

**SEWER SYSTEM MANAGEMENT
PLAN (SSMP)**

for the

Summerland Sanitary District



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Introduction

The Summerland Sanitary District (SSD) is a special district formed in 1957. SSD serves the community of Summerland and surrounding area as defined in its boundary map. The District has approximately eight miles of sewer system and three lift stations. The sewer system ranges in date of installation from the late 1950's to 2011. Most of the collection system is located within public roads although there is a certain amount within easements and private property. Pipe size ranges from 6" to 12", the majority being 8" in diameter. Maintenance work consists of line cleaning and closed circuit televising (CCTV) as well as point repairs, manhole and cleanout adjustments, inspections and other various tasks associated with collections systems.

This Sewer System Management Plan (SSMP) is intended to describe measures for implementation that will formally manage the District's sewer system under the State of California's Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Order No. R3-2013-0042) as adopted and enforced by the State Water Resources Control Board. While agencies responsible for sewer systems, including the Summerland Sanitary District, have in the past provided for certain levels of maintenance, upkeep, and planning of their sewer systems, the state has implemented this order to cause uniformity in these activities and to ensure a base level of effort. This plan will in affect aid the District in utilizing its resources to achieve the goals of the plan and also demonstrate where improvements can be made. In order to minimize additional costs to the rate payer, it is the intent of the District to compare aspects of the SSMP already employed to aspects that need to be implemented. Additional costs may be attributable to additional contract work as well as engineering and consulting costs necessary to implement certain parts of the plan.

I. Goals

The SSMP is intended to:

- Provide a mechanism to manage, operate, and maintain all portions of the publicly owned portions of the wastewater collection system.
- Ensure the wastewater collection system has adequate capacity to convey peak flows.
- Minimize the frequency and magnitude of sewer overflows.
- Protect the public and prevent damage to public and private property.
- Address causes of overflows and implement preventative measures.
- Comply with statutory and regulatory requirements.

The state mandated SSMP formalizes and enhances the District's current collection system management activities. The statewide permit further implements a uniform approach for all agencies owning sewer systems.

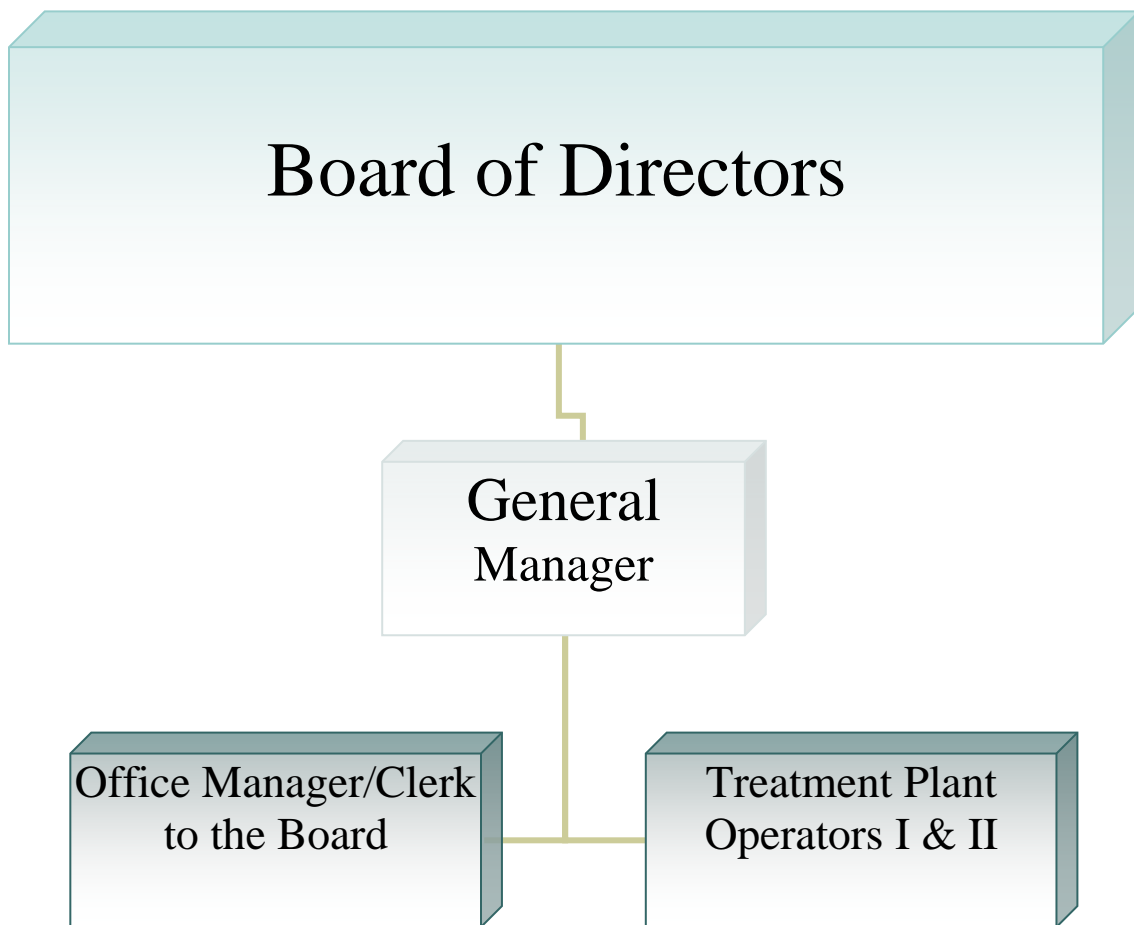
II. Organization

a) Responsible and authorized representatives:

- The primary ranking elected officials representing the customers of the Summerland Sanitary District are the five-member Board of Directors.
- Principal executive management authority is the General Manager. The General Manager is assisted administratively by the Office Manager.
- Authorized representatives include the Treatment Plant Operators Grade I & II.

b) Names and telephone numbers for management, administrative, and maintenance positions responsible for implementing the SSMP:

Name	Position	Office or Plant Phone	Cell Phone
Michael Sullivan	General Manager	805-969-4344	805-729-5147
Alfonso Aguilar	Treatment Plant Senior Operator I	805-969-4344	805-722-7313
Noe Aguilar Vega	Treatment Plant Operator-II	805-969-4344	805-205-4500
Eduardo Nava	Treatment Plant Operator-I	805-969-4344	805-974-6238
Marjon Souza	Office Manager / Clerk to the Board	805-969-4344	805-637-7313



With respect to the collection system, these positions have the following responsibilities:

The General Manager is responsible for having proposed and new plans checked for any new additions to existing collection system, manages the collection system maintenance activities, and oversees the recordkeeping of all collection system work performed.

The Treatment Plant Operator's assists the General Manager in all collection system activities. This includes inspection of work performed by contractors which includes connections, cleaning, CCTV work and miscellaneous maintenance activities.

The Office Manager assists staff in performing all administrative duties regarding the collection system. The Office Manager also administers permits for collection work to be performed within the District which has been approved by the General Manager.

The chain of communication for the reporting of sewer overflows from receipt of a complaint or other information may follow two scenarios:

During working hours (daily from 7:00 am through 3:30 pm), the office or plant may be contacted directly. In this scenario District staff respond to the site and takes appropriate action.

Outside of working hours, or if plant personnel cannot be reached, the caller can report an emergency by pressing option number one. A call center operator will answer the phone call and determines if the Operator-on-Duty needs to respond right away.

District staff contacts the contracted emergency personnel who are available 24/7 to respond with staff in addressing the problem.

Upon performing the necessary tasks required to put the collection system into proper working order and cleaning the affected areas or facilities, field staff gathers the appropriate information for filling out a sewer overflow report form. The overflow is electronically submitted within the required time and hard copies are forwarded to other applicable agencies. The person routinely responsible for reviewing and submitting overflow reports will be the General Manager.

III. Legal Authority

Legal authority to enforce the rules and regulations of the Summerland Sanitary District consist of the following:

- **Ordinance No. 12-** An ordinance and order of the Governing Board of the Summerland Sanitary District establishing grease and oil controls.
- **Ordinance No. 14-** An ordinance establishing provisions for the enforcement of ordinances, rules, and regulations of Summerland Sanitary District.
- **Ordinance No. 18-** An ordinance regulating the use of public and private sewers, the installation of sewer laterals, requiring permits for the installation of sewer laterals and regulating plumbing, drainage and sewerage in the Summerland Sanitary District.

IV. Operations and Maintenance Program

The District utilizes several tools and activities in order to operate and maintain the publicly owned sewer system. These include:

- a) Collection system map - The collection system mapping system consists of an atlas, record drawings and GIS (Geographical Information System). Record drawings are kept on file showing developer and District improvements. Atlas maps showing collection system facilities are used for maintenance staff to manage work activities and track work progress. Daily activities are logged in daily diary and kept at the plant and the lift stations. Electronic mapping is available through the District's computer network. The system will be numbered to identify manholes, cleanouts and pipe segments. Observed discrepancies in the maps by field observations will be submitted to administrative staff for correction.
- b) O&M activities - Routine activities by contract maintenance workers include the jetting of sewer lines with a goal of completing an entire cleaning of the sewer system every three years. Routine priority maintenance areas are cleaned on a more frequent basis. CCTV inspection work will be performed to determine the integrity of the collection system. Areas of discrepancy will be prioritized and scheduled for repair.
- c) Rehabilitation and replacement plan – The District has replaced segments of the collection pipeline when found to be in disrepair. A majority of the collection system is in good to excellent condition. Areas found through CCTV inspection in need of repair or replacement will be prioritized and scheduled.
- d) Training program – Operator and maintenance worker personnel have been field trained in areas of inspection and observation of cleaning and CCTV work. In addition, safety training such as confined space entry, blood borne pathogens, CPR/first aid, traffic control, and hazardous communications is required. Certification for collection system maintenance personnel, offered through the California Water Environment Association (CWEA), has not been mandated because it is not a state requirement but may be implemented in the future.
- e) Equipment and replacement parts – Currently, the District splits the jetting work and CCTV between in-house and contract work for jetting the mainlines. A trailer mounted jetter was purchased in 2011 and staff uses that for mainline cleaning and emergencies. Contract companies are used for periodic jetting and emergencies when the trailer mounted jetter cannot perform the task due to its limitations. The District does have the equipment to access manholes, perform smoke testing, and conduct manhole and cleanout raising and lowering. Most spare parts for the lift stations are kept in stock.

V. Design and Performance Provisions

- a) Design and construction standards – The design and construction of sewer pipelines, manholes, and appurtenances are governed by the Summerland Sanitary District *Standard Specifications for the Construction of Sanitary Sewers*. These standards will be updated periodically to keep abreast with technology and materials.
- b) Procedures - Standards for inspection and testing the installation of sewer pipelines, manholes and appurtenances are described in the Summerland Sanitary District *Standard Specifications for the Construction of Sanitary Sewers*. Examples of inspection and testing of sewer systems include CCTV review, backfill compaction, pressure and mandrel testing, and cleaning before service is allowed. Startup testing on mechanical equipment such as lift stations is also required.

VI. Overflow Emergency Response Plan

The Summerland Sanitary District has prepared an overflow emergency response plan included as Attachment A that:

- a) Includes notification procedures that alert responders.
- b) Ensures appropriate response to overflows.
- c) Provides for notification to the applicable regulatory agencies and other potentially affected entities.
- d) Ensures that staff are appropriately trained to respond to an overflow and aware of the response plan procedures.
- e) Addresses emergency operations such as traffic control, securing the work area, etc.
- f) Ensures that reasonable steps are taken for overflow containment and lessen the impact on the environment.

VII. Fats, Oils, and Grease (FOG) Control Program

The District recently updated the FOG control program and has already begun to implement the changes and frequencies of inspections. Owners and managers, as well as their employees, of food service establishments are aware of the FOG

program and the importance of maintaining a properly run system at their business to lessen the impact of oils and grease to the treatment facility.

VIII. System Evaluation and Capacity Assurance Plan

The District has performed a flow study on the system and has determined that the collection system is well below any design capacity concerns for the entire system. The treatment facility has a design flow of .3 MGD for dry weather flow and is currently averaging .13 MGD for dry weather flow.

IX. Monitoring, Measurement, and Plan Modifications

An effective SSMP maintains records, monitors activities, plans for emergencies, and measures performance. In addition, the SSMP should be periodically updated and/or modified to correct deficiencies, add programs or reprioritize efforts and capital planning. Mechanisms to achieve these actions include:

- a) Maintaining information that can be used to focus and prioritize efforts that attempt to eliminate overflows. Examples include pipe cleaning, deficiency corrections, FOG control, capacity evaluation, and using design standards for new construction. The planning for costs associated with these efforts affect the ability to prioritize work but unless determined to be an emergency (imminent failure), can be planned over a period of successive fiscal year budget cycles.
- b) The measurement of how effective each effort is in preventing overflows. These types of efforts include CCTV inspection and repair/replacement prioritization, and capacity evaluation. Once implemented, the effects of these programs can be compared to the number of sewer overflows, and the reduction in daily plant flows during rainfall events and high groundwater periods.
- c) The assessment of the success of preventative maintenance. Preventative maintenance efforts are those that are recurring such as sewer pipeline cleaning and FOG source control inspections at commercial food service establishments. Tracking of the amount of sewer overflows is one the District currently employs.
- d) Updating programs based on performance evaluation. Aspects of certain elements of the SSMP can require periodic adjustments such as repair and replacement prioritization and funding needs.
- e) The effectiveness of all efforts to eliminate sewer overflows can be measured based on trending over time. For example, showing a decrease in the number of overflows throughout the entire service territory as well as at specific locations would validate the efforts taken to prevent overflows. Reductions in overflows based on the cause (grease, roots, debris, pipe failure, etc.) would further indicate improvement in the function of the sewer system. Performance measurement

based on the number of overflows per year compared to pipeline cleaning is one such way to measure maintenance activities.

X. SSMP Program Audits

The Summerland Sanitary District is required under the terms of the NPDES (National Pollution Discharge Elimination System) permit to perform an audit of sewer overflows that occur. A report must be generated and submitted to the RWQCB annually along with its other annual reports. The report must evaluate the effectiveness of the programs implemented and list tracked performance measures during the reporting period. The report must also indicate what measures and programs have been implemented to demonstrate compliance with the SSMP and address deficiencies with recommended corrections.

Elements of the audit may include the number of miles cleaned and CCTV'ed, repairs completed within the system, monies budgeted, and future projects.

XI. Communication Program

The public is informed through the District's website Board minutes, available online, of the development, implementation, and performance of the SSMP. The public is defined as the customer base receiving District services. The public is also invited to attend any of the Board meetings or meet with the General Manager if they have concerns or questions. Periodically, an article is placed within the local newspaper to share information with the public.