodies or to gutters. The District may use the storm drain system as a containment device if needed. The outlet to the storm drain is blocked and the spill and wash down water are then vacuumed from the line. (*SS-EOP-7: SSO Mitigation and Cleanup should be referred to for specific details and direction*.) In the event that the SSO comes into contact with surface water bodies, testing of those bodies will be completed to determine the level of contamination and the appropriate method of clean up.

Based upon the location and type of overflow, operations Staff respond with appropriate equipment. On observation of the spill an estimate of gallons per minute will be made and a SSO Response Field Report will be completed. Equipment used may include a Vactor truck, a service truck equipped with traffic control devices, and the necessary containment tools. Containment tools include a spill kit, sandbags and plastic tarps. All drain inlets shall be covered with visqueen or other barriers. Additional resources are available locally from other jurisdictions or through equipment rental agencies as the situation warrants.

After the spill is contained, staff will then work to begin removing the main stoppage with the Vactor and return normal flow to the system. Cleanup of raw sewage is begun at the same time with vacuuming up the water and any solid material. Containment is followed by fresh water wash down (per San Luis Obispo County request). The General Manager, Chief Plant Operator are responsible for mitigation, documentation, most reporting, and follow-up.

District EOPs cover spill mitigation and cleanup including procedures for handling a prolonged SSO situation. These procedures cover SSO responses for different situations, including wet weather overflows, pump station failures, and force main breaks. Mitigation efforts include instructions for setting up barriers to contain SSOs and prevent sewage from reaching surface waters, storm drains, or other sensitive environments. District EOPs also include direction regarding public notification procedures when an SSO has the potential to endanger public health. The District currently takes all reasonable steps to contain sewage and prevent sewage discharges to surface waters and minimize or correct any adverse impacts on the environment resulting from the SSO, including accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

For mitigation purposes the Environmental Health (EH) Department provides District assistance in post-SSO monitoring. In the event of a spill, the EH Department is notified immediately along with other applicable agencies. The District then utilizes the EH Department for the service of monitoring water quality post-SSO. The District will also provide any necessary support, equipment, or Staff as requested to assist in the water quality monitoring.

The following District Emergency Operating Procedures (EOPs) apply to SSO Impact Mitigation as described above:

SS-EOP-5: SSO Traffic and Crowd Control

SS-EOP-6: SSO Volume Estimation

SS-EOP-7: SSO Mitigation and Cleanup

SS-EOP-10: SSO Waterbody Closure

6.5 Emergency Operating Procedures

Emergency Operating Procedures (EOPs) are being developed in 2013 as part of the District's Overflow Emergency Response Plan (OERP). These procedures are developed to establish a standardized and appropriate response to SSOs within the District and establish compliance with the SSWDRs and will be completed May 2013. The following EOPs will be included with this OERP:

SS-EOP-1: Emergency Overflow Response Plan
SS-EOP-2: SSO Regulatory Notification Requirements
SS-EOP-3: SSO Reporting Requirements
SS-EOP-4: SSO Response Documentation
SS-EOP-5: SSO Traffic and Crowd Control
SS-EOP-6: SSO Volume Estimation
SS-EOP-7: SSO Mitigation and Cleanup
SS-EOP-8: SSO Water Quality Monitoring – Pacific Ocean & San Luis Obispo Creek
SS-EOP-9: SSO Waterbody Closure
SS-EOP-10: SSO Records Requirements
SS-EOP-11: SSO Training Requirements

6.6 OERP Training

The District's training plan requires staff to be trained on these procedures and the Overflow Emergency Response Plan annually. Additional training is conducted as necessary when; new staff is introduced to the District's system, when changes are made to EOPs or the OERP, and when new equipment impacts the performance of these procedures

The District's authorized representatives in wastewater operations and collection system matters are the General Manager District Engineer, Chief Plant Operator. The General Manager, District Engineer, and Chief Plant Operator are the Legally Responsible Officials (LRO) at this time to certify electronic spill reports submitted via the State-wide database, CIWQS.

The General Manager, District Engineer and Chief Plant Operator are also authorized to submit and certify SSO reports and to initiate proper regulatory and governmental agency notifications as required by the nature of the spill.

Element 7 - Fats, Oils and Grease (FOG) Control Program

This section of the SSMP describes the FOG Control Program, including identification of problem areas, focused cleaning, and source control. This fulfills the FOG Control Program requirement for both the RWQCB and SWRCB.

7.1 Regulatory Requirements

The requirements for the FOG Control Program element of the SSMP are summarized below.

Each Agency shall evaluate its service area to determine whether a FOG control program is needed. If an Agency determines that a FOG program is not needed the Agency must provide justification as to why it is not needed. If FOG is found to be a problem, the Agency must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

a. An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
b. A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
c. The legal authority to prohibit discharges to the system and identify measures to prevent SSO's and blockages caused by FOG;
d. Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
e. Authority to inspect grease producing facilities, enforcement authorities, and whether the Agency has sufficient staff to inspect and enforce the FOG ordinance;
f. An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
g. Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

Element 7: FOG Supporting Documents

Supporting information for Element 7 is attached to this Element and includes the following documents:

1. List of Food Service Establishments (FSE)
2. FOG inspection form
3. Public Outreach Material
4. CalFOG List of Grease Haulers

7.2 FOG Control Program Discussion

In August of 2008 a FOG Control Program was started in Avila Beach. The FOG Program requires Food Service Establishments (FSEs) be inspected and permitted annually for a properly functioning grease trap and/or interceptor. Public outreach was

started in the form of a flyer to be given to the FSEs in the area. This flyer has been hand-delivered to each FSE. At the time of the visit the FOG Program was discussed with FSE owners and managers. Inspections have begun and Staff is continuing to educate FSEs about the benefits of the Program. At this time we have 100% compliance with the program. Three FSEs have installed grease removal devices and the remaining FSEs have been granted variances at this time based on the menu and Best Management Practices (BMPs) being used. Inspections of the FSEs are performed two times a year for the FSEs that have grease removal devices and annually for those with variances. Inspections are performed to ensure maintenance of grease removal devices and use of BMPs are occurring on a regular basis.

Figure 7-1 Typical BMPs

- ☑ Train kitchen Staff and other employees about how they can help ensure BMP are implemented
- ☑ Post "No Grease" signs above all sinks and on the front of dishwashers
- ☑ Use water temperatures less than 140° F in all sinks, especially the pre-rinse sink before the mechanical dishwasher
- ☑ Recycle waste cooking oil
- ☑ "Dry wipe" pots, pans, and dishware prior to dishwashing
- ☑ Dispose of food waste by recycling and/or solid waste removal
- ☑ Properly maintain grease trap/interceptors
- ☑ Witness all grease trap or interceptor cleaning/maintenance activities to ensure the device is properly operating
- ☑ Clean under-the-sink grease traps weekly, or more frequently, if needed
- ☑ Clean grease interceptors routinely, at least quarterly.
- ☑ Keep a maintenance log
- ☑ Cover outdoor grease and oil storage containers
- ☑ Locate grease dumpsters and storage containers away from storm drain catch basins
- ☑ Use absorbent pads or other material in the storm drain catch basins if grease dumpsters and containers must be located nearby (absorbent pads may be required if the basin is within 20 feet of grease dumpsters or containers or if there are signs of grease in the catch basin at any distance)
- ☑ Routinely clean kitchen exhaust system filters

7.3 Identification of Grease Problem Areas and Sewer Cleaning

One objective of a FOG control program is the identification of High Maintenance Areas (HMA) that are likely or prove to have grease accumulation. The District has identified potential grease problem areas by tracking locations and causes of dry weather blockages and SSOs and during sewer cleaning and video inspection.

As a preventative measure, the District has developed an annual routine cleaning schedule for the sanitary sewer system. In addition to these cleanings, the District will focus on identified HMA. Identified HMA are cleaned quarterly.

The District maintains a GIS sewer atlas depicting each manhole location. This data will be used in conjunction with cleaning logs, for which Staff will note the date and time of flushing as well as debris type and severity.

The District performs video inspection via CCTV to troubled areas. If a source of grease in a lateral can be identified, the District will contact the restaurant or source of the grease to ensure mitigation.

Additional information about cleaning and maintenance is included in Element 4 - Operation and Maintenance.

7.4 Legal Authority

District Ordinance No. 2012-01 has provisions for the control of FOG in the Sewer System.

FOG limited:

> Section 3.01.020, Specific Prohibitions, E, 4, prohibits discharges which may contain more than one hundred (100) parts per million, by weight, of fats, oil, grease or wax. Section 3.04 Fats, Oils, and Grease (FOG) Program: makes it unlawful for any discharger to discharge FOG or cause FOG to be discharged into the sanitary sewer system.

Grease Control Device:

> Section 3.04.010 Grease Control Device – Installation: requires all food service establishments (FSEs) to install, operate, and maintain an approved type and adequate sized grease control device (GCD). GCDs must be sized and installed per the Uniform Plumbing Code or California Plumbing Code, whichever is more stringent.

Maintenance of Grease Control Devices:

> Section 3.04.020 Grease Control Device – Maintenance: requires all GCDs to be cleaned on a regular basis to ensure efficient operation. Gravity grease interceptors are required to be cleaned no less than every ninety (90) days and hydromechanical grease interceptors be cleaned no less than once every seven (7) days. Maintenance of below ground gravity grease interceptors must be performed by a licensed cleaning service. Smaller hydromechanical grease interceptors may be cleaned by Food Service Establishment (FSE) staff.

Inspections:

> Article 2 – Connections, Section 2.05.030 Right of Entry: gives authorized representatives of the District permission to enter in and upon all buildings and premises within the District at reasonable hours for purposes of inspection, sampling, observation, measurement, testing, or otherwise performing such duties as may be necessary.
>
> Article 3 – Discharges, Sections 3.04.040 – 3.04.080: requires FSEs discharging FOG to the sanitary sewer to obtain a FOG permit which specifies conditions for; proper installation, operation, maintenance, best management practices, and record keeping demonstrating cleaning and maintenance activities.

Noncompliance with these conditions may lead to revocation of the FSEs FOG permit.

Enforcement:

Article 5 – Charges and Fees, Section 5.03.010 Noncompliance Fees: gives the District to assess a fee for dischargers found to be noncompliant with the terms and conditions of the District Ordinance.

Additionally, Article 6 – Violations: gives the District the authority to enforce any violation of its sewer ordinance. This authority can be found in the following sections of the ordinance:

- 6.01.010 Civil Action
- 6.01.020 Criminal Prosecution
- 6.02 Liability for Damages for Violation

Legal Authority for the control of FOG is also discussed in Element 3, section 3.5.

Element 8 –System Evaluation and Capacity Assurance Plan

The District shall continue to update and evaluate its CIP plan that provides for the System Evaluation and Capacity Assurance regarding key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. This section fulfills the District Management requirements for both the RWQCB and SWRCB.

8.1 Regulatory Requirements

The District shall develop a System Evaluation and Capacity Assurance Plan which will provide sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. The requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below.

A. Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to a SSO discharge deficiency. The evaluation should provide estimates of peak flows associated with conditions similar to those causing overflow events, estimates of the treatment plant's key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

B. Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified above to establish appropriate design criteria; and

C. Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP may include an implementation schedule and may identify sources of funding.

D. Schedule: The District will develop a schedule of completion dates for all portions of the capital improvement program developed in (A)-(C) above. This schedule may be reviewed and updated consistent with the SSMP requirements as described by the SWRCB GWDR.

Element 8 –System Hydraulic Evaluation and Capacity Assurance Appendix

Supporting information for Element 8 is attached to this Element and includes the following documents:

- Wastewater Master Plan (2006)
- Inflow & Infiltration (I/I) Plan (2006)
- Wastewater Master Plan Update (2010)

8.2 System Hydraulic Evaluation and Capacity Assurance Plan

The District has typically recorded minimal SSOs. The District evaluated the hydraulic capacity of major trunk sewers in 2006 as part of the Wastewater Master Plan (Master Plan). The District has completed an update for the hydraulic analysis and evaluation of the major trunk lines in the collection system.

The District utilizes list of projects identified in the Master Plan as potential Capital Improvement projects that need to be considered and potentially implemented for future system expansion. If no improvements are required in the short-term, long-term improvements will be planned according to build-out of the District. During the design of each project, alternative designs will be considered.

These recommendations will be incorporated into the District's Capital Improvement Plan where appropriate. The current Capital Improvement Plan and Budget are found attached to this section of the SSMP. .

8.3 Schedule

The District maintains a fiscal year budget document describing the funds which have been allocated to the wastewater CIPs. The budget document contains a 5-year forecast of all projects currently scheduled for completion. The schedule is modified annually with each new fiscal year. Completed projects are removed from the schedule and newly identified CIPs are placed in the document for completion in accordance with priority levels. The District will develop a schedule and completion date for all portions of the District's Waste Water CIP as discussed in Element 4. This schedule may be reviewed and updated consistent with the SSMP review and/or updated requirements. Additionally, the District will perform the same level of review for the long-term CIP.

Pursuant to Government Code Section 61110, adoption of operating budgets must conform to the generally accepted accounting principles before September 1 of each year. The District's operating and CIP budgets outline anticipated revenue and expense for the fiscal year. The District Board adopts a preliminary budget in June and a final budget at the regular meeting in July. The newly adopted fiscal year budget then extends through June of the following year.

Element 9 - Monitoring, Measuring and Program Modifications

This section of the SSMP discusses monitoring, measurement and program modifications employed by the District. The District may prepare and implement program modifications as appropriate to address deficiencies, or as a preventative measure for improving the overall collection system. This section fulfills the Monitoring, Measurement and Program Modification requirements for both the RWQCB and SWRCB.

9.1 Regulatory Requirements

The District will be developing a monitoring, measurement and modifications program to maintain the relevant information that can be used to establish and prioritize appropriate policies, procedures, processes and programs funding within the SSMP. These measurements shall include the following information:

1. How to maintain relevant information that can be used to establish and prioritize appropriate processes within the SSMP;
2. When to monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
3. Assess the success of the preventative maintenance program;
4. Update program elements, as appropriate, based on monitoring or performance evaluations; and
5. Identify and illustrate SSO trends, including: frequency, location, and volume.

Element 9 – Monitoring, Measurement & Program Modification Supporting Documents

Supporting information for Element 9 is attached to this Element and includes the following documents:

- SSO Logs and Trend Data

9.2 Monitoring, Measurement and Modification Program

The District will maintain relevant information to establish and prioritize appropriate SSMP activities (such as the immediate elimination of dry weather overflows or overflows into sensitive waters, such as public drinking water supplies and their source waters, swimming beaches and waters where swimming occurs, designated Outstanding National Resource Waters or Areas of Special Biological Significance, National Marine Sanctuaries, waters within Federal, State, or local parks, and water containing threatened or endangered species or their habitat).

In the event of an SSO within the District, the data collected and relevant information shall be documented. The Operations Manager shall keep an annual record of the incidents and assumed causes of the spills. This information will be reported on a monthly basis to the RWQCB and electronically to the State CIWQS database. This information will be used to assist in planning activities, programs and policies that help eliminate future SSOs and their causes.

The SSMP will be reviewed periodically to ensure all the provisions are implemented and the effectiveness discussed at monthly coordination meetings. Monthly coordination meetings consist of the administrative staff, engineering staff, and operations staff. Any issues of concern generated by these monthly meetings will be addressed in the work

order program or by the identification of a special project to address issues outside the scope of the work order system.

The District maintains an annual collection system cleaning schedule that will be routinely evaluated to determine the current status, and/or deficiencies of the collection system. With this preventative measure in place, the District will have the ability to assess the success with reduction in SSOs, maintenance and repairs.

Table 9-1 SSMP Performance Indicator Tracking

INDICATOR	2011	2012	2013	2014
Number of SSOs (by season)				
Wet Season Sept 15 – March 15	0	0	0	0
Dry Season March 16 – Sept 14	0	0	0	0
Number of SSOs (by volume)				
< 10 Gallons	0	0	0	0
10 – 99 Gallons	0	0	0	0
100 – 999 Gallons	0	0	0	0
>1000 Gallons	0	0	0	0
SSO Volume				
Total	n/a	n/a	n/a	n/a
Recovered	n/a	n/a	n/a	n/a
Total Volume Conveyed to the WWTP	n/a	n/a	n/a	n/a
Total Volume SSO/Total Volume Conveyed	n/a	n/a	n/a	n/a
Number of SSO (by cause)				
Blockages	n/a	n/a	n/a	n/a
Roots	n/a	n/a	n/a	n/a
Grease	n/a	n/a	n/a	n/a
Debris	n/a	n/a	n/a	n/a
Debris from Laterals	n/a	n/a	n/a	n/a
Construction Debris	n/a	n/a	n/a	n/a
Multiple Causes	n/a	n/a	n/a	n/a
Infrastructure Failure	n/a	n/a	n/a	n/a
Inflow and Infiltration	n/a	n/a	n/a	n/a
Electrical Power Failure	n/a	n/a	n/a	n/a
Flow Capacity Deficiency	n/a	n/a	n/a	n/a
Natural Disaster	n/a	n/a	n/a	n/a
Bypass	n/a	n/a	n/a	n/a
Cause Unknown	n/a	n/a	n/a	n/a
Number of SSOs per mile of sewer per year	0	n/a	n/a	n/a
Volume of SSOs per mile of sewer per year	0	n/a	n/a	n/a
Average Emergency Response Time				
Business Hours	n/a	n/a	n/a	n/a
Non-Business Hours	n/a	n/a	n/a	n/a
Maintenance Activities (linear ft/yr)				
Televised Inspection	0	0	0	0
Regular Cleaning	10,100	10,100	10,100	10,100
HMA Cleaning	No Record	1,600	1,600	1,600
Extra Cleaning based on CCTV Inspection	No Record	0	0	0

Table 9-1 SSMP Performance Indicator Tracking

INDICATOR	2009	2010	2011	2012
Number of SSOs (by season)				
Wet Season Sept 15 – March 15	0	2*****	0	0
Dry Season March 16 – Sept 14	1	1	0	0
Number of SSOs (by volume)				
< 10 Gallons	0	1	0	0
10 – 99 Gallons	0	2	0	0
100 – 999 Gallons	1	0	0	0
>1000 Gallons	0	0	0	0
SSO Volume				
Total	250	301	n/a	n/a
Recovered	250	291	n/a	n/a
Total Volume Conveyed to the WWTP	250	291	n/a	n/a
Total Volume SSO/Total Volume Conveyed	100%	97%	n/a	n/a
Number of SSO (by cause)				
Blockages	1	2	n/a	n/a
Roots	x	x	n/a	n/a
Grease	n/a	x	n/a	n/a
Debris	n/a	n/a	n/a	n/a
Debris from Laterals	n/a	n/a	n/a	n/a
Construction Debris	n/a	n/a	n/a	n/a
Multiple Causes	n/a	n/a	n/a	n/a
Infrastructure Failure	n/a	n/a	n/a	n/a
Inflow and Infiltration	n/a	1	n/a	n/a
Electrical Power Failure	n/a	n/a	n/a	n/a
Flow Capacity Deficiency	n/a	n/a	n/a	n/a
Natural Disaster	n/a	n/a	n/a	n/a
Bypass	n/a	n/a	n/a	n/a
Cause Unknown	n/a	n/a	n/a	n/a
Number of SSOs per mile of sewer per year	.0001	.0003	n/a	n/a
Volume of SSOs per mile of sewer per year	.0225	.0271	n/a	n/a
Average Emergency Response Time				
Business Hours	15 min	15 min	n/a	n/a
Non-Business Hours	n/a	n/a	n/a	n/a
Maintenance Activities (linear ft/yr)				
Televised Inspection	7400	650	0	0
Regular Cleaning	9346	10100	10100	10,100
HMA Cleaning	1620.2	No Record	No Record	1,600
Extra Cleaning based on CCTV Inspection	832.7	No Record	No Record	0

***** *It should be noted that there were 2 SSOs shown in Table 9-1 for the "Wet Season" 2010. One of these SSOs (12/19/10) was reported to the RWQCB as a precautionary measure. Due to flooding in the immediate area surrounding the First Street Lift Station, staff disabled the pumps to avoid downstream flooding of the collection system and WWTP influent wet well. No SSO was witnessed during this event but was estimated at 1 gallon for reporting purposes.*

9.3 Updates

The District shall update program elements, as appropriate, based on monitoring of performance indicators as shown in Table 9-1. The SSMP and its elements will be updated in accordance with the results of the monitoring and Staff recommendations. Performance evaluations are ongoing because the daily operations of the District include all of the elements in this program.

9.4 Identifying Trends

The District shall identify and illustrate SSO trends including frequency, location and volume as part of the SSMP updates. A trend of either frequency or volume could indicate a chronic problem that could be specifically identified within the collection system. Should the District identify an area prone to problems, known as "hot spots" or HMA, maintenance and inspection services to these areas will be increased or rehabilitation/replacement will be considered.

Element 10 – SSMP Audits

The District will conduct periodic internal audits, appropriate to the size of the system and the number of SSO. This section fulfills the SSMP Audit requirements for both the RWQCB and SWRCB.

10.1 Regulatory Requirements

As part of the SSMP, the Agency shall conduct an internal audit, appropriate to the size of the system and the number of overflows, and submit a report of such audit, evaluating the SSMP and its compliance with the SWRCB GWDR.

At a minimum, these audits should occur every two years and a report should be prepared and kept on file. This audit may focus on evaluating the effectiveness of the SSMP and the District compliance with the SSMP requirements identified in the SWRCB General Order 2006-0003-DWQ, including identification of any deficiencies in the SSMP and steps to correct them.

Element 10 – Program Audits: Attachment

Supporting information for Element 10 is attached and includes the following document:

- Audit Report 2012 Audit Summary Table

10.2 SSMP Program Audits

The District shall perform an internal audit of its SSMP and its compliance with the SWRCB and RWQCB every two (2) years following the final certification date. The Audit will be done under the direction of the District Engineer. The District will report the results of the audits, along with recommendations and suggested improvements, to the RWQCB. Updates for the District's SSMP will be completed as warranted.

Element 11 –Communications

This section outlines a Communication Plan that allows interested parties to be involved in the preparation and implementation of the SSMP. This section fulfills the Communications requirement for both the RWQCB and SWRCB.

11.1 Regulatory Requirements

The Agency shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Agency as the program is being developed and prior to implementation.

Element 11 - Communications Appendix

There is no appendix associated with Element 11. All pertinent information is included in the section.

11.2 District Communication Program

The purpose of this plan is communicating the effectiveness of the District's SSMP and educating all stakeholders and interested parties in the benefits to people and the environment of a properly designed, constructed, operated, and maintained collection system. The District maintains regularly scheduled business hours at the Avila Beach CSD office where the office manager is able to address public comment or refer comments to appropriate staff.

Table 11-1 Communication Program Plan

			Implementation Year		
Activity / Best Management Practice	**Stakeholders to be contacted**	**Contact Frequency**	**FY 12/13**	**FY 13/14**	**Note**
Update District Website	All	As Needed		x	1
Present SSMP Updates	District Board	As Needed	x	x	2
Promote SSO Awareness	All	Twice per Year			3
Conduct FOG Education	Local Restaurants & Residents	Ongoing	x	x	4
Distribute SSO Prevention Materials	All	Ongoing	x	x	5
Communicate with tributary/satellite system	Port San Luis Harbor District (PSLHD)	Quarterly or as needed	x	x	6

Notes:

1. A website for the District has been created. The SSMP will be posted on the website in May 2013 when SSMP Updates are finalized. The District may include

a public comments section in the website. The website may be updated as new information is available, such as revised procedures or new policies are developed or new regulatory information is received.

2. Presentation(s) to the District Board may be at regularly scheduled public meetings or through other appropriate public venues that include the opportunity for public comment (in addition to the website).
3. Promotional opportunities include District staff attendance at community events such as the summertime Farmer's Market.
4. Development of appropriate FOG educational materials and/or modifications to existing programs and materials began in 2008 with the initial local restaurant visits taking place in FY08/09. Inspections, education, and outreach are continuing as part of the District's FOG Program.
5. Informational materials such as handouts, pamphlets, utility bill inserts and public service announcements may be produced and distributed at workshops, community events, handed-out with building/plumbing permits, and/or posted on the website. Many of these have already been developed by the District and other public agencies and would be modified or revised as appropriate. These materials are available at the District office.
6. Monthly Avila Beach CSD Staff Coordination Meetings will be used as a venue to communicate with PSLHD on a Quarterly basis or more frequently if necessary.

12.0 SSMP Completion and Certification

Both the SSMP and the Agency's program to implement the SSMP must be certified by the Agency to be in compliance with the requirements set forth in SWRCB General WDR Order No. 2006-0003-DWQ and must be presented to the Agency's governing board for approval at a public meeting. The Agency shall certify that the SSMP and subparts thereof, are in compliance with the general WDR within the time frames identified. In order to complete this certification, the Agency's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and filing the signed form with the approved SSMP. This SSMP will require an update in 2015. This update will require review and certification by the District Board of Directors.