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NOTE: APPENDICES ARE LOCATED IN VOLUME II OF THIS PLAN.

ABBREVIATIONS / ACRONYMS

BAR	Bureau of Automotive Repair
BMP	Best Management Practice
CIP	Capital Improvement Program
CMMS	Computerized Maintenance Management System
CWEA	California Water Environment Association
DMV	Department of Motor Vehicles
FOG	Fats, Oils, Grease
GIS	Geographical Information System
GM	General Manager
I/I	Inflow / Infiltration
IEC	Infrastructure Engineering Corporation
MRP	Monitoring and Reporting Program
NIMS	National Incident Management System
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
OMWD	Olivenhain Municipal Water District
OWSP	Olivenhain Water Storage Project
PLC	Programmable Logic Control
PM	Preventative Maintenance
SCADA	System Control and Data Acquisition
SDRSD	San Diego Regional Standard Drawings
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflows
SWRCB	State Water Resources Control Board
TCP	Technical Certification Program
WDR	Waste Discharge Requirements
WTP	Water Treatment Plant

EXECUTIVE SUMMARY

On May 2, 2006, after several years of public discussion and planning, the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003, a General Waste Discharge Requirement (WDR) for all publicly owned sanitary sewer collection systems in California with more than one (1) mile of sewer pipe. The goal of Order No. 2006-0003 is to provide a consistent statewide approach for reducing Sanitary Sewer Overflows (SSOs) by requiring that:

1. In the event of an SSO, all feasible steps are taken to control the released volume and prevent untreated wastewater from entering storm drains, creeks, etc.
2. If an SSO occurs, it must be reported to the SWRCB using an online reporting system developed by the SWRCB.
3. All publicly owned collection system agencies with more than 1 mile of sewer pipe in the State must develop a Sewer System Management Plan (SSMP).

This critical component of Order No. 2006-0003 is the development of a Sewer System Management Plan (SSMP). There are eleven specific “milestones” identified in the schedule that relate to the elements required in the WDR. The eleven milestones, and the applicable schedule for the Olivenhain Municipal Water District (OMWD), include:

1. SSMP Development Plan and Schedule (February 6, 2008)
2. Goals and Organization Structure (May 2, 2008)
3. Legal Authority (October 26, 2009)
4. Operation and Maintenance Program (October 27, 2009)
5. Design and Performance Standards (April 13, 2009)
6. Overflow Emergency Response Program (October 26, 2009)
7. Fats, Oils and Grease Control Program (October 26, 2009)
8. System Evaluation and Capacity Assurance Plan (April 13, 2010)
9. Monitoring, Measurement, and Program Modifications (April 13, 2010)
10. SSMP Program Audits (April 13, 2010)
11. Communication Program (April 13, 2010)
12. Final SSMP, incorporating all the SSMP elements. (May 18, 2010)

Although it is the SWRCB’s intent that Order No. 2006-0003 be the primary regulatory mechanism for sanitary sewer systems statewide, the Order allows each regional board to issue more stringent or more prescriptive WDRs for sanitary sewer systems within their respective jurisdiction. OMWD is within Region 9, the San Diego Region, which adopted Order R9-2007-0005 on February 14, 2007 that contains additional provisions that all sewage collection agencies within Region 9 must adhere to, specifically relating to private lateral sewage discharges reporting.

CHAPTER 1. PROHIBITIONS AND PROVISIONS

Both State Water Resources Control Board (SWRCB) Order No. 2006-0003, as well as San Diego Regional Water Quality Control Board Order R9-2007-0005, mandates that Olivenhain Municipal Water District (District) comply with the following discharge prohibitions and provisions.

1.1 PROHIBITIONS

To meet the provisions contained in Division 7 of the California Water Code and regulations adopted there under, the District is required to comply with the following prohibitions:

- o Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited; and,
- o Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

Order R9-2007-0005, adopted by the San Diego Regional Water Quality Control Board, expands these prohibitions to include:

- o The discharge of sewage from a sanitary sewer system any point upstream of a sewage treatment plant is prohibited.

In any enforcement action, the Regional Board will consider the efforts of the District to contain, control, and clean up sewage spills from its collection system in accordance with Section 13327 of the California Water Code. The District will make every effort to contain sewage spilled from its collection systems and to prevent the sewage from entering storm drains and surface water bodies. The District will also make every effort to prevent sewage from discharging from storm drains into flood control channels and open ditches by blocking the storm drainage system and by removing the sewage from the storm drains. The use of the storm drain pipe system to contain the sewage by blocking the drain pipes, and recovering and cleaning up the spilled sewage, in order to prevent the sewage from being discharged to a surface water body is not a violation of the prohibitions listed above.

1.2 PROVISIONS

As stated in Order No. 2006-0003, the District must meet the following fifteen (15) provisions:

1. The District must comply with all conditions of Order No. 2006-0003. Any noncompliance with Order No. 2006-0003 constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general Statewide Waste Discharge Requirements (WDR). Nothing in the general WDRs shall be:
 - a. Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;

- 
- b. Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - c. Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - d. Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issues by a Regional Water Board.
 3. The District shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the District shall take all feasible steps to contain and mitigate the impacts of an SSO.
 4. In the event of an SSO, the District shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.
 5. All SSOs must be reported in accordance with Section G of the general WDRs.
 6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Districts efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - a. the District has complied with the requirements of Order No. 2006-0003, including requirements for reporting, developing and implementing a SSMP;
 - b. the District can identify the cause or likely cause of the discharge event;
 - c. There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives if the District does not implement a periodic or continuing process to identify and correct problems.
 - d. The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the District;
 - e. The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - i. Proper management, operation and maintenance;

- ii. Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - iii. Preventative maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - iv. Installation of adequate backup equipment; and
 - v. Inflow and infiltration prevention and control to the extent practicable.
- f. The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.
- g. The District took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.
7. When a sanitary sewer overflow occurs, the District shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The District shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- a. Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - b. Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - c. Cleanup of debris at the overflow site;
 - d. System modifications to prevent another SSO at the same location;
 - e. Adequate sampling to determine the nature and impact of the release; and
 - f. Adequate public notification to protect the public from exposure to the SSO.
8. The District shall properly manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the District, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
9. The District shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.

10. The District shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the District's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the District.
11. The District shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the District's office and/or available on the internet. This SSMP must be approved by the District's Board of Directors at a public meeting.
12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
13. The mandatory elements of the SSMP are specified below. However, if the District believes that any element of this section is not appropriate or applicable to the District's sanitary sewer system, the SSMP must be approved by the deadlines listed in Order No. 2006-0003.

Sewer System Management Plan (SSMP)

- a. Goal
 - b. Organization
 - c. Legal Authority
 - d. Operation and Maintenance Program
 - e. Design and Performance Provisions
 - f. Overflow Emergency Response Plan
 - g. FOG Control Program
 - h. System Evaluation and Capacity Assurance Plan
 - i. Monitoring, Measurement, and Program Modifications
 - j. SSMP Program Audits
 - k. Communication Program
14. Both the SSMP and the District's program to implement the SSMP must be certified by the District to be in compliance with the requirements set forth above and must be presented to the District's Board of Directors for approval at a public meeting. The District shall certify that the SSMP, and subparts thereof, are in compliance with the

general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, the District'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 sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the Board of Directors of the District is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the District shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The District shall comply with these requirements according to the legislated schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

The SSMP will also comply with the additional monitoring and reporting requirements outlined in Order No. R9-2007-0005. As advised by the SWRCB, content and format for portions of the SSMP were obtained from the California Water Environment Association, and the Orange County Sanitation District SSMP.



CHAPTER 2. GOALS AND ORGANIZATIONAL STRUCTURE

The District's Goals and Organization Structure addresses those mandatory SSMP provisions outlined in Section D, 13 (i) Goals and (ii) Organization of SWRCB Order No. 2006-0003.

2.1 GOALS

The goal of this SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the District's sanitary sewer collection system, in order to reduce and prevent Sanitary Sewer Overflows (SSO's), as well as mitigate any SSO's that do occur. Accordingly, the SSMP will satisfy the requirements of both SWRCB Order No. 2006-0003, as well as Order R9-2007-0005, subsequently adopted by Regional Board 9, San Diego Region. These Orders are attached as Appendices A and B, respectively.

The District's mission statement is to provide wastewater treatment in the most cost-effective and environmentally responsible method. In order to facilitate this mission, the District has developed specific goals as part of the SSMP process. The status of the 2010 SSMP goals and the established new goals for the 2015 SSMP Audit are shown in Appendix W.

2.2 ORGANIZATIONAL STRUCTURE

The organizational structure identifies the name of the responsible or authorized representative of the District, as described in Section J of SWRCB Order No. 2006-0003. It identifies the administrative and maintenance positions responsible for implementing specific measures in the SSMP with up-to-date descriptions, responsibilities of personnel, and authority for each position. The organization structure includes a chain of communication for reporting SSO's and lines of authority with contact information.

2.2.1 Compliance Summary

As shown in Appendix C, the District maintains organizational charts which illustrate lines of authority, employee names, and employee titles. Additionally, the District provides sufficient staffing information to properly manage, operate, and maintain all parts of their sanitary sewer system. In support of the District organizational charts, Appendix D links the numerous District job titles to position incumbents.

To help minimize the effects of a SSO event, the District utilizes their *Sanitary Sewer Maintenance Master Plan*. Located in Appendix E, this document outlines the District's spill response procedures for both on and off-hour SSOs, and describes the proper spill reporting steps to be taken by the District, including chain of communication. All relevant emergency contact information regarding response and reporting is shown in Appendix F.

2.2.2 Compliance Documents

The following documents, attached as appendices, support the District's Goals and Organization Structure, thereby allowing the District to comply with the Goals and Organization Structure of the Statewide Waste Discharge Requirement (WDR):

- o SWRCB Order No. 2006-0003, State of California, Appendix A.
- o Order R9-2007-0005, San Diego County, Appendix B.

- o Organizational Chart, Olivenhain Municipal Water District, Appendix C.
- o Position Incumbents, Olivenhain Municipal Water District, Appendix D.
- o *Sanitary Sewer Maintenance Master Plan*, Olivenhain Municipal Water District, Appendix E.
- o Emergency Contact List for Sanitary Sewer Overflow, Olivenhain Municipal Water District, Appendix F.
- o *2015 SSMP Audit Goals Memo*, Olivenhain municipal Water District, Appendix W

2.2.3 Document Descriptions

To provide proper and efficient management, operation and maintenance of sanitary sewer systems, each year the District updates several of its documents to maintain an up-to-date reference list of its sanitary sewer system.

2.2.3.1 Order No. 2006-0003 (*Appendix A*)

This document, adopted by the State Board on May 2, 2006, establishes minimum requirements to prevent sanitary sewer overflows (SSOs) from publicly owned/operated sanitary sewer systems. Order No. 2006-0003 is the primary regulatory mechanism for sanitary sewer systems statewide, but allows each regional board to issue more stringent or more prescriptive Waste Discharge Requirements (WDRs) for sanitary sewer systems within their respective jurisdiction. In accordance with this Order, all federal and state agencies, municipalities, counties, districts, and other public entities that own, operate, acquire, or assume responsibility for sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to apply for coverage under the statewide general WDRs. Approximately 54 Sewage Collection Agencies in Region 9 (San Diego County) fall under this category.

2.2.3.2 Order R9-2007-0005 (*Appendix B*)

The San Diego Regional Board adopted Order No. R9-2007-0005 and this Order reaffirm the prohibition on all SSOs upstream of a sewage treatment plant. Order No. R9-2007-0005 applies to all enrollees under the State Board Order No. 2006-0003 within Region 9 and supplements the State Board Order No. 2006-0003.

2.2.3.3 Organizational Chart (*Appendix C*)

Each year, Human Resources compiles updated information provided by each Department and updates the organizational charts which illustrate lines of authority, employee names, and titles for the following departments:

- (1) Olivenhain Municipal Water District Board of Directors
- (2) District Management & Administrative Officers
- (3) Customer Services Division
- (4) Operations Division

- (5) Engineering Division
- (6) Finances Division
- (7) Human Resources

Position Descriptions

Descriptions, responsibilities and authorities for each management, administrative and maintenance position responsible for implementing specific portions the SSMP are available from Human Resources. A summary for key positions, including the personnel responsible for responding to and reporting SSO's, is presented below:

District Management:

General Manager – Responsible for providing overall leadership and direction for all of the District activities including: park and recreation, water and wastewater, recycled water and hydroelectric, operations, administration, engineering, finance, human resources, public relations and capital projects. Responsible for creation and implementation of District Strategic plan and Mission statement. Advises and makes recommendations to Board of Directors.

District Management Support Staff:

- Executive Secretary – This position is responsible for a wide variety of secretarial and administrative duties for the General Manager, Board of Directors and other District Management including: supporting the District Strategic Plan and Mission Statement by keeping District employees involved and informed; acting as custodian of minutes, resolutions and ordinance books in accordance with retention requirements; updating Administrative Code and the District's Web page; creating and maintaining District Board Meeting agendas, including incorporating agenda material for presentation for routine, special and adjourned meetings.

Customer Services Division:

- Customer Services Manager – Under general direction of the General Manager, this at will position is responsible for managing the meter reading, meter maintenance, water utility billing, park operations, public affairs, and customer service functions of the District. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. An ability to perform successfully within a team environment; as well as support of the District Strategic Plan and Mission Statement are essential. Reliable, stable attendance is required.
- Customer Service and Public Affairs Supervisor – Under general direction, this at will position is responsible for a wide variety of high level and professional administrative duties as it relates to customer service, public affairs, legislative, budgetary, planning, and statistical and other management support for District-wide activities. Provide input and assistance in the development of departmental budget

proposals in order to maintain or enhance existing levels of efficiency. In addition, this position will receive assignments in broad outline form and is expected to develop a plan, resources, and information to complete the assignment. Moreover, this position shall directly supervise the Staff Analyst, Education and Conservation Coordinator, and Customer Service Representatives I and II. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. An ability to perform successfully within a team environment; as well as support of the District Strategic Plan and Mission Statement are essential. Reliable, stable attendance is required.

- Staff Analyst – Under the general direction of the Management Analyst Supervisor, the responsibility of this term position is performing a variety of routine to difficult analytical and administrative duties in support of assigned function or operations including grant/award administration, community outreach and project management. Compiles and analyzes invoice data and makes recommendations based on analysis; prepares various reports to monitor grant programs and improve the efficiency and effectiveness of projects.
- Education & Conservation Coordinator – Under the general direction of the Management Analyst Supervisor, the responsibility of this position is to perform a variety of routine to difficult analytical and administrative duties in support of the District's conservation, education and community programs, including community outreach, project management and grant/award administration. Compiles and analyzes data and makes recommendations based on analysis; prepares various reports and strives to improve the efficiency and effectiveness of projects and programs. Acts independently and exercises individual initiative and sound judgment.
- Customer Representative I – The responsibility of this position is to handle all matters pertaining to customer service for the District. This position is expected to support the District Strategic Plan and Mission Statement by remaining informed and involved. Exhibit a willingness to assure successful inter-departmental relations.
- Customer Representative II – In addition to the above, this position requires a lead customer service representative who is capable of performing full range of customer service duties such as financial, customer service, and accounting office support duties.
- Administrative Clerk – In addition to the duties listed above, in the event of an SSO this position is required to relay all relevant incoming information to the 4S Water Reclamation/System Supervisor.

Meter Reading and Meter Maintenance:

- Meters Supervisor – Under general direction, this at will position responsibilities include planning, directing, implementing and administering meter maintenance. A working knowledge and understanding of District safety rules and regulations, as

well as active participation in the District's safety programs is necessary; support of the District Strategic Plan and Mission Statement by acting as a role model and assuring departmental employees remain informed and involved; and the ability to interact successfully in a team environment is essential. Reliable, stable attendance is required.

- Utility I – The responsibility of this position is to perform construction, installation and maintenance work on water pipelines and rights of way, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. In the event of a sanitary sewer overflow, this position is contacted to assist in the containment and clean-up of the spill.
- Utility II – same as above
- Utility III – In addition to Level II requirements, a thorough knowledge of departmental procedures; the successful completion of a course of instruction on lead or supervisory duties at a journeyman level; proven ability to organize and manage competing priorities; skilled in personal computer and peripherals operations and use; and a State of California Water Distribution Operator D3 certification are required.
- Meter Reader Technician I – The responsibility of this at will position is to read water meters, complete reports as necessary and fulfill service requests and maintenance needs. The ability to interact successfully in a team environment; the ability to proactively troubleshoot and solve problems; ability to work working knowledge of all District safety rules and regulations, and active participation in District safety programs is necessary.
- Field Customer Service/Meter Reader Technician II – In addition to skills required in Level I, a minimum of 3 years experience installing, reading and repairing manual or automatic radio water meters; Water Technology Certification desirable; State of California Water Distribution Operator D2 certification; comprehensive knowledge of hand held micro-computer; water safety procedures; good communication skills to handle customers' inquiries and proficient mechanical skills are required.

EFRR Operations:

- Park Supervisor – Under general supervision, this at-will position is responsible for the oversight and coordination of the day-to-day services and activities of the Elfin Forest Recreational Reserve. This position coordinates the planning, construction, maintenance and repair of the District's recreational trails and facilities, inspects work in progress and upon completion maintains a clear and concise record of work.
- Park Ranger I – This position participates in the planning, construction, maintenance and repair of the District's recreational trails and facilities, inspects work in progress and upon completion maintains a clear and concise record of

work. The ability to organize and manage competing priorities and effectively perform within a team environment.

Operations Division:

- Operations Manager – Under general direction of the General Manager, this at will position is responsible for planning, directing, implementing and administering all of the following areas within the Operations Department: system maintenance and facilities; construction and maintenance; systems operation and supply maintenance; fleet maintenance, treatment plant, recycled and wastewater operations and easement maintenance. Responsible for Emergency and Disaster Preparedness Plan. Responsible for departmental safety compliance, a working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Professionally represents the District at a variety of internal and external meetings. Organizes and manages competing priorities. Develops effective resolution to conflicts. Responds to emergency situations and personnel problems using sound judgment. Performs successfully in a team environment. Support of the District Strategic Plan and Mission Statement is essential. Reliable, stable attendance is required.
- Administrative Clerk – This position performs a wide variety of clerical, administrative, and customer service functions. Must possess the ability to effectively organize and manage competing priorities.

Telemetry and Information Technologies:

- Information Technology Supervisor – Responsible for planning, installing, supporting, upgrading and repairing local and wide area network and telecommunications hardware and software. Work under general supervision to provide oversight support to the Systems Department for the telemetering equipment. Responsible for the coordination, development, implementation and management of the GIS system. Responsible for providing oversight of information technology support to water, wastewater, District's headquarters, security, records management systems, webmaster and other areas as needed.
- System Administrator – This at will position provides support to ensure that the District's computers, servers, and network run efficiently with minimum downtime. Supports and maintains District computer and network security, policies and procedures. Able to organize and manage competing priorities; effectively manage District resources; constructively deal with conflict and afford effective resolutions; professionally represent the District; effectively perform within a team environment; and support of the District Strategic Plan and Mission Statement by acting as a positive role model are essential. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required. May work flexible hours including evenings and weekends as required.

- Information Technology Coordinator – The position offers support to ensure that the computers and network run efficiently with minimum downtime. Supports and maintains District computer and network policies and procedures. The ability to organize and manage competing priorities; effectively manage District resources; constructively deal with conflict and afford effective resolutions.
- Instrument Control Technician I – Under general supervision, performs a variety of electrical and electronic maintenance and repair duties related to telemetry control equipment as well as general electrical and electronic systems. Installs, diagnoses and repairs instrument and control telemetry systems used in the storage, treatment, and distribution of potable water, wastewater and reclaimed wastewater. Constructs circuit-testing devices, calculates motor feeder conductors, conduit sizes, main disconnects and over-current devices; reads, comprehends and interprets complex electronic and electrical system schematics; performs programmable logic controller, maintenance.
- Instrument Control Technician II – same as Instrument Control Technician I, but Level II Instrument and Controls Technicians work independently with general and minimal level of supervision, and provide training and technical guidance to Level I Instrument and Control Technician.
- Pump/Motor Technician I – The responsibility of this at will, non-exempt position, under general supervision, responds to troubleshooting, maintenance, repair, tuning and documentation of a variety of mechanical and electrical systems throughout the District including potable water treatment, potable distribution, recycled distribution, wastewater collection and treatment. Performs a variety of maintenance and repair duties related to pumps, grinders, turbines and other motorized equipment typical of the industry including checking, servicing, lubricating, repairing, rebuilding and maintaining district-wide facility mechanical and electromechanical equipment, structures and grounds. Ability to operate various air, electric and hand tools to remove, repair and install pumps, motors and related equipment required. Use vibration analysis, infrared thermography, amp draws, and other tools to detect potential problems.
- Pump/Motor Technician II – same as Pump/Motor Technician I, but Level II Pump/Motor Technician work independently with general and minimal level of supervision, and provide training and technical guidance to Level I Pump/Motor Technician.

Systems Supervisor:

- Operations Supervisor – The responsibility of this position is to plan, direct, implement and administer one or more of the following areas: System Maintenance and Facilities; Construction and Maintenance; Meter Maintenance and Backflow; Systems Operation; and Fleet Maintenance. The ability to interact successfully in a team environment is essential.

- Systems Operator I – The responsibility of this position is to operate and check upon the functioning of all telemetering equipment, pumps, chlorinators, reservoirs, cathodic protection and pressure control stations, and valves. Must possess ability to independently and competently operate the District’s telemetry computer system. Required to enter and perform maintenance of District pressure control stations and vaults according to approved policies.
- Systems Operator II – same as System Operator I, but Level II Operators work independently with little supervision.
- Lead Valve Maintenance Technician I & II – These at will positions responsibilities include performing preventative and corrective maintenance on water system valves, hydrants, blow-offs, air and vacuum relief valves, and other distribution system appurtenances. Acts independently and responds to personnel issues using sound judgment. Professionally represents the District. Supervises labor resources effectively, providing input and recommendations for evaluations and documentation of performance. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District’s safety programs is necessary. The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently with a clear understanding of goals and objectives are essential. Stable, reliable attendance is required.

Construction Supervisor:

- Utility I – The responsibility of this position is to perform construction, installation and maintenance work on water pipelines and rights of way, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. In the event of a sanitary sewer overflow, this position is contacted to assist in the containment and clean-up of the spill.
- Utility II – same as above
- Utility III – In addition to Level II requirements, a thorough knowledge of departmental procedures; the successful completion of a course of instruction on lead or supervisory duties at a journeyman level; proven ability to organize and manage competing priorities; skilled in personal computer and peripherals operations and use; and a State of California Water Distribution Operator D3 certification are required.
- Equipment Technician – The responsibility of this position is to repair and maintain all district vehicles and equipment. A working knowledge of pertinent Federal, California and local requirements is necessary. This position coordinates all phases of outsourced repairs and/or services, tracks mandated DMV and BAR smog certifications and performs repair work internally as required. Ability to constructively deal with conflict and afford effective solutions; ability to provide input regarding District operations policies and procedures; ability to operate within

designated budgetary guidelines; ability to respond to situations using sound judgment; and manage District resources responsibly are essential.

4S Water Reclamation:

- Water Reclamation Facilities Supervisor – Under general supervision, this position is responsible for ensuring the District's compliance with all local, state and federal regulations relating to wastewater and recycled water production, distribution and use. Responsible for the planning, administration and implementation of the District's wastewater programs. Responsible for effectively utilizing District resources. This position is the responsible representative of the District, as described in Section J of SWRCB Order No. 2006-0003. In the event of a sanitary sewer overflow, this position is responsible for contacting the Utility field crew for containment and renting a vactor truck for clean-up. As the responsible representative of the District, this position is then responsible for all appropriate on-line reporting.
- Reclamation Op Level I – Under general supervision, this at will position operates and maintains the District's wastewater collection, treatment and reclamation systems. This includes but is not limited to lift stations, treatment and reclamation plants, chlorinators and related facilities.
- Reclamation Op Level III – In addition to the above, possession of a Wastewater Treatment Operator Certificate, Grade III, and five years experience in the operation and maintenance of wastewater collection, treatment and reclamation systems. A Certificate of Completion in Wastewater Technology or its equivalent may be substituted for up to one year of experience.
- Reclamation Op Level IV – In addition to the above, possession of a Wastewater Treatment Operator Certificate, Grade IV, and five years experience in the operation and maintenance of wastewater collection, treatment and reclamation systems. A Certificate of Completion in Wastewater Technology or its equivalent may be substituted for up to one year of experience.
- Backflow/Cross Connection Coordinator – This at will, non exempt, position will be responsible to perform inspections on a variety of water systems; interpret, apply, and enforce pertinent rules and regulations; interpret and explain cross connection and water quality regulations; review and interpret blueprints, plans, and manufacturers' manuals pertaining to commercial and industrial complexes to determine compliance with District, State and Federal standards; perform, analyze and interpret the results of a variety of cross connection control tests and tests of water; maintain accurate records and prepare appropriate reports; and operate and maintain testing equipment.

Water Treatment Plant Operations:

- Water Treatment Facilities Supervisor – Under general supervision, this at-will position operates and maintains the District's water treatment system. This includes

but is not limited to the District's water treatment plant and chlorine and ammonia feed systems. Under general supervision, this position is responsible for ensuring the District's compliance with all local, state and federal regulations relating to water production and delivery to the distribution system. Responsible for the planning, administration and implementation of the District's water treatment programs. Responsible for effectively utilizing District resources. Acts as a positive role model and professionally represents the District.

- WTP Operator Level II – Under general supervision, these at-will positions operate and maintain the District's water treatment system. This includes but is not limited to the District's water treatment plant and ammonia feed facility systems. Also, possession of a Water Treatment Operator Certificate, Grade T2 and one year experience as, or at a level equivalent to a Water Treatment Operator I. Water Distribution Operator Certificate, Grade D2 required.
- WTP Operator Level III – In addition to the above, possession of a Water Treatment Operator Certificate, Grade T3 and three years experience in the operation and maintenance of a water treatment plant to include PLC/SCADA experience. Availability for Standby duty is a condition of employment. Operation of a membrane facility highly desirable. Water Distribution Operator Certificate, Grade D2 required.

Engineering Division:

- Engineering Manager – Under general direction of the General Manager, this at will position is responsible for District and developer projects within the Engineering Department. Supports the acquisition of land and rights-of-way for District projects and work related to appraisals, acquisitions, and management of real property rights for pipelines, storage reservoirs, and building sites. Responsible for coordination with developers on projects to be constructed within the District and granted to District as part of the District system. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Support of the District Strategic Plan and Mission Statement is essential. Reliable, stable attendance is required.
- Engineering Project Administrator – This at will position provides support to the Engineering Manager in the planning, organizing and achievement of successful project completion. This position is responsible for preparing a variety of Board, budget, and status reports as required. Requires the ability to organize and manage competing priorities. Assures Departmental operations are within budgetary guidelines. Professionally represents the District and acts as a positive role model. Requires the ability to perform successfully within a team environment. Knowledge and support of the District Strategic Plan and Mission Statement are essential. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. An

understanding and protection of confidential information is essential. Reliable, stable attendance is required.

- Administrative Clerk – This position performs a wide variety of clerical, administrative, and customer service functions. Must possess the ability to effectively organize and manage competing priorities. A working knowledge and understanding of District safety rules and regulations, as well as active participation in District Safety programs is necessary.
- Engineering Services Supervisor – Under general direction, this at will position is responsible for the planning, direction, implementation and administration of various engineering services including inspection, right of way, backflow & cross connection, and facilities. Constructively deal with conflict and afford effective resolutions. Ensure departmental operations are within budgetary guidelines. Effectively utilize District resources. Respond to emergency situations and personnel issues using sound judgment. Act as a positive role model and professionally represent the District. Recommends effective, current policy or procedural enhancements for departmental operations. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. An ability to perform successfully within a team environment; along with an ability to work independently with a clear understanding of goals and objectives; as well as support of the District Strategic Plan and Mission Statement are essential. Reliable, stable attendance is required.
- Inspector – The responsibility of this job is to provide inspection services under the direct supervision of the Senior Inspector. An ability to communicate clearly with contractors and other construction personnel in a professional manner; assistance in operating the department within budgetary guidelines; ability to assure successful inter-departmental relationships are required.
- Line Locator – The responsibility of this job is to provide inspection services under the direct supervision of the Senior Inspector. The ability to work independently with a clear understanding of goals and objectives; an ability to constructively deal with conflict and afford effective resolutions; and a working knowledge and understanding of District safety rules and regulations.
- Facilities Coordinator – This at will position is responsible for coordinating the facility maintenance program, right of way oversight, landscape and lease maintenance program and the security functions for the District. The ability to effectively organize and manage competing priorities; exercise sound, independent judgment within established guidelines; operate within budgetary guidelines; work effectively within a team environment; constructively deal with conflicts and effect resolutions; support of the District Strategic Plan and Mission Statement by acting as a positive role model and remaining informed and involved are essential. A working knowledge and understanding of District safety rules and regulations, as

well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required.

- Engineering & Rights of Way Coordinator – The responsibility of this at will non exempt position is to assist the Engineering Department in the planning, development and coordination of District and Developer projects throughout the District. Supports the acquisition of land and rights of way for District projects, coordination with developers and proponents on projects to be constructed within the District, and coordinates efforts to maintain the District system with regard to easements, encroachments and rights of way.
- Backflow/Cross Connection Coordinator I & II – This at will, non exempt, positions will be responsible to perform inspections on a variety of water systems; interpret, apply, and enforce pertinent rules and regulations; interpret and explain cross connection and water quality regulations; review and interpret blueprints, plans, and manufacturers' manuals pertaining to commercial and industrial complexes to determine compliance with District, State and Federal standards; perform, analyze and interpret the results of a variety of cross connection control tests and tests of water; maintain accurate records and prepare appropriate reports; and operate and maintain testing equipment.

Finance Division:

- Finance Manager – Under general direction of the General Manager, this at will position is responsible for managing the financial services for the District, including financial accounting and reporting, payroll and accounts payable disbursement functions, cash, investment and debt management, budgeting, purchasing, data processing, customer and sewer billing (excluding water utility billing), and processing of customer payments, internal auditing and special financial analyses. A working knowledge of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Support of the District Strategic Plan and Mission Statement is essential. Reliable, stable attendance is required.
- Accounting Supervisor – Under general direction, this at will position responsibilities include the recording of all accounting transactions (for example: accounts receivable, accounts payable, payroll, job cost, and cash receipts) into the District's automated financial management system (Microsoft Dynamics Great Plains), to determine that expenditures are properly authorized, within the approved budget, and disbursed from the correct source of funds; to determine that cash received is properly coded as to type; and to reconcile various general ledger accounts and funds during the monthly preparation of the District's financial statements. This position supervises the accounting and purchasing staff. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required.



- Financial Analyst – Under general direction, prepare monthly and annual financial statements, complete year-end audit procedures, prepare monthly treasurer reports, coordinate and compile annual budget document, perform cash management and investment functions, analyze water rates including comparison and revenue requirements, maintain debt compliance with bond indentures, review and analyze fees and charges, and prepare various financial and statistical reports as assigned. This position requires extensive analytical skills, general understanding in application of accounting principles and auditing standards, and ability to interpret and to apply the District's fiscal policy and procedures.
- Project Accountant II – The responsibilities of this limited term position encompass the on-going analysis of District transactions relating to construction projects and work orders to ensure that costs are appropriately recorded to the same. This is a limited term position with the primary focus of accounting for the impending construction of a large, raw water reservoir and treatment plant.
- Purchasing/Warehouse Clerk – Under general supervision, this at will position assists the District staff; interfaces with field and office departments on purchasing, issuing, receiving, recording, and storing District materials and supplies. Processes work orders on a daily basis and provides routine facility maintenance. The ability to organize and manage competing priorities; effectively manage District resources; and constructively deal with conflict and afford effective resolutions.
- Accountant I – The responsibility of this at will position is the recording of all accounting transactions (for example: accounts receivable, accounts payable, payroll, job cost, cash receipts) in the District's automated financial management system; to determine that expenditures are properly authorized, within the approved budget, and disbursed from the correct source of funds; to determine that cash received is properly coded as to type; to reconcile various general ledger accounts and funds during the monthly preparation of the District's financial statements; accepts and prepare meter applications; and provides administrative support to the Engineering Department.

Human Resources Division:

- Human Resources Manager – Responsible for the administration and supervision of the Human Resources Department. Manages employee programs, safety program, benefits administration, recruitment, training, labor and public relations issues.
- Risk/Safety Compliance Administrator – The responsibility of this at will position is to plan, develop and coordinate the implementation and maintenance of the District's regulatory programs including permits, occupational health and safety, workers' compensation, disaster and emergency preparedness, and support risk management programs. Oversee administration of District safety training programs to minimize losses resulting from accidents, natural causes, regulatory or non-compliance, support legal insurance claims against the District, maintain database for all related programs. Participate in the development and administration of



departmental goals, objectives and procedures. Collect facts regarding claims against the District including property, liability and vehicle accident and conduct investigations. Respond to emergency situations and exercise sound judgment.

- Human Resources Analyst – This at will position is responsible for assisting the Human Resources Manager by performing a wide variety of analytical and administrative personnel related duties. This position is expected to maintain the District’s Employee/Employer Manual and Employee Handbook with updated information coordinate employee performance reviews for supervisors and managers, assist employees with benefit issues and produce documents for employee programs and events.
- Records/Contracts Coordinator – This at will position responsibilities include maintaining records systems and procedures to facilitate the orderly retention, retrieval and disposition of records. Responsible for implementing and maintaining an organization-wide records management program. The position is also expected to support the General Manager and the District Board of Directors with travel and conference arrangements. Supports the Strategic Plan and Mission Statement by remaining informed and involved, exhibits a willingness to assure successful interactions with District personnel. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District’s safety programs is necessary. Reliable, stable attendance is required. Must maintain strict confidentiality of privileged information and effectively utilize District resources.

2.2.3.4 *Position Incumbents (Appendix D)*

The District keeps a complete, up-to-date list of their job titles and associated incumbents.

2.2.3.5 *Sanitary Sewer Maintenance Master Plan (Appendix E)*

In an attempt to protect the environment and serve the customers of the Olivenhain Municipal Water District, the District has developed a sanitary sewer maintenance master plan. The intent of this master plan is to ensure, at all times, free-flowing conditions within the sewer collection system owned by the District. Also discussed in the master plan are procedures for responding and reporting to sanitary sewer overflows.

Comment [JJ1]: Check if there is an updated sanitary sewer maintenance master plan

2.2.3.6 *Emergency Contact List for Sanitary Sewer Overflow (Appendix F)*

All relevant contact information for District personnel involved with SSOs, including name, office phone, cell phone, pager, and home phone are listed in this document. Additionally, a list of vector truck vendors is provided for spill clean-up, and applicable agency contact information is given for reporting SSOs.

2.2.3.7 *2015 SSMP Audit Goals Technical Memorandum (Appendix W)*

In an effort to provide a plan and schedule to properly manage, operate, and maintain the District’s sewer collection system in order to prevent, reduce, and mitigate SSO’s, the District retained Infrastructure Engineering Corporation to develop a SSMP audit goals technical

memorandum. The technical memorandum evaluated the status of completion of the 2010 SSMP goals, and established new goals for the 2015 SSMP with an expected schedule of completion for each goal.

CHAPTER 3. LEGAL AUTHORITY

The District's Legal Authority addresses those mandatory SSMP provisions outlined in Section D, 13 (iii) Legal Authority of SWRCB Order No. 2006-0003.

The District will demonstrate, through 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 I/I, stormwater, 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 District.
- (4) Limit the discharge of Fats, Oils, and Grease (FOG) and other debris that may cause blockages.
- (5) Enforce any violation of its sewer ordinances.

3.1 COMPLIANCE SUMMARY

The District is regulated by several agencies of the United States Government and the State of California, pursuant to the provisions of Federal and State Law. Federal and State Laws (including, but not limited to: 1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C. Section 1251 et seq); 2) California Porter Cologne Water Quality Act (California Water Code section 13000 et seq); 3) California Health & Safety Code sections 25100 to 25250; 4) Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq); and 5) California Government Code, Sections 54739-54740) grant to the District the authority to regulate and/or prohibit, by the adoption of an ordinance, and by issuance of control mechanisms, the discharge of any waste, directly or indirectly, to the District sewerage facilities. Said authority includes the right to establish limits, conditions, and prohibitions; to establish flow rates or prohibit flows discharged to the District sewerage facilities; to require the development of compliance schedules for the installation of equipment systems and materials by all users; and to take all actions necessary to enforce its authority, whether within or outside the District boundaries, including those users that are tributary to the District or within areas for which the District has contracted to provide sewerage services.

Through a series of Ordinances adopted by the Board of Directors and internally developed District Code, the District possesses the necessary legal authority required by Section D, 13 (iii) Legal Authority of SWRCB Order No. 2006-0003:

- (1) The District prevents illicit discharges into its sanitary sewer system (including, but not limited to, I/I, stormwater, chemical dumping, and unauthorized debris) through the *Rules and Regulations for Use of District Sewerage Facilities*, specifically Section 3.1.
- (2) The District requires that sewers and connections be properly designed and constructed per their *Standard Sewer Notes*. The District utilizes the *Standard Specifications for Public*

Works Construction (Greenbook) for design and construction standards and specifications for the installation of new sanitary sewer systems, pumps and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer infrastructure. The *Standard Sewer Notes* also references the *Regional Supplemental Amendments to the Standard Specifications for Public Works Construction, San Diego Regional Standard Drawings (SDRSD)*, and the *Olivenhain Municipal Water District Standards for the Construction of Water Mains*.

- (3) The District ensures access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District in Section 5.10 of their *Rules and Regulations for Use of District Sewerage Facilities – September 2009*.
- (4) The District limits the discharge of Fats, Oils, and Grease (FOG) and other debris that may cause blockages through Section 3.1 and 3.7 of the *Rules and Regulations for Use of District Sewerage Facilities – September 2009*.
- (5) The District enforces any violation of its sewer ordinances in accordance with their *Rules and Regulations for Use of District Sewerage Facilities*. Section 6, Enforcement of Rules and Regulations, addresses all enforcement related actions.

3.2 COMPLIANCE DOCUMENTS

The following documents allow the District to comply with the Legal Authority requirements of the waste discharge requirement (WDR), and are attached as appendices:

- o *Rules and Regulations for Use of District Sewerage Facilities – September 2009*, Olivenhain Municipal Water District, Appendix G.
- o *Standard Sewer Notes*, Olivenhain Municipal Water District, Appendix H.
- o *San Diego Area Regional Standard Drawings* - County of San Diego, May 2005, Appendix I.

The following documents are readily available to the general public, and have therefore not been attached as an appendix:

- o *Standard Specifications for Public Works Construction (Greenbook)*, Public Works Standards, Inc., 2006.
- o *Regional Supplemental Amendments to the Standard Specifications for Public Works Construction*.

3.3 DOCUMENT DESCRIPTIONS

Each of the following documents provides a portion of the District's Legal Authority, as required in Section D, 13 (iii) Legal Authority of SWRCB Order No. 2006-0003.

3.3.1 *Rules and Regulations for Use of District Sewerage Facilities (Appendix G)*

Adopted by the District in July 2001, and updated in September 2009, *Rules and Regulations for Use of District Sewerage Facilities - September 2009* documents requirements for direct and indirect contributors into the wastewater collection and treatment system operated by the District. It enables the District to comply with all applicable State of California and Federal laws required by the Clean Water Act of 1977 and subsequent Amendments, and the General Pretreatment Regulations (40 CFR 403).

- Section 3.1 – Titled Prohibited Discharge Standards, this section prohibits the discharge of all potentially problematic substances into the sanitary sewer system. These general prohibitions apply to all such Dischargers of publicly owned treatment works whether or not the Discharger is subject to National Categorical Pretreatment Standards or any other national, state, or local pretreatment standards or requirements.
- Section 3.7 – Titled Fats, Oils, and Grease Control Section, this section creates the legal basis for OMWD’s FOG Control Program. This section has been updated as part of the District’s pro-active program to manage the sewer collection system. In addition to describing prohibited FOG discharges, Section 3.7 describes when grease interceptors are required, the specifications of required grease interceptors, and the requirements for grease interceptor maintenance and record keeping.
- Section 5.10 – Titled OMWD’s Right of Entry for Inspection and Sampling, this section gives the District the legal authority to access all parts of the facility as necessary for the purposes of inspection and sampling to determine if persons or occupants of commercial/industrial premises are in compliance with this Ordinance or an Industrial Waste Discharge Permit.
- Section 6 – Titled Enforcement of Rules and Regulations, this section gives the District the legal authority to enforce non-compliance of any violation or continuing violation of any provision of this Ordinance, an Industrial Waste Discharge Permit, an administrative order, any decision of the General Manager or his or her designee, or applicable state or federal law. The District’s General Manager or his or designee is charged with enforcing all applicable state, federal, local laws, and ordinances regarding discharge of wastewater into the sewer systems under the District’s jurisdiction and all the provisions of these Rules and Regulations.

3.3.2 *Standards Sewer Notes (Appendix H)*

Adopted by the District in November 16, 2005, the *Standards Sewer Notes* requires that all new sanitary sewer systems to be properly designed and constructed in accordance with the *Standard Specifications for Public Works Construction (Greenbook)*, *Regional Supplemental Amendments to the Standard Specifications for Public Works Construction, San Diego Regional Standard Drawings (SDRSD)*, and the *Olivenhain Municipal Water District Standards for the Construction of Water Mains*. This document includes specifications for the following sanitary sewer elements:

- Pipe bedding, trench backfill, and trench width
- Manholes
- Sewer Locations
- Sewer Facility Material Requirements
- Sewer Laterals

3.3.3 *San Diego Area Regional Standard Drawings (Appendix I)*

As referenced in the District's *Standard Sewer Notes*, these drawings were last updated in March of 2005. They are utilized as the District's sewer system standard drawings for:

- Sewer Cleanout
- 48" Diameter Precast Manhole Installation
- 60" Diameter Precast Manhole Installation
- Sewer Manhole Base
- Manhole Pipe Connectors
- Manhole Miscellaneous
- Manhole Coating and Lining System
- Existing Manhole Abandonment
- Warning/Identification Tape Installation
- Pipe Bedding and Trench Backfill for Sewer Facilities
- Concrete Protection for Sewer Pipe
- Slope Protection Installations
- Cut-Off Wall Installation in Traveled Areas
- 4" and 6" Sewer Lateral Installation
- Sewer Lateral Notes and Detail
- 4" and 6" Sewer Cut-In Wye Connections



CHAPTER 4. OPERATION AND MAINTENANCE PROGRAM

The District's Operating and Maintenance Program addresses those mandatory SSMP provisions outlined in Section D, 13 (iv) Operation and Maintenance Program of SWRCB Order No. 2006-0003.

The District's Operation and Maintenance Program encompasses the following components:

- (1) An up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves.
- (2) Routine preventive operation and maintenance activities by staff, 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 Preventative Maintenance (PM) program includes a system to document scheduled and conducted activities, such as work orders.
- (3) 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 a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement focuses on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan includes a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan includes a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.
- (4) Training on a regular basis for staff in sanitary sewer system operations and maintenance.
- (5) Equipment and replacement part inventories, including identification of critical replacement parts.

4.1 COMPLIANCE SUMMARY

The District maintains an up-to-date Geographic Information System (GIS) database of the sanitary sewer system, including all gravity line segments and manholes, pumping facilities, pressure pipes and valves. The database is updated regularly with engineering plans and capital improvements by an outside vendor. This database is utilized as the basis of system maps of the District's wastewater facilities. In addition to the sanitary sewer infrastructure data, the system maps contain easement and entry information for the collection system.

The District has a relatively young collection system, with no pipes installed before 1997. The District has developed a Preventative Maintenance program that is appropriate for protecting and extending the life of this young system. The District has uses a private collection system maintenance firm to clean and televise approximately 20% of their sewer collection system annually, thereby cleaning the entire system, at a minimum, once every 5 years. The District's current strategy for cleaning is to focus on the oldest section of the system first and work

towards the newest. The District's sewage lift stations are equipped with SCADA monitoring, contain back-up power generation, and receive regular maintenance by District staff to maintain reliability.

As the cleaning and videoing process progresses, trouble sections or hot-spots are identified. These hot-spots are evaluated to determine the cause of the problem, the frequency of maintenance required to prevent sanitary sewer overflows, and the feasibility of correcting the problem via source control techniques or capital improvement project. The District's also maintains a Computerized Maintenance Management System (CMMS), which utilizes software for preventative maintenance and work orders. By using this software the District can input a description of the hot-spot, including location and required maintenance method.

The rehabilitation and replacement program that the District uses for the collection system is based upon data gathered during the cleaning and video process. During the cleaning cycles, sections of the collection system may be found to be in a deteriorated condition. An indication of deteriorated sections would include rocks, roots, and other material observed in the debris removal process. When observed, these areas are televised to document the specific area of failure. Depending on the severity of the problem, the District may elect to immediately address those areas or place them within their capital repairs projects for future years. Until the improvement projects are completed, they will be placed on a hot-spot list, and monitored on an accelerated frequency to ensure a free-flowing condition. Currently, the District maintains a CIP in their *Comprehensive Master Plan*, detailing the date, cost and sources of funding for future infrastructure projects.

District collection system staff currently participates in the CWEA certification program for collection workers. The District provides on-going in house technical, job skills and safety training for its Staff. The District has been and continues to conduct training of Waste Discharge Requirements (WDR) awareness. The District trains on SSO response according to the *Overflow Emergency Response Plan (OERP)* at least once per year.

Due to the small size of the District's collection system, the economy of scale to own and operate a vector truck and large amount of replacement parts does not exist. The District maintains a list of vendors who can provide services and parts for the collection system, both in emergency and in non-emergency situations.

In summary, the District maintains an Operation and Maintenance Program which meets the requirements of Section D, 13 (iv) Operation and Maintenance Program of SWRCB Order No. 2006-0003:

- (1) The District maintains an up-to-date Geographic Information System (GIS) database of their sanitary sewer system, including all gravity line segments and manholes, pumping facilities, pressure pipes and valves. This database is used to create a map of the District's wastewater facilities, an example of which is shown in Appendix J.
- (2) The District has developed a Preventative Maintenance program that is appropriate for protecting and extending the life of this young system. The District has uses a private collection system maintenance firm to clean and televise approximately 20% of their

sewer collection system annually, thereby cleaning the entire system, at a minimum, once every 5 years. The District's current strategy for cleaning is to focus on the oldest section of the system first and work towards the newest. The District's sewage lift stations are equipped with SCADA monitoring, contain back-up power generation, and receive regular maintenance by District staff to maintain reliability. The Preventative Maintenance Plan is documented in the *Olivenhain Municipal Water District Sanitary Sewer Maintenance Master Plan*, which is included as Appendix E.

- (3) The rehabilitation and replacement program that the District uses for the collection system is based upon data gathered during the cleaning and video process. This process is described in the *Olivenhain Municipal Water District Sanitary Sewer Maintenance Master Plan*, which is included as Appendix E. Until the improvement projects are completed, they will be placed on a hot-spot list, and monitored on an accelerated frequency to ensure a free-flowing condition. Currently, the District maintains a CIP in the *Comprehensive Master Plan*, detailing the date, cost and sources of funding for future infrastructure projects. This document is included as Appendix K.
- (4) District collection system staff currently participates in the CWEA certification program for collection workers. The District provides on-going in house technical, job skills and safety training for its Staff. The District has been and continues to conduct training of Waste Discharge Requirements (WDR) awareness. The District trains on SSO response according to the Overflow Emergency Response Plan (OERP) at least once per year. The CWEA training program is detailed in Appendix L. The District training record is included in Appendix M.
- (5) The District maintains a list of vendors who can provide services and parts for the collection system, both in emergency and in non-emergency situations. This list is included as Appendix N.

4.2 COMPLIANCE DOCUMENTS

The following documents, attached as appendices, support the District's Operation and Maintenance Program, thereby allowing the District to comply with the Operation and Maintenance Program requirements of the WDR:

- o Sample Wastewater Collection System Map Page, Olivenhain Municipal Water District, Appendix J.
- o *Sanitary Sewer Maintenance Master Plan*, Olivenhain Municipal Water District, Appendix E.
- o *Olivenhain Municipal Water District Comprehensive Master Plan*, Olivenhain Municipal Water District, Appendix K.
- o *CWEA Collection System Certification Handbook*, California Water Environment Association, Appendix L.
- o District Training Record, Olivenhain Municipal Water District, Appendix M.
- o District Vendor List, Olivenhain Municipal Water District, Appendix N.

4.3 DOCUMENT DESCRIPTIONS

A description for each compliance document listed above is described below:

4.3.1 *Sample Wastewater Collection System Map Page (Appendix J)*

The sample map page is typical of the collection system maps used by District staff. These maps are updated as required, and provide all infrastructure information required in the field.

4.3.2 *Sanitary Sewer Maintenance Master Plan (Appendix E)*

In order to protect the environment and serve its customers, the District developed a sanitary sewer maintenance master plan that addresses the following areas:

- (1) Sewer collection system access
- (2) On-going collection system maintenance
- (3) Recommend capital sewer collection system replacement
- (4) Sewage lift station maintenance
- (5) Spill response
- (6) Spill reporting

Although the spill response and spill reporting sections have been superseded by the District's updated OERP, the sanitary sewer maintenance master plan continues to provide a District road map for preventative maintenance and repair and replacement of the collection system. This document was updated in October 2009 to reflect recent changes to the District's collection system, and to the OERP.

4.3.3 *Comprehensive Master Plan (Appendix K)*

The Olivenhain Municipal Water District (District) developed a Comprehensive Master Plan (CMP) to combine previous planning efforts into one document that will address the needs within the District's three enterprise areas: potable water, wastewater, and recycled water. The CMP provides capital improvement needs for future growth and evaluates rehabilitation and replacement potential of the existing facilities. The wastewater collection system CIP provides projects and funding levels for maintaining existing system capacity and for providing future capacity as customers are added.

4.3.4 *CWEA Collection System Certification Handbook, (Appendix L)*

CWEA's mission is to enhance the education and effectiveness of California wastewater professionals through training, certification, dissemination of technical information, and promotion of sound policies to benefit society through protection and enhancement of the water environment.

The Technical Certification Program (TCP) was created to offer multilevel technical certification for individuals employed in the water quality field. Tests are written by vocational specialists and administered throughout the year in six different disciplines: Biosolids, Collection System Maintenance, Environmental Compliance Inspection, Laboratory Analyst,

Plant Maintenance (Electrical/ Instrumentation and Mechanical Technologist), and Industrial Waste Treatment Plant Operator. CWEA first offered a certification program for operators of wastewater treatment plants in 1937. The program was administered by CWEA until 1973 when the State of California assumed responsibility for the program. During those 36 years, CWEA awarded 3915 operator certificates.

4.3.5 District Training Record (Appendix M)

This spreadsheet was generated by the District in order to maintain and track data concerning the training a certification level achieved by collection system staff.

4.3.6 Vendor List (Appendix N)

This vendor list allows the District to quickly procure spare parts and services for the collection system.

CHAPTER 5. DESIGN AND PERFORMANCE PROVISIONS

The District's Design and Performance Provisions addresses those mandatory SSMP provisions outlined in Section D, 13 (v) Design and Performance Provisions of SWRCB Order No. 2006-0003.

The District's Design and Performance Provisions encompass the following components:

- (1) 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.
- (2) Procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects.

5.1 COMPLIANCE SUMMARY

The District utilizes their *Standard Sewer Notes* which requires that all new sanitary sewer systems, as well as the rehabilitation and repair of existing sewer facilities, be designed and constructed in accordance with the *Standard Specifications for Public Works Construction (Greenbook)*, published by Public Works Standards, Inc.. The *Standard Sewer Notes* references the *Greenbook*, as well as the *Regional Supplemental Amendments to the Standard Specifications for Public Works Construction, San Diego Regional Standard Drawings (SDRSD)*, and the *Olivenhain Municipal Water District Standards for the Construction of Water Mains*.

Procedures and standards for inspecting and testing the installation of new sewers and other appurtenances, and for rehabilitation and repair projects, are outlined in the *Rules and Regulations for Use of District Sewerage Facilities*. Specifically, Section 5.10 covers the District's right of entry for inspection and sampling of sewer facilities on commercial/industrial premises.

The District maintains Design and Performance Provisions which meet the requirements of Section D, 13 (v) Design and Performance Provisions of SWRCB Order No. 2006-0003:

- (1) The District requires that sewers and connections be properly designed and constructed per their *Standard Sewer Notes*. The District utilizes the *Standard Specifications for Public Works Construction (Greenbook)* for design and construction standards and specifications for the installation of new sanitary sewer systems, pumps and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer infrastructure. The *Standard Sewer Notes* also references the *Regional Supplemental Amendments to the Standard Specifications for Public Works Construction, San Diego Regional Standard Drawings (SDRSD)*, and the *Olivenhain Municipal Water District Standards for the Construction of Water Mains*.
- (2) Per the *Rules and Regulations for Use of District Sewerage Facilities*, the procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects, are in accordance with the Section 5.10 – OMWD's Right of Entry For Inspection and Sampling.

5.2 COMPLIANCE DOCUMENTS

The following documents are attached as appendices in order support the District's Design and Performance Provisions, thereby allowing the District to comply with the Design and Performance Provisions requirements of the WDR:

- *Rules and Regulations for Use of District Sewerage Facilities*, Olivenhain Municipal Water District, Appendix G.
- *Standard Sewer Notes*, Olivenhain Municipal Water District, Appendix H.
- *San Diego Area Regional Standard Drawings* - County of San Diego, April 2006, Appendix I.

The following document is readily available to the general public, and has therefore not been attached as an appendix:

- *Standard Specifications for Public Works Construction (Greenbook)*, Public Works Standards, Inc., 2006.
- *Regional Supplemental Amendments to the Standard Specifications for Public Works Construction*

5.3 DOCUMENT DESCRIPTIONS

A description for each compliance document listed above is described below:

5.3.1 *Rules and Regulations for Use of District Sewerage Facilities (Appendix G)*

Adopted by the District in July 2001, *Rules and Regulations for Use of District Sewerage Facilities* documents requirements for direct and indirect contributors into the wastewater collection and treatment system operated by the District. It enables the District to comply with all applicable State of California and Federal laws required by the Clean Water Act of 1977 and subsequent Amendments, and the General Pretreatment Regulations (40 CFR 403).

- Section 5.10 – Titled OMWD's Right of Entry for Inspection and Sampling, this section gives the District the legal authority to access all parts of the facility as necessary for the purposes of inspection and sampling to determine if persons or occupants of commercial/industrial premises are in compliance with this Ordinance or an Industrial Waste Discharge Permit.

5.3.2 *Standards Sewer Notes (Appendix H)*

Adopted by the District in November 16, 2005, the *Standards Sewer Notes* requires that all new sanitary sewer systems to be properly designed and constructed in accordance with the *Standard Specifications for Public Works Construction (Greenbook)*, *Regional Supplemental Amendments to the Standard Specifications for Public Works Construction*, *San Diego Regional Standard Drawings (SDRSD)*, and the *Olivenhain Municipal Water District Standards for the Construction of Water Mains*. This document includes specifications for the following sanitary sewer elements:

- Pipe bedding, trench backfill, and trench width
- Manholes
- Sewer Locations

- Sewer Facility Material Requirements
- Sewer Laterals

5.3.3 *San Diego Area Regional Standard Drawings (Appendix I)*

As referenced in the District's *Standard Sewer Notes*, these drawings are utilized as the District's sewer system standard drawings for:

- Sewer Cleanout
- 48" Diameter Precast Manhole Installation
- 60" Diameter Precast Manhole Installation
- Sewer Manhole Base
- Manhole Pipe Connectors
- Manhole Miscellaneous
- Manhole Coating and Lining System
- Existing Manhole Abandonment
- Warning/Identification Tape Installation
- Pipe Bedding and Trench Backfill for Sewer Facilities
- Concrete Protection for Sewer Pipe
- Slope Protection Installations
- Cut-Off Wall Installation in Traveled Areas
- 4" and 6" Sewer Lateral Installation
- Sewer Lateral Notes and Detail
- 4" and 6" Sewer Cut-In Wye Connections

CHAPTER 6. OVERFLOW EMERGENCY RESPONSE PLAN

The District's *Overflow Emergency Response Plan* addresses those mandatory SSMP provisions outlined in Section D, 13 (vi) Overflow Emergency Response Plan of SWRCB Order No. 2006-0003, as well as the Notification requirements in Attachment A of Order No. WQ 2008-0002-EXEC.

The District's *Overflow Emergency Response Plan (OERP)* identifies measures to protect public health and the environment. It includes the notification of primary responders and regulatory agencies of all SSOs in a timely and proper manner. It ensures, by way of procedures, that appropriate staff and contractor personnel are aware of and follow the OERP, and are appropriately trained. The plan addresses emergency operations, such as traffic control, and makes certain that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States, and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge, thereby satisfying Section D, 13 (vi) Overflow Emergency Response Plan of

SWRCB Order No. 2006-0003 by including:

- (1) Proper notification procedures so that primary responders and regulatory agencies are informed of all Sanitary Sewer Overflows (SSOs) in a timely manner;
- (2) A program to ensure an appropriate response to all overflows;
- (3) Procedures which ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable regional water boards Waste Discharge Requirements (WDR's) or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (4) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (5) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (6) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

The District's Overflow Emergency Response Plan complies with the additional notification requirements outlined in SWRCB Order No. WQ 2008-0002-EXEC:

- (1) For any discharges of sewage that results in a discharge to a drainage channel or a surface water, the District shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the San Diego Regional Water Quality Control Board.
- (2) As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or a surface water, the District shall submit to the San Diego Regional Water Quality Control Board a certification that the State Office of Emergency Services and the local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.

6.1 COMPLIANCE SUMMARY

The District has outlined specific measures to protect public health and the environment in their *Overflow Emergency Response Plan*. These procedures contain a plan for responding and reporting to SSOs which includes, but is not limited to, the following:

- o Descriptions, responsibilities and authorities for each management, administrative and maintenance position responsible for responding to and reporting an SSO.
- o Procedures for receiving SSO notification and immediately notifying first responders of the SSO.
- o Procedures to rapidly mobilize, contain any SSO, diagnose, report on, and relieve the cause of any SSO.
- o Procedures to provide emergency operations, such as traffic control, in the event of an SSO.
- o Procedures for reporting all SSOs to the On-Line SSO Reporting System.
- o Procedures to post the proper signs to warn the public of potential contamination hazards.
- o Procedures to restore the environment to the condition that existed before the SSO occurred.

The District conducts internal training sessions to ensure familiarity with these procedures and prepare staff for an SSO event, from initial notification to SSO report documentation, including any necessary emergency activities, such as traffic control.

Through these documents and programs, the District has developed and implemented an overflow emergency response plan that identifies measures to protect public health and the environment, thereby satisfying Section D, 13 (vi) Overflow Emergency Response Plan of SWRCB Order No. 2006-0003:

- (1) Section 5 of the District's *Overflow Emergency Response Plan* outlines the proper SSO notification procedures, thereby ensuring that primary responders are informed of

all SSOs in a timely manner. The *Overflow Emergency Response Flow Chart* also illustrates exactly what steps need to be taken in response to a SSO;

- (2) Section 7 of the District's *Overflow Emergency Response Plan* contains a program to ensure an appropriate response to all overflows. Furthermore, the *Overflow Emergency Response Flow Chart* provides guidance for utility field crew on the proper procedures;
- (3) Section 6 of the District's *Overflow Emergency Response Plan* outlines the procedures which ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP). The 4S Water Reclamation/System Supervisor is the authorized representative for the District, as described in Section J of SWRCB Order No. 2006-2003. Accordingly, he will oversee the SWRCB On-Line Reporting and will report the SSO to all other appropriate agencies. The *Overflow Emergency Response Plan* includes a list of these agencies with their phone numbers, as well as the names and numbers of key District personnel. This ensures that all regulatory agencies are informed of all SSOs in a timely manner;
- (4) As per Section 12 of the District's *Overflow Emergency Response Plan*, the District conducts internal training sessions to ensure familiarity with these procedures and prepare staff and contractor personnel for an SSO event, from initial notification to SSO report documentation, including any necessary emergency activities, such as traffic control;
- (5) Procedures to address emergency operations, such as traffic control and other necessary response activities, are addressed in Sections 7 and 10 of the District's *Overflow Emergency Response Plan*; and
- (6) Sections 5 and 7 of the District's *Overflow Emergency Response Plan* ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs.

Provisions of the District's *Overflow Emergency Response Plan* that comply with SWRCB Order No. WQ 2008-0002-EXEC are contained in Section 6 of the District's *Overflow Emergency Response Plan*:

- (1) In the event of a sewage discharge that results in a discharge to a drainage channel or a surface water, the District shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the San Diego Regional Water Quality Control Board.
- (2) As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or a surface water, the District shall submit to the San Diego Regional Water Quality Control Board a certification that the State Office of

Emergency Services and the local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.

6.2 COMPLIANCE DOCUMENTS

The following documents allow the District to comply with the overflow and emergency response plan requirements of the WDR, and are attached as appendices.

- *Overflow Emergency Response Plan*, Olivenhain Municipal Water District, Appendix O.
- Overflow Emergency Response Flow Chart, Olivenhain Municipal Water District, Appendix P.
- SSO Reporting Flow Chart, Olivenhain Municipal Water District, Appendix Q.

6.3 DOCUMENT DESCRIPTION

A description for each compliance document listed above is described below:

6.3.1 *Overflow Emergency Response Plan (Appendix O)*

The District maintains a plan for responding and reporting to SSOs in their *Overflow Emergency Response Plan*. The purpose of these procedures is to minimize the impact of SSO's to the public and the environment. This response plan is a guideline for the standard operating procedures in the event of a SSO, and is reviewed periodically by the 4S Water Reclamation/System Supervisor. The plan includes the following contents:

- Purpose
- Background
- Policy
- Definitions
- Initial Notification and Response
- Reporting
- Procedures
- Liability
- Responsibilities
- Emergency Traffic and Crowd Control
- Posting Requirements
- Training
- National Incident Management System (NIMS) Compliance
- Attachments

Specifically, the *Overflow Emergency Response Plan* addresses the following:

Purpose

This section includes the reasons for developing the OERP, with primary concerns of reducing the amount of SSOs within the District while keeping safety paramount.

Background

This section includes the reasons for standardizing the SSO response process, ultimately providing assistance in achieving the most efficient response possible.

Policy

This section describes the ideals of the District in regards to SSO response. Safety and containment of the spill are the most important issues, with different SSO parameters determining which issue is most important at the time.

Definitions

This section provides definitions for different SSO types in an effort to further clarify procedures for immediate response.

Initial Notification and Response

This section includes the procedures for responding to SSOs and notifying the proper authorities. The 4S Water Reclamation/Systems Supervisor is the authorized representative for the District, as described in Section J of SWRCB Order No. 2006-2003. This section describes the procedures for receiving SSO notification and immediately notifying first responders of the SSO. The 4S Water Reclamation/Systems Supervisor will immediately dispatch the utility field crew to the SSO site. After normal business hours, the Rancho Santa Fe Fire Department will receive incoming SSO calls.

Reporting

This section includes the procedures for reporting SSOs and notifying the proper authorities, with appropriate contact information, as well as the list of agencies, to be notified in the event of any SSO. The Water Operations Supervisor is the authorized representative for the District, as described in Section J of SWRCB Order No. 2006-2003. Accordingly, he will oversee the SWRCB On-Line Reporting. He will also report the SSO to all other appropriate agencies.

Procedures

After the initial notification and response, this section includes procedures so the District's utility field crew will respond to the spill site with the proper spill response and safety equipment. The foreman, or senior Crew member, will assess the situation and assign the Crew job duties. The senior Crew member will notify the 4S Water Reclamation/Systems Supervisor whether the problem occurs during, or after, normal business hours.

Liability

This section includes the guidelines for managing District liability regarding SSO response. The only authorized District employee to carry out reporting duties and recommend advice is the 4S Water Reclamation/Systems Supervisor.

Responsibilities

This section includes the key tasks of the responsible District representative. The 4S Water Reclamation/System Supervisor is responsible for completing all tasks in conjunction with the WDR requirements.

Emergency Traffic and Crowd Control

This section includes the procedures to provide emergency traffic control activities in the event of an SSO. The District's utility field crew will utilize assistance from the Rancho Santa Fe Fire Department in the event that the spill is located in a high traffic area.

Posting

This section includes the procedures to post proper signs to warn the public of potential contamination hazards. Posting of contamination signs will be done in all cases whether there is standing water or the ground is saturated. Signs will be placed in locations with high visibility so they can be seen from all routes that the public might take to enter an area.

Training

The District has been and continues to conduct training on WDR awareness in order to prepare staff for an SSO event, from initial notification to SSO report documentation, including any necessary emergency activities such as traffic control.

National Incident Management System (NIMS) Compliance

This section includes the compliance measures of the District in observance of the National Incident Management System requirements. NIMS is a comprehensive and integrated approach to disaster preparedness and recovery. The following NIMS areas are addressed:

- Command and Management
- Preparedness
- Resource Management
- Communication and Information Management

6.3.2 Overflow Emergency Response Flow Chart (Appendix P)

This document visually depicts the process of efficiently responding to a SSO. Any member of the District staff can use this flow chart to ensure an accurate response to any sanitary sewer overflow.

6.3.3 SSO Reporting Flow Chart (Appendix Q)

After the initial notification and response is performed by the 4S Water Reclamation/System Supervisor, the District still has to comply with the reporting procedures introduced by Order No. 2006-0003 and the San Diego County Order No. R9-2007-0005. To accomplish this, the *SSO Reporting Flow Chart* is used to convey which regulatory agencies need to be informed based on the type and magnitude of the SSO.

CHAPTER 7. FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

The District's Fats, Oils and Grease Control Program addresses those mandatory SSMP provisions outlined in Section D, 13 (vii) FOG Control Program of SWRCB Order No. 2006-0003.

The District's FOG Control Program helps reduce the amount of Fats, Oils and Grease discharged to the sanitary sewer system, by including:

- (1) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area, and a list of acceptable disposal facilities.
- (2) Legal authority to prohibit discharges to the system and identify measures to prevent SSO's and blockages caused by FOG.
- (3) Requirements to install grease removal devices, design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.
- (4) Authority to inspect grease producing facilities, enforcement authorities, and sufficient staff to inspect and enforce the FOG ordinance.
- (5) Identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.
- (6) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified.
- (7) Implementation of a plan and schedule for a public education outreach program that promotes proper disposal of FOG.

7.1 COMPLIANCE SUMMARY

To reduce the amount of Fats, Oils and Grease discharged to the District's sanitary sewer system, the District has been actively engaged in developing a FOG Control Program. The District identifies new potential FOG dischargers using building permit review of both new and retrofit applications. Restaurants are required to install grease interceptors, and to clean them regularly. All interceptors are subject to inspection by the District.

Although the District has a young collection system that is relatively FOG and debris free, the District has identified sections of the sanitary sewer system subject to high levels of FOG and has developed cleaning maintenance schedules for these sections. In summary, the District maintains a FOG Control which meets the requirements of Section D, 13 (vii) FOG Control Program of SWRCB Order No. 2006-0003:

- (1) The District maintains a list of potential FOG generating customers within the sanitary sewer system service area. All Food Service Establishments (FSEs) are identified as potential FOG generators through review of building permits, and are required to have grease interceptors. Restaurants are required to clean their grease interceptors regularly. The District has provided a list of independent vendors which can provide collection and disposal services within their service area.

- (2) The District possesses the legal authority to prohibit discharges to the system and identify measures to prevent SSO's and blockages caused by FOG through the *Rules and Regulations for Use of District Sewerage Facilities – September 2009*, specifically Sections 3.1 and 3.7.
- (3) As per Section 3.7 of the *Rules and Regulations for Use of District Sewerage Facilities – September 2009*, the District requires all new FSEs to install grease interceptors. Per Section 3.7, these interceptors must be sized and designed according to Universal Plumbing Code (UPC) standards. In addition, the interceptors must be maintained regularly and records kept of this maintenance.
- (4) The District has authority to inspect grease producing facilities through the *Rules and Regulations for Use of District Sewerage Facilities – September 2009*, Section 5.10. District enforcement of violations is granted per Section 6. The District has sufficient staff to provide inspections of each removal device in their service area once every five years.
- (5) Although the District has a relatively young collection system that is relatively FOG and debris free, the District has identified sections of the sanitary sewer system subject to high levels of FOG.
- (6) The District has developed and implemented source control measures for all sources of FOG discharged to the sanitary sewer system by prohibiting the discharge of FOG as described above.
- (7) The District is in the process of developing a public outreach program that will educate customers on the FOG control program and on Best Management Processes (BMPs) for avoiding FOG discharge. The outreach program will include both direct mail outreach (bill inserts) and information available on the District's website. The District is reviewing language in *Draft Public Outreach for FOG* as a basis for the public outreach program.

7.2 COMPLIANCE DOCUMENTS

The following documents, attached as appendices, support the District's FOG Control Program, thereby allowing the District to comply with the FOG Control Program requirements of the Statewide General Waste Discharge Requirements (WDR):

- o *Rules and Regulations for Use of District Sewerage Facilities – September 2009*, Olivenhain Municipal Water District, Appendix G.
- o *Draft Public Outreach for FOG Program*, Olivenhain Municipal Water District, Appendix R.

The following document is readily available to the general public, and has therefore not been attached as an appendix:

- o *Uniform Plumbing Code*.

7.3 DOCUMENT DESCRIPTIONS

A description for each compliance document listed above is described below:

7.3.1 *Rules and Regulations for Use of District Sewerage Facilities (Appendix G)*

Adopted by the District in 2001 and updated in September of 2009, referenced sections of the document are described below are described below:

- Section 3.1 – Defines FOG and identifies it as a specifically prohibited discharge substance in the District sewer system.
- Section 3.7 – Describes the FOG Control Program implemented by the District. This program includes grease interceptor requirements, grease trap requirements, and the maintenance and record keeping required for both.
- Section 5.10 – Describes the District’s right of entry for inspection of FOG control devices.
- Article 6 – Describes the District’s right to enforcement and provides the necessary steps required for enforcement of violations, including FOG Control Program violations.

7.3.2 *Draft Public Outreach for FOG Program (Appendix R)*

This document provides language that can be adopted by the District to establish guidelines or BMPs for FOG handling within the District. This language can be mailed to customers or provided on the District’s website as a reference.



CHAPTER 8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The District's System Evaluation and Capacity Assurance Plan addresses those mandatory SSMP provisions outlined in Section D, 13 (viii) System Evaluation and Capacity Assurance Plan of SWRCB Order No. 2006-0003.

The District has prepared and implemented a Capital Improvement Program (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. The District's System Evaluation and Capacity Assurance Plan encompasses the following components:

- (1) Evaluation - Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation provides estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of 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.
- (2) Design Criteria - Where design criteria do not exist or are deficient, undertake the evaluation identified in (1) above to establish appropriate design criteria.
- (3) 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 shall include an implementation schedule and shall identify sources of funding.
- (4) Schedule – the District has developed a schedule of completion dates for all portions of the CIP developed in (1)-(3) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

8.1 COMPLIANCE SUMMARY

The District maintains a System Evaluation and Capacity Assurance Plan which meet the requirements of Section D, 13 (viii) System Evaluation and Capacity Assurance Plan of SWRCB Order No. 2006-0003:

- (1) The District's *4S Ranch/Rancho Cielo Sewer Build-Out Study*, attached as Appendix S, includes wastewater flow projections for existing and future flows. These flows were combined with wet weather flows captured through District-operated flow meters in order to model both dry and wet weather peak sanitary sewer flows. These flows were modeled in InfoSWMM software in order to determine hydraulic adequacy. Sanitary Sewer Overflows were not allowed to exit the system during the hydraulic analysis.
- (2) The District's Capacity Assurance Plan, attached as Appendix T, provides hydraulic modeling of the collection system to evaluate hydraulic sufficiency.



8.2 COMPLIANCE DOCUMENTS

The following documents support the District's System Evaluation and Capacity Assurance Plan, thereby allowing the District to comply with the System Evaluation and Capacity Assurance Plan requirements of the WDR:

- o *4S Ranch/Rancho Cielo Sewer Build-Out Study*, IEC, March 2008, Appendix S.
- o The District's Capacity Assurance Plan, Appendix T.

8.3 DOCUMENT DESCRIPTIONS

A description for each compliance document listed above is described below:

8.3.1 *4S Ranch/Rancho Cielo Sewer Build-Out Study (Appendix S)*

The District's *4S Ranch/Rancho Cielo Sewer Build-Out Study* includes wastewater flow projections for existing and future flows. These flows were combined with wet weather flows captured through District-operated flow meters in order to model both dry and wet weather peak sanitary sewer flows. These flows were modeled in InfoSWMM software in order to determine hydraulic adequacy. Sanitary Sewer Overflows were not allowed to exit the system during the hydraulic analysis.

8.3.2 *Capacity Assurance Plan (Appendix T)*

The District's Capacity Assurance Plan provides hydraulic modeling of the collection system to evaluate hydraulic sufficiency.



CHAPTER 9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

The District's Monitoring, Measurement, and Program Modifications addresses those mandatory SSMP provisions outlined in Section D, 13 (ix) Monitoring, Measurement, and Program Modifications of SWRCB Order No. 2006-0003.

The District's Monitoring, Measurement, and Program Modifications encompass the following components:

- (1) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- (2) 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.

9.1 COMPLIANCE SUMMARY

In order to monitor the implementation and measure the effectiveness of the SSMP, the District tracks several performance indicators, including:

- o Location of all SSOs over the past 12 months;
- o Number of SSOs over the past 12 months, distinguishing between dry weather overflows and wet weather overflows;
- o Volume distribution of SSOs (e.g. number of SSOs < 100 gallons, 100 to 999 gallons, 1,000 to 9,999 gallons, > 10,000 gallons);
- o Volume of SSOs that was contained in relation to total volume of SSOs;
- o SSOs by cause (e.g. roots, grease, debris, pipe failure, pump station failure, capacity, other);
- o Number of stoppages over the past 12 months;
- o Stoppages by cause;
- o Number of Interceptors inspected over the past 12 months;
- o Percentage of Interceptors inspected over the past 12 months;
- o Miles of gravity mains cleaned over the past 12 months;
- o Percentage of total gravity mains cleaned over the past 12 months;
- o Percentage of wet wells cleaned over the past 6 months;

In order to keep the SSMP up to date, the District has assigned a staff member to review the SSMP annually. In addition to tracking the above performance indicators, the staff member will review all sections of the SSMP for effectiveness and timeliness. Collection system personnel will also be



consulted annually to review the effectiveness of the SSMP, and help identify potential areas for improvement.

In summary, the District maintains a Monitoring, Measurement, and Program Modifications which meets the requirements of Section D, 13 (ix) Monitoring, Measurement, and Program Modifications of SWRCB Order No. 2006-0003:

- (1) The District monitors the implementation of the SSMP, and measures the effectiveness of each element by SSMP by developing and tracking performance indicators on an annual basis;
- (2) By tracking performance indicators, the District is able to assess the success of their preventative maintenance program;
- (3) The District has assigned a staff member to review the SSMP annually, in order to update all program elements as appropriate. In addition to tracking the above performance indicators, the staff member will review all sections of the SSMP for effectiveness and timeliness. Collection system personnel will also be consulted annually to review the effectiveness of the SSMP, and help identify potential areas for improvement;
- (4) The District tracks the frequency, location and volume of all SSOs.

9.2 COMPLIANCE DOCUMENTS

The following documents allow the District to comply with the Monitoring, Measurement, and Program Modifications requirements of the WDR, and are attached as appendices.

- o SSMP Monitoring, Measurement, and Program Modification Spreadsheet, Olivenhain Municipal Water District, April 2010, Appendix U.

9.3 DOCUMENT DESCRIPTIONS

A description for each compliance document listed above is described below:

9.3.1 SSMP Monitoring, Measurement and Program Modification Spreadsheet (Appendix U)

Olivenhain Municipal Water District annually updates a spreadsheet to monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP and to keep a record of program updates.



CHAPTER 10. SSMP PROGRAM AUDITS

The District's SSMP Program Audits addresses those mandatory SSMP provisions outlined in Section D, 13 (x) SSMP Program Audits of SWRCB Order No. 2006-0003.

The District is required to conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements identified in Section D, 13 of SWRCB Order No. 2006-0003, including the identification of any deficiencies in the SSMP and steps to correct them.

10.1 COMPLIANCE SUMMARY

The District will conduct an internal audit of their SSMP every two years, and focus on the effectiveness of the SSMP and the District's compliance with the SSMP requirements of Order No. 2006-0003. The audit will include, but may not be limited to, the following:

- Any significant changes to components of the SSMP, including but not limited to, Legal Authority, FOG Control Program or Overflow Emergency Response Plan.
- Any significant changes to the referenced compliance documents, presented as Volume II of the Sewer System Management Plan.
- SSMP implementation efforts over the past two years;
- A description of additions and improvements made the sanitary sewer collections system during the past two years;
- A description of the additions and improvements planned for the upcoming two years, with an estimated schedule for implementation.
- Strategies to correct deficiencies, if identified, will be developed by the responsible District division.

10.2 COMPLIANCE DOCUMENTS

The following documents allow the District to comply with the Monitoring, Measurement, and Program Modifications requirements of the WDR, and are attached as appendices.

- SSMP Audit Checklist, Olivenhain Municipal Water District, April 2010, Appendix V.
- 2015 SSMP Audit Report, Olivenhain Municipal Water District, May 2015, Appendix X.

10.3 DOCUMENT DESCRIPTIONS

A description for each compliance document listed above is described below:

10.3.1 SSMP Audit Checklist (Appendix V)

The District uses the questions in the checklist to form the basis of the required two year internal audit.

10.3.2 2015 SSMP Audit Report (Appendix X)

The District retained Infrastructure Engineering Corporation to conduct the five year SSMP audit on the 2010 SSMP. The audit evaluated the effectiveness of the SSMP and the District's compliance



with the SSMP requirements of the WDR. The SSMP audit report also includes the 2010 SSMP internal audit memo and 2012 SSMP internal audit memo as its appendices.



CHAPTER 11. COMMUNICATION PROGRAM

The District's Communication Program addresses those mandatory SSMP provisions outlined in Section D, 13 (xi) Communication Program of SWRCB Order No. 2006-0003.

The District should 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 District as the program is developed and implemented. The District shall also create a plan of communication with systems that are tributary and/or satellite sanitary sewer system.

11.1 COMPLIANCE SUMMARY

11.1.1 Implementation

The District has communicated on a regular basis with interested parties, including member agencies, on the implementation and performance of this SSMP.

The District made a Draft version of the SSMP available to the public, allowed time for review, and invited public comments at a District Board Meeting on April 21, 2010, thereby allowing for public input.

11.1.2 Ongoing

The SSMP will undergo review and revision through internal audits every two (2) years and external audits every five (5) years. The results of these audits will be available to the public on the District's website (www.olivenhain.com). Additionally, the District's website presents information about ongoing efforts to manage and maintain the sanitary sewer collection system, as well as meeting agendas and minutes.

11.2 COMPLIANCE DOCUMENTS

The following documents allow the District to comply with the communication requirement with the public of the WDR, and are attached as appendices.

- o 2015 SSMP Audit Report, Olivenhain Municipal Water District, May 2015, Appendix X.

11.3 DOCUMENT DESCRIPTIONS

A description for each compliance document listed above is described below:

11.3.1 2015 SSMP Audit Report (Appendix X)

The District retained Infrastructure Engineering Corporation to conduct the five year SSMP audit on the 2010 SSMP. The audit evaluated the effectiveness of the SSMP and the District's compliance with the SSMP requirements of the WDR. The SSMP audit report also includes the 2010 SSMP internal audit memo and 2012 SSMP internal audit memo as its appendices.