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



ABBREVIATIONS / ACRONYMS

BMP	Best Management Practice
CCTV	Closed Circuit Television
CDZ	Commercial Discharge Zone
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CMOM	Capacity, Management, Operations and Maintenance
CIP	Capital Improvement Program
CWEA	California Water Environment Association
ECS	Environmental Compliance Services
EDU	Equivalent Dwelling Unit
EMWD	Eastern Municipal Water District
EVMWD	Elsinore Valley Municipal Water District
FOG	Fats, Oils, Grease
GIS	Geographical Information System
I/I	Inflow / Infiltration
KPI	Key Performance Indicator
MRP	Monitoring and Reporting Program
NASSCO	National Association of Sewer Service Companies
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
O&M	Operation and Maintenance
PCI	Pretreatment Compliance Inspection
PM	Preventative Program
PVC	Polyvinyl Chloride
RA&S	Regional Assets and Services Department
RCWD	Rancho California Water District
SFB	Sewer Flow Basins
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflows
SRRRA	Santa Rosa Regional Resources Authority
SRWRF	Santa Rosa Water Reclamation Facility
SWRCB	State of California Water Resources Control Board
WDR	Waste Discharge Requirements
WMWD	Western Municipal Water District



EXECUTIVE SUMMARY

In 2006, 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 a SSO, all feasible steps be taken to control the released volume and prevent untreated wastewater from entering storm drains, creeks, etc.
2. If a 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).

A critical component of Order No. 2006-0003 is the development of a Sewer System Management Plan (SSMP). The SSMP must be updated every five (5) years, and must include any significant program changes. The RCWD Board of Directors adopted the District's first SSMP in March 2008, which included the following WDR mandated elements:

1. Goals and Organization Structure.
2. Legal Authority.
3. Operation and Maintenance Program.
4. Design and Performance Standards.
5. Overflow Emergency Response Program.
6. Fats, Oils and Grease Control Program.
7. System Evaluation and Capacity Assurance Plan.
8. Monitoring, Measurement, and Program Modifications.
9. SSMP Program Audits.
10. Communication Program.

It is the SWRCB's intent that Order No. 2006-0003, as amended by Order No. WQ 2008-0002-EXEC and Monitoring and Reporting Program Order No. 2013-0058-EXEC, be the primary regulatory mechanism for sanitary sewer systems statewide. The Order also allows each regional board to issue more stringent or more prescriptive WDRs for sanitary sewer systems within their



respective jurisdiction. RCWD is within Region 9, the San Diego Region, which has adopted Order R9-2007-0005 that contains additional provisions that all sewage collection agencies within Region 9 must adhere to, specifically relating to private lateral sewage discharge reporting.

Since the completion of RCWD's 2013 Sewer System Management Plan (SSMP), the Santa Rosa Regional Resources Authority (SRRRA) was formed. The SRRRA is a Joint Powers Authority formed by RCWD, Elsinore Valley Municipal Water District (EVMWD), and Western Municipal Water District (WMWD) on November 12, 2015. The SRRRA is responsible for the collection, transmission, treatment, and disposal of wastewater from its member agencies relating to flows at the Santa Rosa Water Reclamation Facility (SRWRF). This responsibility included the acquisition of the SRWRF, all gravity mains which convey flows from two or more of these agencies to the SRWRF, as well as the Cal Oaks Lift Station and Force Main. The ownership transfer of these facilities from RCWD to SRRRA occurred on August 24, 2017. Due to the formation of the SRRRA, RCWD-owned facilities no longer convey flows from either EVMWD and/or WMWD.

RCWD owns less collection system infrastructure than summarized in the 2013 SSMP, as 1 lift station, approximately 17 miles of gravity mains, 343 manholes, and the SRWRF were transferred from RCWD to the SRRRA. However, RCWD still operates all SRRRA-owned collection system infrastructure on behalf of the SRRRA. Appendix N presents the collection system owned by the SRRRA and owned by RCWD, while Appendix O illustrates the collection system owned and/or operated by RCWD.



CHAPTER 1. PROHIBITIONS AND PROVISIONS

State Water Resources Control Board (SWRCB) Order Nos. 2006-0003, WQ 2008-0002-EXEC, and WQ 2013-0058-EXEC, as well as San Diego Regional Water Quality Control Board Order R9-2007-0005, mandate that Rancho California Water District (RCWD) 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 thereunder, RCWD is required to comply with the following prohibitions:

- Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited; and,
- 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:

- 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 RCWD to contain, control, and clean up sewage spills from its collection system in accordance with Section 13327 of the California Water Code. RCWD 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. RCWD 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, RCWD must meet the following fifteen (15) provisions:

1. RCWD 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 WDRs. 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 a 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. RCWD shall take all feasible steps to eliminate SSOs. In the event that a SSO does occur, RCWD shall take all feasible steps to contain and mitigate the impacts of a SSO.
4. In the event of a SSO, RCWD 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, as amended by Order Nos. WQ 2008-0002-EXEC and WQ 2013-0058-EXEC, including specified notification, water quality monitoring, recordkeeping, and certification requirements.
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 RCWD's 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. RCWD has complied with the requirements of Order No. 2006-0003, including requirements for reporting, developing, and implementing a SSMP;
 - b. RCWD 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 RCWD 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 RCWD;
 - 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. RCWD took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.
7. When a sanitary sewer overflow occurs, RCWD 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.

RCWD 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. RCWD shall properly manage, operate, and maintain all parts of the sanitary sewer system owned or operated by RCWD, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
 9. RCWD 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. RCWD 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 RCWD's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by RCWD.
 11. RCWD 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 RCWD's office and/or available on the internet. This SSMP must be approved by RCWD'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 RCWD believes that any element of this section is not appropriate or applicable to RCWD'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 RCWD's program to implement the SSMP must be certified by RCWD to be in compliance with the requirements set forth above and must be presented to RCWD's Board of Directors for approval at a public meeting. RCWD shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the timeframes identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, RCWD'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. Recertification by the Board of Directors of RCWD is required in accordance with D.14 when significant updates to the SSMP are made. To complete the recertification process, RCWD shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. RCWD 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 portions of the District's wastewater collection system, in order to minimize Sanitary Sewer Overflows (SSOs), as well as mitigate any SSOs that do occur. Accordingly, the SSMP will satisfy the requirements of SWRCB Order Nos. 2006-0003, WQ 2008-0002-EXEC, and WQ 2013-0058-EXEC, as well as Order R9-2007-0005, subsequently adopted by Regional Board 9, San Diego Region. These Orders are attached as Appendices A, B, D, and C respectively.

The following specific performance indicator goals have also been identified:

- Inspect 100% of all Interceptors annually;
- Clean 33% of all gravity mains annually;
- Clean 100% of all wet wells annually;
- Update the CIWQS collection system questionnaire annually;
- Complete 100% of the CIWQS No-Spill Certifications and SSO Incident Reports within the required regulatory timeframe;
- Conduct condition assessments and video inspections of all gravity mains and manholes which have been identified for either increased monitoring, or more frequent cleanings, every five (5) years; and
- Conduct a system-wide video inspection of all manholes and gravity mains every fifteen (15) years.

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, names, responsibilities of personnel, contact information, and authority for each position. The organizational structure includes a chain of communication for reporting SSOs and lines of authority with contact information.



RCWD's Organizational Structure encompasses the following components:

- (1) The name of the responsible or authorized representative, as described in Section J of SWRCB Order No. 2006-0003.
- (2) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
- (3) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies, if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services).

2.2.1 Compliance Summary

As shown in Appendix E, RCWD maintains organizational charts which illustrate lines of authority, employee names, and employee titles. Telephone extensions and cell phone and pager numbers are available to all RCWD staff via RCWD's intranet home page. Appendix F includes RCWD's Sanitary Sewer Overflow Response Standard Operating Procedures which describes the chain of communication for reporting and responding to SSOs, as well as names and contact information for positions charged with implementing specific portions of the SSMP. Additional response procedures for lift stations, gravity mains and private sewer laterals are presented in Appendix G, and also contain specific reporting and responding instructions.

In summary, the District maintains an Organizational Structure which meets the requirements of Section D, 13 (ii) Organization of SWRCB Order No. 2006-0003.

- (1) Section 6 of the Sanitary Sewer Overflow Response Standard Operating Procedures identifies the SRWRF Water Reclamation Manager (Mark Kaveney) as the responsible or authorized representative of RCWD, as described in Section J of SWRCB Order No. 2006-0003, and lists his name and contact information.
- (2) RCWD maintains organizational charts with the names of all management, administrative, and maintenance positions. These charts clearly identify the lines of authority for these positions, while RCWD's Sanitary Sewer Overflow Response Standard Operating Procedures and Lift Station Overflow Response Plans contain the names and contact information for all positions charged with implementing specific portions of the SSMP. Telephone extensions and cell phone and pager numbers are available to all RCWD staff via RCWD's intranet home page. Names and phone numbers have also been included in Section 2.2.3.2.
- (3) RCWD's Sanitary Sewer Overflow Response Standard Operating Procedures, Lift Station Overflow Response Plans, Mainline Blockage Response SOP and Private Sewer Lateral



Complaint Response SOP describe the chain of communication for reporting and responding to SSOs and blockages, with Section 6 of the Sanitary Sewer Overflow Response Standard Operating Procedures identifying the person responsible for reporting SSOs to the State and Regional Water Board, as well as other applicable agencies.

2.2.2 *Compliance Documents*

The following documents allow the District to comply with the goals and organizational structure requirements of the WDR, and are attached as appendices.

- Organizational Charts, Rancho California Water District, Human Resources, Last Updated May 2018, Appendix E.
- Sanitary Sewer Overflow Response Standard Operating Procedures, Rancho California Water District, Last Updated August 2017, Appendix F.
- Collection of Specific Response Procedures, Rancho California Water District, Appendix G:
 - Lift Station Overflow Emergency Response Plans
 - Mainline Blockage Response
 - Private Sewer Lateral Response

2.2.3 *Document Descriptions*

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

2.2.3.1 Organizational Charts (Appendix E)

RCWD maintains organizational charts which illustrate lines of authority, employee names, and titles for the following divisions:

- Board of Directors and District Officers
- Rancho California Water District Board of Directors
- District Management
- District Administrative Officers
- Human Resources
- Operations and Maintenance Division - Field Services



- Operations and Maintenance Division - Operations
- Finance Division
- Administration
- Board Administration
- Engineering Division

Each year, Human Resources compiles updated information provided by each division and updates the organizational charts.

2.2.3.2 Sanitary Sewer Overflow Response Standard Operating Procedures (Appendix F)

RCWD maintains a chain of communication in its Sanitary Sewer Overflow Response Standard Operating Procedures for reporting and responding to SSOs. For those management, maintenance and administrative positions charged with implementing specific portions of the SSMP, names and telephone numbers are listed. The plan includes the following contents:

- Purpose
- Spill Response
- Emergency Traffic Control
- Bypass
- Containment
- Reporting and Notification
- Sign Posting
- Restoration
- Documentation

Specifically, Section 6 of the Sanitary Sewer Overflow Response Standard Operating Procedures identifies the SRWRF Water Reclamation Manager as the responsible or authorized representative of the District, as described in Section J of SWRCB Order No. 2006-0003, and lists his name and contact information.



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

- General Manager (Jeff Armstrong, 951-296-6900) – Establishes policy, plans strategy, leads staff, allocates resources, delegates responsibility and authorizes outside contractors to perform services.
- Assistant General Manager of Engineering and Operations (Eva Plajzer, 951-296-6900) – Coordinates policy and planning strategy with the Chief Engineer.
- Chief Engineer (Andrew Webster, 951-296-6900) – Oversees preparation of wastewater collection system planning documents; manages capital improvement delivery system; oversees documentation of new and rehabilitated assets; oversees development and implementation of SSMP; provides information updates to Board; and arranges for emergency meetings, if necessary.
- SRWRF Water Reclamation Manager (Mark Kaveney, 951-712-6042) – The responsible or authorized representative of the District, as described in Section J of SWRCB Order No. 2006-0003; provides relevant information to agency management; and, if the Wastewater Maintenance Supervisor is unable to do so, notifies the Collections Duty Operator when alerted to a potential SSO.
- Wastewater Maintenance Supervisor (Frank Yurralez, 909-322-8838) – Notifies the Collections Duty Operator when alerted to a potential SSO during working hours; oversees reporting and notification of SSOs, as well the posting of any necessary public health warnings; manages field operations and maintenance activities; prepares and implements contingency plans; leads emergency response; investigates and reports SSOs; and trains field crews; if SSO enters a storm drain or catch basin, appoints someone to retrieve a sample or samples from the spill area, whether it is from a creek, catch basin, detention basin, tributary, or street; and verifies that the sample is taken to the Santa Rosa Water Reclamation Facility for analysis by outside vendor.
- First Response Wastewater Duty Operator – If after hours, notifies the Collections Duty Operator when alerted to a potential SSO.
- Collections Duty Operator - Notifies all other staff members from the Water Reclamation Division to assist in the SSO response; assesses the SSO and assigns the response crew job duties in order to eliminate the overflow.
- Water Resources Manager (Jeff Kirshberg, 951-296-6900) – Prepares wastewater collection system planning documents; documents new and rehabilitated assets; and coordinates development and implementation of SSMP, including internal audit.



- Operations and Maintenance Assistant - Notifies the Wastewater Maintenance Supervisor or Water Reclamation Manager Operator when alerted to a potential SSO.
- Collections Crew – Staff preventive maintenance activities; mobilizes and responds to notification of stoppages and SSOs (mobilize sewer cleaning equipment, by-pass pumping equipment, and portable generators).

RCWD's chain of communication for reporting SSOs is described in detail in the District's Sanitary Sewer Overflow Response Standard Operating Procedures, prepared by District staff from the Water Reclamation Division. The purpose of the Sanitary Sewer Overflow Response Standard Operating Procedures is to minimize the impact of SSOs to the public and the environment, in a manner which also provides for the safety of District personnel. All sanitary sewer overflows are responded to in a timely manner to expedite the necessary steps to relieve the overflow. Relieving the sewage blockage and spill containment is the District's highest priority, taking into consideration public health concerns. This response plan is the guideline for the standard operating procedures in the event of a SSO. The response plan is reviewed periodically to ensure that all corrective measures are being taken.

All SSOs are reported as soon as: (1) the District has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures.

A Category I SSO is classified as a spill of any volume which results in a discharge to a drainage channel and/or surface water; or results in a discharge to a Municipal Storm Sewer System (MS4) that was not fully captured and returned to the sanitary sewer system. For any discharges of sewage that result in a discharge to a drainage channel or a surface water, the spill shall, as soon as possible but no later than two (2) hours after becoming aware of the discharge, be reported to the State Office of Emergency Services. For Category I spills which exceed 50,000 gallons, the District must submit a SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date. This report shall include at a minimum:

- a. Causes and Circumstances of the SSO:
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - d. Detailed description of the cause(s) of the SSO.
 - e. Copies of original field crew records used to document the SSO.
 - f. Historical maintenance records for the failure location.



- b. District's response to the SSO:
 - a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
 - b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.
 - c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

- c. Water Quality Monitoring:
 - a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
 - b. Detailed location map illustrating all water quality sampling points.

A Category II SSO is classified as a spill whose volume is equal to or exceeds 1,000 gallons, which does not reach surface water. Initial reporting of a Category II SSO must be reported to the Online SSO System as soon as possible, but no later than 3 business days after the District is aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in *section 9, Monitoring and Reporting Program No. 2006-0003*. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation.

Initial reporting of SSOs that do not discharge to a drainage channel or surface water, but are greater or equal to 1,000 gallons, must be reported to the San Diego Water Quality Control Board within 24 hours after the District becomes aware of the SSO, notification is possible, and notification can be provided without substantially impeding cleanup or other emergency measures. Minimum information that must be contained in the 24-hour report must include all information identified in *section C.2 of R9-2007-0005*. The District will also report the discharge to the State Board Online SSO Database within 30 days after the end of the calendar month in which the spill occurs. All Category III SSOs that do not reach surface waters or exceed 1,000 gallons will also be reported to the State Board Online SSO Database within 30 days after the end of the calendar month in which the spill occurs.

In the event of a private lateral sewer discharge resulting in a spill that reached surface waters or storm drainpipe, the District shall, as soon as possible, but no 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. If the private lateral discharge didn't reach surface water or storm drainpipe, but it was greater than 1,000 gallons, the District will provide notification of the discharge to the San Diego Regional Water Quality Control Board by phone, email, or fax within 24 hours after the District becomes aware of the SSO, notification is possible, and notification can be provided without substantially impeding cleanup or other emergency measures. The District will also report all private lateral discharges to the State Board Online SSO Database within 30 days after the end of the calendar month in which the Lateral Sewage Discharge occurs. The District identifies the sewage discharge as occurring and caused by a private lateral, and the responsible party (other than the District) is identified, if known.



At a minimum, the following mandatory information must be included prior to submitting a draft online SSO report for each category of SSO:

Category II or III SSO:

- a. SSO Contact Information: Name and telephone number of enrollee contact person.
- b. SSO Location Name.
- c. Location of SSO by entering GPS coordinates.
- d. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
- e. Whether or not the SSO reached a municipal separate storm drain system.
- f. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
- g. Estimate of the SSO volume, inclusive of all discharge point(s).
- h. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
- i. Estimate of the SSO volume recovered (if applicable).
- j. Number of SSO appearance point(s).
- k. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
- l. SSO start date and time.
- m. Date and time the enrollee was notified of, or self-discovered, the SSO.
- n. Estimated operator arrival time.

Private Lateral Sewage Discharge:

- a. All information listed above (if applicable and known), as well as;
- b. Identification of sewage discharge as a private lateral sewage discharge; and Responsible party contact information (if known).

Category I SSO:

- a. All information listed for Category II and III SSOs, as well as;
- b. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
- c. For spills greater than or equal to 1,000 gallons, the Cal OES control number.

At a minimum, the following mandatory information must be included prior to submitting a certified on-line SSO report for each category of SSO:

Category II or III SSO:

- a. All information listed for the Draft Category II and III online submittal of SSOs, as well as;
- b. Description of SSO destination(s).
- c. SSO end date and time.
- d. SSO causes (mainline blockage, roots, etc.).



- e. SSO failure point (main, lateral, etc.).
- f. Whether or not the spill was associated with a storm event.
- g. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
- h. Description of spill response activities.
- i. Spill response completion date.
- j. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
- k. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.

Private Lateral Sewage Discharge:

- a. Private Lateral Sewage Discharge reports do not have to be certified.

Category I SSO:

- a. All information listed for the Draft Category I online submittal of SSOs, as well as;
- b. Description of SSO destination(s).
- c. SSO end date and time
- d. SSO causes (mainline blockage, roots, etc.)
- e. SSO failure point (main, lateral, etc.).
- f. Whether or not the spill was associated with a storm event.
- g. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
- h. Description of spill response activities.
- i. Spill response completion date.
- j. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
- k. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
- l. Whether or not health warnings were posted as a result of the SSO.
- m. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
- n. Name of surface water(s) impacted.
- o. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
- p. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
- q. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
- r. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.



Section 6 of the Sanitary Sewer Overflow Response Standard Operating Procedures identifies the SRWRF Water Reclamation Manager as the responsible or authorized representative of the District, as described in Section J of SWRCB Order No. 2006-0003, and lists his/her name and contact information.

Section 5.4 of the Sanitary Sewer Overflow Response Standard Operating Procedures outline the District's Water Quality Monitoring Plan, which is to be implemented within 48 hours of notification of either a Category I SSO or a category II SSO that is 50,000 gallons or more.

In addition to the District's response plan, the Sanitary Sewer Overflow Response Standard Operating Procedures, attached as Appendix F, also addresses the following procedures:

- Procedures for reporting SSOs and notifying the proper authorities, with appropriate contact information;
- A list of agencies, with their appropriate contact information, to be notified in the event of any SSO;
- Procedures to post the proper signs to warn the public of potential contamination hazards;
- Procedures to restore the environment to the condition that existed before the SSO occurred; and
- Procedures to document all reported SSOs.

2.2.3.3 Collection of Specific Response Procedures (Appendix G)

RCWD maintains specific overflow response plans for the lift stations and gravity mains that it either owns and/or operates, as well as for private sewer lateral blockages. These include:

- The *Lift Station Overflow Response Plans for the Bear Creek, Cal Oaks 1, and Winchester Park Lift Stations*, which identifies :
 - The Emergency Call-Out Team Roster, which includes names, job titles, and contact information for all District personnel involved in the response plan. Contact information is also provided for outside contractors, utilities, and neighboring agencies of interest.
 - Figures illustrating both the Lift Station and appropriate decant manhole locations.
 - Lift Station Overflow Decant Manhole.
 - Pump and engine specification, diagrams, and performance pump curves.



- Mainline Blockage Response – Identifies response procedures for mainline blockages, as well as how to initiate reporting requirements.
- Private Sewer Lateral Complaint Response – Identifies response procedures for private sewer lateral complaints, as well as how to initiate any necessary reporting requirements.



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.

RCWD 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, storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- (2) Require that sewers and connections be properly designed and constructed;
- (3) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District;
- (4) Limit the discharge of Fats, Oils, and Grease (FOG) and other debris that may cause blockages, and
- (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 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 District-operated (SRRRA-owned) infrastructure.

Through a series of Ordinances and Resolutions adopted by the Board of Directors, as well as internally developed Plans and Requirements, 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, storm water, chemical dumping, and unauthorized debris) through *Ordinance No. 2013-8-1*, *Resolution No. 2013-8-9*, the District's *Enforcement Response Plan*, and relevant agreements and resolutions pertaining to the SRRRA.



- (2) The District requires that sewers and connections be properly designed and constructed in the *Rules and Regulations Sewer System Facilities and Service, Sewer System Facility Requirements and Design Guidelines* and relevant agreements and resolutions pertaining to the SRRRA.
- (3) The District ensures access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District in the *Rules and Regulations Sewer System Facilities and Service, Sewer System Facility Requirements and Design Guidelines* and relevant agreements and resolutions pertaining to the SRRRA.
- (4) The District limits the discharge of Fats, Oils, and Grease (FOG) and other debris that may cause blockages through *Ordinance No. 2013-8-1, Resolution No. 2013-8-9*, and relevant agreements and resolutions pertaining to the SRRRA.
- (5) The District enforces any violation of its sewer ordinances, in accordance with the *Enforcement Response Plan* and relevant agreements and resolutions pertaining to the SRRRA.

3.2 COMPLIANCE DOCUMENTS

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

- *Ordinance No. 2013-8-1, Regulations for Water Discharge and Sewer Use*, adopted by the Board of Directors of Rancho California Water District, August 8, 2013, Appendix H.
- *Resolution No. 2013-8-9, Local Limit Tables*, adopted by the Board of Directors of Rancho California Water District, August 8, 2013, Appendix I.
- Relevant Agreements and Resolutions Pertaining to the Santa Rosa Regional Resources Authority, Appendix J:
 - Joint Exercise of Powers Agreement Creating the Santa Rosa Regional Resources Authority (SRRRA), October 6, 2015.
 - *Resolution No. SRRRA-2015-12-1*, adopted by the Board of Directors of Santa Rosa Regional Resources Authority, December 11, 2015.
- *Resolution No. 2013-8-8, Adoption of Enforcement Response Plan*, Adopted by the Board of Directors of Rancho California Water District, August 8, 2013, Appendix K.
- *Rules and Regulations Sewer System Facilities and Service*, Part III, Chapter 1, Section 3 of the *Amended Rules and Regulations*, adopted by the Board of Directors of Rancho California Water District, September 14, 2006, Appendix L.
- *Sewer System Facility Requirements and Design Guidelines*, Rancho California Water District, March 2017 Revision, Appendix M.



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 Ord. No 2013-8-1, Regulations for Water Discharge and Sewer Use (Appendix H)

This ordinance, adopted by the Board of Directors on August 8, 2013, sets conditions and limitations on the use of the District's sewer system and sets specific enforcement provisions to resolve noncompliance with the District's ordinance. The provisions of this Ordinance apply to sewer construction, use, maintenance, discharge, deposit, or disposal of wastewater, both directly and indirectly, into and through all District collection systems and to the issuance of control mechanisms and assessment/imposition of fees, fines, and penalties thereof. This Ordinance applies to all users of the District's sewer system and specifies herein that all users of the District's sewer system are subject to regulation and enforcement.

Article 3 prevents illicit discharges into the District's sanitary sewer system and limits the discharge of Fats, Oils, and Grease (FOG). Articles 4 and 5 outline the specific control and enforcement mechanisms available to the District. The District is currently updating the Ordinance to incorporate recent streamline requirements.

3.3.2 Resolution No. 2013-8-9, Local Limit Table (Appendix I)

Adopted by the Board of Directors on August 8, 2013, this resolution establishes maximum concentration levels of industrial wastewater pollutants, domestic liquid waste, and conventional pollutants and applicable surcharge rates, in accordance with sections 3.300(a) and 3.700(b) of *Ordinance No. 2013-8-1*. As is done periodically, the District is currently updating the local limits identified in *Ordinance No. 2013-8-1*.

3.3.3 Relevant Agreements and Resolutions Pertaining to the Santa Rosa Regional Resources Authority (Appendix J)

The Santa Rosa Regional Resources Authority (SRRRA) is a Joint Powers Authority formed by the District, EVMWD, and WMWD on November 12, 2015. The SRRRA is responsible for the collection, transmission, treatment, and disposal of wastewater from its member agencies relating to flows to the Santa Rosa Water Reclamation Facility (SRWRF). This responsibility included the acquisition of the SRWRF, as well as all gravity mains which convey flows from two or more of these agencies to the SRWRF, in addition to the Cal Oaks Lift Station and Force Main. Acquisition of these facilities occurred on August 24, 2017.

Each of these documents, pertaining to the creation of the SRRRA and the appointment of the District as the SRRRA Administrator and Manager, contain detailed obligations for the appropriate wastewater generating agency. The sections identified in each document pertain to the respective agency's obligations, and may include: delivering Domestic Quality Wastewater to the SRWRF, and/or enforcing all relevant industrial discharge rules related thereto, including the requirements of Order No. 2013-8-1:



- Joint Exercise of Powers Agreement Creating the Santa Rosa Regional Resources Authority (SRRRA), October 6, 2015.
 - Section 1.4 enumerates several distinct powers associated with the SRRRA, including Sections 1.4.12 – 1.4.15, which specifically allow for the adoption of pretreatment limits and regulations (including, but not limited to, inspection, monitoring, and reporting), as well as allowing the SRRRA to take the necessary enforcement action.
- *Resolution No. SRRRA-2015-12-1*, Adopted by the Board of Directors of Santa Rosa Regional Resources Authority, December 11, 2015.
 - Section 1 details the District’s obligations as SRRRA Administrator and Manager, specifically Section 1(iv)c, which assigns all Operations and Maintenance tasks, including those required for regulatory compliance, to the District on behalf of the SRRRA.

As the Administrator and Manager of the SRRRA-owned collection system, the District has elected to adhere to the same local limits, conditions, regulations, guidelines, and enforcement actions that govern the District-owned collection system.

3.3.4 *Enforcement Response Plan (Appendix K)*

In the event of non-compliance with *Ordinance No. 2013-8-1*, the *Enforcement Response Plan* aims to deal with noncompliance in a just, efficient, and effective manner. The *Enforcement Response Plan*, adopted with *Resolution No. 2013-8-8* on August 8, 2013, outlines the necessary steps to:

- Identify and respond to noncompliance as quickly as possible, in order to minimize impact on the District's collection system
- Document all noncompliance, to include the Source Control Entry Log
- Investigate noncompliance thoroughly and expeditiously
- Ensure that enforcement actions are dictated by the severity of the violation
- Take enforcement action in a timely manner
- Respond to noncompliance in a consistent and objective manner

The *Enforcement Response Plan* addresses the different types of noncompliance and the nature of the violation, as well as the enforcement response tasks for each noncompliance matter. It also includes an Enforcement Matrix, which shows the title and action allowed per source control personnel.



3.3.5 Rules and Regulations Sewer System Facilities and Service (Appendix L)

Part III, Chapter 1, Section 3 of the *Amended Rules and Regulations*, adopted by the Board of Directors on September 14, 2006, describes the following rules and regulations governing the District's sewer service:

- Arrangement for Sewer Service Connections
- Rules and Regulations Applicable for all Sewer Service Connections
- Arrangements for Public Sewer Connections to the District's Sewer System by Other Public Agencies with which the District has entered into an Interagency Agreement
- Arrangements for District Sewer System Facilities other than Service Connections
- Rules and Regulations Applicable for all Types of District Sewer System Facilities, other than Sewer Service Connections
- Rules and Regulations Applicable for Sewer Service
- Calculations of EDUs for Residential and Commercial/Industrial Developments

Section 3.3.1 requires that all sewer service connections be installed in accordance with the design criteria presented in the *Sewer System Facility Requirements and Design Guidelines*. Section 3.6.5 prohibits any tampering, disturbing, or interfering with any District sewer facility, creating a violation and fee associated with illegal sewer connections.

3.3.6 Sewer System Facility Requirements and Design Guidelines (Appendix M)

The District's *Sewer System Facility Requirements and Design Guidelines*, March 2017 revision, details:

- Procedures for Construction Drawing Approval
- Design Criteria
- Construction Drawing Preparation
- Procedures for Sewer System Facility Construction

Section III and Section V require that sewers and connections be properly designed and constructed, respectively. Section I (C) requires that all sewer facilities must be in either dedicated road right-of-way or in easements granted to the District, thereby ensuring access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District.



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.

RCWD'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, and applicable storm water conveyance facilities;
- (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, and requires contractors to be appropriately trained; and
- (5) Equipment and replacement part inventories, including identification of critical replacement parts.

4.1 COMPLIANCE SUMMARY

The collection system infrastructure owned by the District is included in the same Operation and Maintenance Program as the sewer collection system infrastructure owned by the SRRRA and operated by the District. The District routinely cleans two (2) miles of gravity mains every month, thereby cleaning all gravity mains, at a minimum of every 3 years. The District has identified specific gravity mains and manholes that require more frequent cleaning, in addition to identifying gravity mains which must be cleaned uni-directionally due to access limitations. The District inspects each lift station three times per week, and cleans all wet wells quarterly. RCWD's Operation and Maintenance (O&M) Program includes an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes, and valves, as well as a map of those gravity mains identified for more frequent cleaning. The District



can obtain pertinent storm system information, including up-to-date maps, via emergency contacts at each applicable city.

The District has implemented Infor's Hansen 8 as its Computerized Maintenance Management System (CMMS). All work orders generated as part of the District's Preventative Maintenance (PM) program are scheduled and documented in Hansen 8. District staff are now able to receive, process, change, complete, and submit all work orders through Hansen 8. Accordingly, the District's Hansen 8 database maintains a log of all cleaning activity by Sewer Flow Basin (SFB), which details the size, material, and location of each pipe cleaned, as well as the equipment utilized, and any relevant remarks observed during the cleaning. District field staff observe all gravity mains and manholes during routine cleaning, and conduct localized video inspections when their observations warrant such further investigation.

Ultimately, the District anticipates leveraging its CMMS database to track and report costs accurately against assets and activities; to plan, schedule, and execute effective maintenance programs; and to create detailed asset inventories and agency-specific asset inspections. Prior to 2011, the District utilized Orion software for preventative maintenance and work orders.

The District completed a system-wide video inspection of all manholes and gravity mains in 2013. Gravity mains were evaluated utilizing National Association of Sewer Service Companies (NASSCO) Structural and Service inspection standards, compliant with the Pipeline Assessment Certification Program (PACP). Similarly, condition assessments for each manhole were compliant with the NASSCO Manhole Assessment Certification Program (MACP).

Upon completion of the video inspection and condition assessments, a summary report was generated, which identified and prioritized potential gravity mains and manhole recommendations. Each gravity main and manhole was given a ranking based on the observed overall condition. These rankings, as well as the observed condition of each pipeline, allowed the District to identify gravity mains and manholes that are at risk of collapse or prone to more frequent blockages due to pipe defects. District engineers reviewed all relevant videos and reports for these gravity mains and manholes. This infrastructure was then either identified for future monitoring, as was done in the *Fiscal Year 2017/2018 Sewer Flow Monitoring Report*, or placed on the District's *Annual Capital Replacement Program*. Those gravity mains and manholes that have been identified for future monitoring, or that require more frequent cleaning, are video-inspected and evaluated utilizing NASSCO Structural and Service standards every 3 years.

The District's *Long-Range Capital Financing Plan*, utilized to fund Capital Improvement and Replacement Programs, describes how the District proposes to continue to pay for these improvements by noting fund balances, funding sources, and fund uses, and encompasses both collection and treatment system costs.

District staff currently participate in the CWEA certification program for collection workers. The District provides ongoing 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 has also developed a SSO Response Training, and conducts other internal training programs on line cleaning, vector truck operation, sewer grit removal and dumping, valve repair and replacement pump station operations and maintenance, and other related tasks.



The District maintains a Sewer Response Trailer with all necessary, back-up inventory, including two (2) trailer-mounted 6-inch pumps and plugs. Furthermore, the District has a back-up pump in its inventory for each lift station.

In summary, the District maintains an Operation and Maintenance Program that 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 its sanitary sewer system, including all gravity line segments and manholes, pumping facilities, pressure pipes, and valves. This database is available to all District staff, including District field staff who have access via laptop computers. This database was utilized to create a map of the District-owned and SRRRA-owned wastewater collection facilities, attached as Appendix N, as well as the map of the District-owned and/or District-operated wastewater collection facilities, attached as Appendix O. The District has access to up-to-date storm system maps via each applicable city's emergency contact information as detailed in Section 3 of *Sanitary Sewer Overflow Response Standard Operating Procedures*, attached as Appendix F.
- (2) The District routinely cleans two (2) miles of gravity mains every month, thereby cleaning all gravity mains, at a minimum of every 3 years. The District has identified infrastructure of concern in the collection system, which are cleaned and inspected more frequently, including all wet wells and lift stations. The District has created a map of these areas, attached as Appendix P. The District inspects all lift stations five times a week, and cleans all wet wells quarterly. A copy of the lift station inspection SOP, a sample lift station inspection log and a sample wet well maintenance work orders from Hansen 8 have been included in Appendix Q. The District has implemented Infor's Hansen 8 as its Computerized Maintenance Management System (CMMS). All work orders generated as part of the District's Preventative Maintenance (PM) program are scheduled and documented in Hansen 8. A sample of the District's collection system PM program tracked in Hansen 8 is in Appendix R. District staff are now able to receive, process, change, complete, and submit all work orders through Hansen 8. Accordingly, the District's Hansen 8 database maintains a log of all cleaning activity by Sewer Flow Basin (SFB), which details the size, material and location of each pipe cleaned, as well as the equipment utilized, and any relevant remarks observed during the cleaning. A map illustrating the District's six (6) Sewer Flow Basins is also included in Appendix Q. The District performs bi-weekly maintenance on its combo truck, with the maintenance SOP included in Appendix Q.
- (3) The District completed a system-wide video inspection of all manholes and gravity mains in 2013. Gravity mains were evaluated utilizing National Association of Sewer Service Companies (NASSCO) Structural and Service inspection standards, compliant with the Pipeline Assessment Certification Program (PACP). Similarly, condition assessments for each manhole were compliant with the NASSCO Manhole Assessment Certification Program (MACP). A summary report was generated, which identifies and prioritizes potential gravity mains and manhole recommendations. Completed over five fiscal years,



copies of the *Sewer Inspection and Assessment Reports* are available from the District's Engineering Division. Additionally, District field staff observe all gravity mains and manholes during routine cleaning, and commission localized video inspections when their observations warrant such further investigation. Each gravity main and manhole is given a ranking based on the observed overall condition. These rankings, as well as the observed condition of each pipeline, allow the District to identify gravity mains and manholes that are at risk of collapse or prone to more frequent blockages due to pipe defects. District engineers reviewed all relevant videos and reports for these gravity mains and manholes, and conduct additional field inspections, as necessary. This infrastructure is then either monitored, as was done in the recently completed *Fiscal Year 2006/2007 Sewer Flow Monitoring Report*, or placed on the District's *Annual Capital Replacement Program*, a sample portion of which is attached as Appendix S. In addition to rehabilitation and replacement projects, the *Annual Capital Replacement Program* includes additional repair projects for District-owned infrastructure developed by consensus of the collection system operators and other District staff. Finally, attached as Appendix T, is the District's *Long-Range Capital Financing Plan*, utilized to fund Capital Improvement and Replacement Programs for District-owned infrastructure. As shown, the *Long-Range Capital Financing Plan* describes how the District proposes to continue to pay for these improvements by noting fund balances, funding sources, and fund uses, and encompasses both collection and treatment system costs. Capital projects and the associated long-term funding plan for infrastructure operated by the District and owned by the SRRRA are addressed in the SRRRA SSMP, currently being developed.

- (4) District staff currently participates in the CWEA certification program for collection workers. The District provides ongoing 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 has also developed a SSO Response Training, and conducts other internal training programs on line cleaning, combo truck operation, sewer grit removal and dumping, valve repair and replacement pump station operations and maintenance, and other related tasks. A sign-in sheet from a recent District Overflow Response Training, as well as a copy of the combo truck SOP utilized in equipment training, are included in Appendix Q. The District has not encountered a situation or non-compliance event that would cause it to believe that O&M staff is not appropriately trained.
- (5) The District maintains a Sewer Response Trailer with all necessary, back-up parts as inventory, including two (2) trailer-mounted 6-inch pumps and plugs. Furthermore, the District has a back-up pump in its inventory for each lift station.



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:

- A Map of the Existing District-Owned and SRRRA-Owned Wastewater Facilities, Appendix N.
- A Map of the sanitary sewer system that is either owned and/or operated by the District. This includes all gravity line segments and manholes, pumping facilities, pressure pipes and valves, Appendix O.
- Sanitary Sewer Overflow Response Standard Operating Procedures, Rancho California Water District, Last Updated August 2017, Appendix F.
- A Map of Gravity Mains and Manholes Cleaned More Frequently, Appendix P.
- A Collection of Logs, Maps, Sign-In Sheets and Inspection and Maintenance SOPs, developed by the District's Water Reclamation Division, which support the Operation and Maintenance Program, Appendix Q:
 - Lift Station Inspection SOP
 - Lift Station Inspection Work Orders – Sample from Hansen 8
 - Lift Station Maintenance Log - Sample
 - Combo Truck Maintenance and Inspection SOP
 - Sewer Flow Basin (SFB) Map
 - Sign-In Sheet from District Overflow Response Training - Sample
 - Combo Truck Operation SOP
- A sample of the District's Collection System Preventive Maintenance Tracked in Hansen 8, Appendix R.
- A sample of the District's *Annual Capital Replacement Program*, Rancho California Water District, Appendix S.
- The District's *Long-Range Capital Financing Plan*, Rancho California Water District, Appendix T.



Additionally, the following documents also support the District's Operation and Maintenance Program, and are available from the District's Engineering Division. Due to the size of these documents, they have not been attached as appendices.

- *Fiscal Year 2017/2018 Sewer Video Survey and Condition Assessment Report*, prepared for the District by Houston & Harris PCS.
- Fiscal Year 2008/2009 Sewer Systems Condition Assessment of CCTV Area 1, prepared for the District by PBS&J Consultants and submitted in August 2010.
- Fiscal Year 2009/2010 Sewer Inspection and Assessment of CCTV Area 3, prepared by RBF Consulting and submitted in February 2011.
- Fiscal Year 2010/2011 Sewer Inspection and Assessment of CCTV Area 2, prepared by RBF Consulting and submitted in July 2012.
- Fiscal Year 2011/2012 Sewer Inspection and Assessment of CCTV Area 4, prepared by RBF Consulting and submitted in May 2013.
- Fiscal Year 2010/2011 Sewer Inspection and Assessment of CCTV Area 5, prepared by RBF Consulting and submitted in April 2014.
- *Fiscal Year 2017/2018 Sewer Flow Monitoring*, prepared for the District by Infrastructure Engineering Corporation.

4.3 DOCUMENT DESCRIPTIONS

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

4.3.1 Map of Existing District-Owned and SRRRA-Owned Wastewater Facilities, (Appendix N)

The Santa Rosa Regional Resources Authority (SRRRA) is a Joint Powers Authority formed by the District, EVMWD, and WMWD on November 12, 2015. The SRRRA is responsible for the collection, transmission, treatment, and disposal of wastewater from its member agencies relating to flows to the Santa Rosa Water Reclamation Facility (SRWRF). This responsibility included the acquisition of the SRWRF, as well as all gravity mains which convey flows from two or more of these agencies to the SRWRF, in addition to the Cal Oaks Lift Station and Force Main. Acquisition of these facilities occurred on August 24, 2017.

The District maintains an up-to-date Geographic Information System (GIS) database of its sanitary sewer system, as well as the system owned by the SRRRA (which is operated by the District). The GIS database was utilized to create this map of existing wastewater collection facilities.



4.3.2 Map of Existing District-Owned and/or District-Operated Wastewater Facilities, (Appendix O)

The District maintains an up-to-date Geographic Information System (GIS) database of its sanitary sewer system, including all gravity line segments and manholes, pumping facilities, pressure pipes, and valves. This database is available to all District staff, including District field staff who have access via laptop computers. The GIS database was utilized to create this map of the existing wastewater collection facilities owned and/or operated by the District.

4.3.3 Sanitary Sewer Overflow Response Standard Procedures (Appendix F)

RCWD can obtain up-to-date storm system maps from each applicable city's emergency contact, with names, titles, and phone numbers presented in Section 3.

4.3.4 Map of Gravity Mains and Manholes Cleaned More Frequently (Appendix P)

Appendix P is a map illustrating the existing wastewater collection infrastructure of concern, that is either owned and/or operated by the District, and which requires more frequent cleaning due to Fats, Oils and Grease and/or Heavy Grit.

4.3.5 A Collection of Logs, Maps, Sign-In Sheets and Inspection and Maintenance SOPs, Developed by the District's Water Reclamation Division, in support of the Operations and Maintenance Program (Appendix Q)

- Lift Station Inspection SOP – Procedures for drywell check, wet well check, and overall station inspection are included, as well as instructions on how to complete the lift station inspection log.
- Sample of Lift Station Weekly Inspection Work Orders – A sample of the lift station weekly inspection work orders for the three (3) District lift stations, as recorded in the District's Hansen 8 database.
- Sample of Lift Station Inspection Log – A sample of the Bear Creek Lift Station Log. Information is recorded five (5) times a week, and includes pump run hours, generator hours, generator fuel levels, as well as observed comments.
- Combo Truck Maintenance and Inspection SOP – Provides a detailed bi-weekly maintenance inspection check-list for the combo truck.
- Sewer Flow Basin Map – Illustrates the six (6) District Sewer Flow Basins, which are utilized in developing the cleaning schedule for gravity mains.
- Sample Sign-In Sheet from District Overflow Response Training – A sign-in sheet from a District Overflow Response Training conducted in April 2018, in which staff are trained on spill response and WDR awareness.



- o Combo Truck Operation SOP – Provides a daily inspection check-list for the combo truck, as well as outlining specific cleaning procedures.

4.3.6 Collection System Preventative Maintenance Tracked in Hansen 8 (Appendix R)

In January 2011, the District implemented Infor's Hansen 8 as its Computerized Maintenance Management System (CMMS). All work orders generated as part of the District's Preventative Maintenance (PM) program are scheduled and documented in Hansen 8. District staff are now able to receive, process, change, complete, and submit all work orders through Hansen 8. Ultimately, the District anticipates leveraging its CMMS database to track and report costs accurately against assets and activities; to plan, schedule, and execute effective maintenance programs; and to create detailed asset inventories and agency-specific asset inspections.

4.3.7 Annual Capital Replacement Program (Appendix S)

Developed annually by the District, the program includes rehabilitation and replacement projects, as well as repair projects developed by consensus of the collection system operators and other District staff, in order to maintain a high degree of system integrity.

4.3.8 Long-Range Capital Funding (Appendix T)

Developed by the District, this document describes how the District proposes to continue to pay for the Capital Replacement and Improvement Programs, by noting fund balances, funding sources, and fund uses, and encompasses both collection and treatment system costs.

4.3.9 Fiscal Year 2017/2018 Sewer Video Survey and Condition Assessment Report (Engineering Division)

Prepared for the District by Houston & Harris and submitted in December 2017, the video inspection and condition assessment included one-third of all gravity mains and manholes requiring more frequent cleaning. Gravity mains were evaluated utilizing National Association of Sewer Service Companies (NASSCO) Structural and Service inspection standards, compliant with the Pipeline Assessment Certification Program (PACP). Similarly, condition assessments for each manhole are compliant with the NASSCO Manhole Assessment Certification Program (MACP). The District anticipates video surveying all gravity mains and manholes that require more frequent cleaning every 3 years.

4.3.10 Fiscal Year 2008/2009 Sewer Systems Condition Assessment (Engineering Division)

Prepared for the District by PBS&J and submitted in August 2010, this video inspection and condition assessment of all gravity mains and manholes in Sewer Area 1 included approximately 20% of all District-owned gravity mains and manholes. Gravity mains were evaluated utilizing National Association of Sewer Service Companies (NASSCO) Structural and Service inspection standards, compliant with the Pipeline Assessment Certification Program (PACP). Similarly, condition assessments for each manhole are compliant with the NASSCO Manhole Assessment Certification Program (MACP). This report identified and prioritizes potential gravity mains and manhole recommendations. Each gravity main and manhole was given a ranking based on the



observed overall condition. These rankings, as well as the observed condition of each pipeline, allowed the District to identify gravity mains and manholes that are at risk of collapse or prone to more frequent blockages due to pipe defects.

4.3.11 Fiscal Year 2009/2010 Sewer Inspection and Assessment (Engineering Division)

Prepared for the District by RBF Consulting and submitted in February 2011, this video inspection and condition assessment of all gravity mains and manholes in Sewer Area 3 included approximately 20% of all District-owned gravity mains and manholes. Gravity mains were evaluated utilizing National Association of Sewer Service Companies (NASSCO) Structural and Service inspection standards, compliant with the Pipeline Assessment Certification Program (PACP). Similarly, condition assessments for each manhole are compliant with the NASSCO Manhole Assessment Certification Program (MACP). This report identified and prioritizes potential gravity mains and manhole recommendations. Each gravity main and manhole was given a ranking based on the observed overall condition. These rankings, as well as the observed condition of each pipeline, allowed the District to identify gravity mains and manholes that are at risk of collapse or prone to more frequent blockages due to pipe defects.

4.3.12 Fiscal Year 2010/2011 Sewer Inspection and Assessment (Engineering Division)

Prepared for the District by RBF Consulting and submitted in July 2012, this video inspection and condition assessment of all gravity mains and manholes in Sewer Area 2 included approximately 20% of all District-owned gravity mains and manholes. Gravity mains were evaluated utilizing National Association of Sewer Service Companies (NASSCO) Structural and Service inspection standards, compliant with the Pipeline Assessment Certification Program (PACP). Similarly, condition assessments for each manhole are compliant with the NASSCO Manhole Assessment Certification Program (MACP). This report identified and prioritizes potential gravity mains and manhole recommendations. Each gravity main and manhole was given a ranking based on the observed overall condition. These rankings, as well as the observed condition of each pipeline, allowed the District to identify gravity mains and manholes that are at risk of collapse or prone to more frequent blockages due to pipe defects.

4.3.13 Fiscal Year 2011/2012 Sewer Inspection and Assessment (Engineering Division)

Prepared for the District by RBF Consulting and submitted in May 2013, this video inspection and condition assessment of all gravity mains and manholes in Sewer Area 4 included approximately 20% of all District-owned gravity mains and manholes. Gravity mains were evaluated utilizing National Association of Sewer Service Companies (NASSCO) Structural and Service inspection standards, compliant with the Pipeline Assessment Certification Program (PACP). Similarly, condition assessments for each manhole are compliant with the NASSCO Manhole Assessment Certification Program (MACP). This report identified and prioritizes potential gravity mains and manhole recommendations. Each gravity main and manhole was given a ranking based on the observed overall condition. These rankings, as well as the observed condition of each pipeline, allowed the District to identify gravity mains and manholes that are at risk of collapse or prone to more frequent blockages due to pipe defects.



4.3.14 Fiscal Year 2012/2013 Sewer Inspection and Assessment (Engineering Division)

Prepared for the District by RBF Consulting and submitted in April 2014, this video inspection and condition assessment of all gravity mains and manholes in Sewer Area 5 included approximately 20% of all District-owned gravity mains and manholes. Gravity mains were evaluated utilizing National Association of Sewer Service Companies (NASSCO) Structural and Service inspection standards, compliant with the Pipeline Assessment Certification Program (PACP). Similarly, condition assessments for each manhole are compliant with the NASSCO Manhole Assessment Certification Program (MACP). This report identified and prioritizes potential gravity mains and manhole recommendations. Each gravity main and manhole was given a ranking based on the observed overall condition. These rankings, as well as the observed condition of each pipeline, allowed the District to identify gravity mains and manholes that are at risk of collapse or prone to more frequent blockages due to pipe defects.

4.3.15 Fiscal Year 2017/2018 Sewer Flow Monitoring, (Engineering Division)

Currently being prepared for the SRRRA by Infrastructure Engineering Corporation with anticipated submittal by May 2018, 14 sites were identified for 28-day dry and wet weather flow monitoring in February 2018. Sites were identified for inclusion to quantify all flows entering into SRRRA-owned infrastructure from WMWD, as well as identify flows in all gravity mains previously identified as nearing capacity.



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.

RCWD'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 requires that all new District-owned sanitary sewer systems, pump stations, and other appurtenances, as well as the rehabilitation and repair of existing sewer facilities, be designed and constructed in accordance with the District's *Sewer System Standard Drawings, Division 15 of Technical Provisions of the District's Standard Specifications and Standard Drawings for Water and Sanitary Sewer Facilities*, and the *Sewer System Facility Requirements and Design Guidelines*. The *Sewer System Facility Requirements and Design Guidelines* also clearly outline the procedures for construction drawing preparation and approval. Procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances, and for rehabilitation and repair projects, are outlined in the District's *Division 15 of Technical Provisions of the District's Standard Specifications and Standard Drawings for Water and Sanitary Sewer Facilities*. Design and performance provisions for SRRRA-owned sanitary sewer systems is addressed in the SRRRA Sewer System Management Plan.

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's *Sewer System Standard Drawings, Division 15 of Technical Provisions of the District's Standard Specifications and Standard Drawings for Water and Sanitary Sewer Facilities* and the *Sewer System Facility Requirements and Design Guidelines* contain 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 infrastructure. The *Sewer System Facility Requirements and Design Guidelines* also outline the procedures for construction drawing preparation and approval. As per Section I.C.5. of these requirements, the District will review all drawings, and may revise, modify, or require redesign of any concepts, drawings, or details submitted. All concepts and drawings must be approved by the District's Engineering Manager and Chief Engineer.
- (2) The District's *Division 15 of Technical Provisions of the District's Standard Specifications and Standard Drawings for Water and Sanitary Sewer Facilities* contains procedures and standards



for inspecting and testing the installation of new sewers, pumps, and other appurtenances, and for rehabilitation and repair projects.

5.2 COMPLIANCE DOCUMENTS

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

- *Sewer System Standard Drawings*, Rancho California Water District, last revised on June 1, 2017, Appendix U.
- *Division 15 of Technical Provisions of the District's Standard Specifications and Standard Drawings for Water and Sanitary Sewer Facilities*, Rancho California Water District, last revised on January 1, 2009, Appendix V.
- *Sewer System Facility Requirements and Design Guidelines*, Rancho California Water District, March 2017 revision, Appendix M.

5.3 DOCUMENT DESCRIPTIONS

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

5.3.1 *Sewer System Standard Drawings (Appendix U)*

These drawings, last revised in June 2017, include the District's *Sewer System Standard Drawings* for:

- Pipe Zone Bedding and Trench Backfill
- Concrete Caps and Encasement
- Sewer Connection at Concrete Encasement
- Sewer Lateral Normal Cut
- Sewer Lateral Deep Cut
- Sewer Lateral V.C.P. Saddle Connection
- Sewer Lateral Plastic Pipe Saddle Connection
- Connecting Dissimilar Sewer Pipes
- Residential Cleanout
- Sewer Chimney Lateral



- Sewer Tree Laterals & Cleanouts
- Pre-Case Reinforced Eccentric Concrete Manhole
- Terminus Manhole with House Laterals
- Manhole Cover & Frame – Standard & Watertight
- 36” – 2 Piece Manhole Cover & Frame - Standard & Watertight
- Paving Detail Around Manholes
- Manhole Cover and Frame – Locking Type
- Sewer Cleanout – Main Line
- 36” I.D. Sampling Manhole
- Drop Manhole
- Typical Metering Manhole
- Metering Manhole Telemetry
- Pipe Casing Sewer Main
- Sewer Main Crossing Existing Water
- Sand/Oil Separator
- Sample Box #1 (Industrial)
- Sample Box #2 (Commercial)
- Grease Interceptor
- Sampling Wye
- Sewage Backflow Valve Assembly



5.3.2 *Division 15 of Technical Provisions of the District's Standard Specifications and Standard Drawings for Water and Sanitary Sewer Facilities (Appendix V)*

The District's *Division 15 of Technical Provisions of the District's Standard Specifications and Standard Drawings for Water and Sanitary Sewer Facilities* requires contractors to perform all operations necessary to construct sewer mains and appurtenances, as specified within the provisions and as shown on the District's *Sewer System Standard Drawings*. As last revised in January 2009, specific sewer specifications are outlined in the following sections:

- Scope
- Excavation
- Bedding
- Bedding and Backfill
- Vitrified Clay Pipe (V.C.P) Sewer Pipe
- Installation
- Manholes and Appurtenances
- Laterals
- Force Mains
- Testing Sewer for Leakage and Visual Inspection
- Inspection and Pipeline Interior
- Pipe Repair and Replacement
- Conductor Casings and Carrier Pipes
- Polyvinyl Chloride (PVC) Sewer Pipe
- Special Rules and Regulations Applicable for Certain Sewer Connections

Section 15.10 (Testing Sewer for Leakage and Visual Inspection) includes general testing procedures, as well as specific guidance in performing leakage, water exfiltration, and air pressure tests. Section 15.11 (Inspection of Pipeline Interior) details specific inspection procedures for sewer lines 24-inch and larger, while Section 15.14 (Polyvinyl Chloride (PVC) Sewer Pipe) includes specific testing requirement for PVC sewer line, including air and deflection (Mandrel) tests.



5.3.3 *Sewer System Facility Requirements and Design Guidelines (Appendix M)*

The District's *Sewer System Facility Requirements and Design Guidelines*, March 2017 revision, detail:

- Procedures for Construction Drawing Approval
- Design Criteria
- Construction Drawing Preparation
- Procedures for Sewer System Facility Construction

Section III and Section V require that sewers and connections be properly designed and constructed, respectively. Per Section I.C.5, the District will review all drawings, and may revise, modify, or require redesign of any concepts, drawings, or details submitted. All concepts and drawings must be approved by the District's Engineering Manager and the Chief Engineer.



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.

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 by including:

- (1) Proper notification procedures so that primary responders and regulatory agencies are informed of all 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 Board's WDRs 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 result in a discharge to a drainage channel or a surface water, the District shall, as soon as possible, but no 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.

The District's Overflow Emergency Response Plan also complies with the additional monitoring and reporting requirements outlined in Order No. R9-2007-0005, as adopted by the San Diego Regional Water Quality Control Board:

- (1) RCWD shall report all SSOs, in accordance with the Monitoring and Reporting Program No. 96-04 until RCWD notifies the Regional Board that they can successfully report the SSOs to the State Board Online SSO System. The notification shall be a letter signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official.
- (2) For Category 1 (as defined in State Board Monitoring and Reporting Program No. 2006-0003-DWQ) SSOs, RCWD shall provide notification of the SSO to the Regional Board by phone, email, or fax within 24 hours after the District becomes aware of the SSO, notification is possible, and notification can be provided without substantially impeding cleanup or other emergency measures. The information reported to the Regional Board shall include the name and phone number of the person reporting the SSO, the responsible sewage collection agency, the estimated total sewer overflow volume, the location of the SSO, the receiving water (if any), the start date/time of the SSO (or whether or not the sewer overflow is still occurring at the time of the report), and confirmation that the local health services agency was or will be notified, as required under the reporting requirements of the local health services agency.
- (3) The District shall provide notification of all Private Lateral Sewage Discharges (as defined in the State Board Order), for which they become aware of, that equal or exceed 1,000 gallons; result in a discharge to a drainage channel and/or surface water; and/or discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system, to the Regional Board by phone or fax within 24 hours after RCWD becomes aware of the Private Lateral Sewage Discharge, notification is possible, and notification can be provided without substantially impeding cleanup or other emergency measures. The information reported to the Regional Board shall include the following information, if known: the name and phone number of the person reporting the Private Lateral Sewage Discharge, the service area where the Private Lateral Sewage Discharge occurred, the responsible party (other than RCWD, if known), the estimated Private Lateral Sewage Discharge volume, the location of the Private Lateral Sewage Discharge, the receiving water (if any), the start date/time of the Private Lateral Sewage Discharge (or whether or not the sewer overflow is still occurring at the time of the report), and confirmation that the local health services agency was or will be notified as required under the reporting requirements of the local health services agency.
- (4) The following requirement supersedes the Private Lateral Sewage Discharge Reporting



Timeframe for Private Lateral Sewage Discharge in the State Board Monitoring and Reporting Program No. 2006-0003-DWQ: For Private Lateral Sewage Discharges that occur within RCWD's service area and that the District becomes aware of, RCWD shall report the Private Lateral Sewage Discharge to the State Board Online SSO Database within 30 days after the end of the calendar month in which the Lateral Sewage Discharge occurs. The District must identify the sewage discharge as occurring and caused by a private lateral, and the responsible party (other than RCWD) should be identified, if known. RCWD will not be responsible for the cause, cleanup, or repair of Private Lateral Sewage Discharges, but only the reporting of those within its jurisdiction and for which they become aware of.

The District's Overflow Emergency Response Plan complies with the additional monitoring and notification requirements outlined in SWRCB Order No. WQ-2013-0058-EXEC:

6.1 COMPLIANCE SUMMARY

RCWD has outlined specific measures to protect public health and the environment in the *Sanitary Sewer Overflow Response Standard Operating Procedures* (Appendix F) and the *Collection of Specific Response Procedures* (Appendix G). These procedures contain a plan for responding and reporting to SSOs, which includes, but is not limited to, the following:

- Descriptions, responsibilities, and authorities for each management, administrative, and maintenance position responsible for responding to and reporting a SSO.
- Procedures for receiving SSO notification and immediately notifying first responders of the SSO.
- Procedures to rapidly mobilize, diagnose, contain, monitor, report on, and relieve the cause of SSOs.
- Procedures to provide emergency operations, such as traffic control, in the event of a SSO.
- Procedures for reporting all SSOs, including those originating from private laterals, and notifying the proper authorities with appropriate contact information.
- A list of agencies, with their appropriate contact information, to be notified in the event of any SSO.
- Procedures to post the proper signs to warn the public of potential contamination hazards.
- 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 a 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 6 of the District's *Sanitary Sewer Overflow Response Standard Operating Procedures* outlines the proper SSO notification procedures, thereby ensuring that primary responders and regulatory agencies are informed of all SSOs in a timely manner. The Collection of Specific Response Procedures contains specific overflow response plans for each of the District's three (3) Lift Stations, including primary responder and regulatory agency contact information ;
- (2) Section 2 of the District's *Sanitary Sewer Overflow Response Standard Operating Procedures* contains a program to ensure an appropriate response to all overflows;
- (3) Section 6 of the District's *Sanitary Sewer Overflow Response Standard Operating Procedures* 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). In addition to the SWRCB Online reporting system, agencies to be notified may include the Office of Emergency Services, San Diego Regional Water Quality Board, City of Murrieta, City of Temecula, San Diego State Health Department, and the Riverside County Health Department. Section 6 also identifies the officials who will receive immediate notification;
- (4) The District conducts internal training sessions to ensure familiarity with these procedures and prepare staff and contractor personnel for a 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 and crowd control and other necessary response activities, are addressed in Sections 3 and 7 of the District's *Sanitary Sewer Overflow Response Standard Operating Procedures* ; and
- (6) Sections 5 and 8 of the District's *Sanitary Sewer Overflow Response Standard Operating Procedures* 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 *Sanitary Sewer Overflow Response Standard Operating Procedures*:

- (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 no 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.

Provisions of the District's Overflow Emergency Response Plan also comply with San Diego Regional Water Quality Control Board Order No. R9-2007-0005:

- (1) RCWD has notified the San Diego Regional Water Quality Control Board that they can successfully report SSOs to the State Board Online SSO System. The notification was in the form of a letter signed and certified by the SRWRF Water Reclamation Manager. Accordingly, RCWD will report future SSOs in accordance with R9-2007-0005, and not under the Monitoring and Reporting Program No. 96-04.
- (2) In the event of a SSO, RCWD provides notification of the SSO to the Regional Board by phone, email, or fax within 24 hours after the District becomes aware of the SSO, notification is possible, and notification can be provided without substantially impeding cleanup or other emergency measures.
- (3) In the event of a private lateral sewer discharge, RCWD provides notification of the discharge to the Regional Board by phone, email, or fax within 24 hours after the District becomes aware of the SSO, notification is possible, and notification can be provided without substantially impeding cleanup or other emergency measures.
- (4) In the event of a private lateral sewer discharge, RCWD reports the discharge to the State Board Online SSO Database within 30 days after the end of the calendar month in which the Lateral Sewage Discharge occurs. The District identifies the sewage discharge as occurring and caused by a private lateral, and the responsible party (other than the District) is identified, if known.

Provisions of the District's Overflow Emergency Response Plan also comply with the additional monitoring and notification requirements outlined in SWRCB Order No. WQ-2013-0058-EXEC, as outlined in Sections 5 and 6 of the District's *Sanitary Sewer Overflow Response Standard Operating Procedures*.



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.

- Sanitary Sewer Overflow Response Standard Operating Procedures, Rancho California Water District, last updated August 2017, Appendix F.
- Collection of Specific Response Procedures, Rancho California Water District, Appendix G:
 - Lift Station Overflow Emergency Response Plans
 - Mainline Blockage Response
 - Private Sewer Lateral Response

6.3 DOCUMENT DESCRIPTIONS

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

6.3.1 Sanitary Sewer Overflow Response Standard Operating Procedures (Appendix F)

RCWD maintains a plan for responding and reporting to SSOs in its *Sanitary Sewer Overflow Response Standard Operating Procedures*. The purpose of these procedures is to minimize the impact of SSOs 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 SRWRF Water Reclamation Manager. The plan includes the following contents:

- Purpose of Plan
- Spill Response
- Emergency Traffic Control
- Bypass
- Containment
- Reporting and Notification
- Sign Posting
- Restoration



- Documentation

Specifically, the *Sanitary Sewer Overflow Response Standard Operating Procedures* addresses the following :

6.3.1.1 Spill Response

Includes the procedures for receiving SSO notification and immediately notifying first responders of the SSO. For a potential SSO during working hours, the Operations and Maintenance Assistant is notified. Additionally, the Operations and Maintenance Assistant will notify the Wastewater Maintenance Supervisor or Water Reclamation Manager. During after hours, the First Response Duty Operator will notify the Collections Duty Operator of a potential SSO. Also, the Collections Duty Operator will notify all other staff members from the Maintenance and Collections Crews to assist in the spill response.

6.3.1.2 Emergency Traffic Control

Includes the procedures to provide emergency traffic control activities in the event of a SSO. The Maintenance and Collection Crews will utilize assistance from the Districts' Construction Crew in the event that the spill is located in a high traffic area. Additionally, if the construction crew is being utilized at that particular time, then the Cities of Temecula and Murrieta's Maintenance Superintendent will be notified for assistance.

6.3.1.3 Bypass

Includes the procedures to rapidly contain a SSO in the event of a potential blockage that is not relieved within the first 20 minutes. In such an instance, the nearest manhole will be located that can accept the additional flow. Additionally, either a 3-inch or 6-inch pump will be used for the collection lines. All discharge pump hoses will be secured or placed far enough into the manhole to avoid the hose from coming out and protected from traffic by barricades.

6.3.1.4 Containment

Includes the procedures to rapidly mobilize, diagnose, contain, and relieve the cause of SSOs. The Collection Crew will make every effort to keep the SSO in as small an area as possible, and in the streets away from storm drains. Includes proper classification methodology for each SSO, as well as the applicable sampling methodology.

6.3.1.5 Reporting and Notification

Includes the procedures for reporting SSOs and notifying the proper authorities, with appropriate contact information, as well as the list of agencies, with their appropriate contact information, to be notified in the event of any SSO. All SSOs will be reported as soon as the District has knowledge of the discharge and as soon as reporting is possible. Additionally, reporting can be provided without substantially impeding cleanup or other emergency measures. During working hours, reporting will be made by contacting the SRWRF Water Reclamation Manager, Wastewater Maintenance Supervisor, or by any of the personnel from the Collections and Maintenance Crews, as listed in



Section 6.1 of this document.

6.3.1.6 Sign Posting

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.

6.3.1.7 Restoration

Emphasizes that every effort will be made to restore the environment to the condition that existed before the SSO occurred, and outlines corresponding procedures.

6.3.1.8 Documentation

Includes the District's documentation requirements in the event of a SSO, including: the beginning and ending time of the SSO spill, location, and cause; did the SSO reach surface waters or a storm drain; the total gallons of SSO spilled and recovered; any damage that was caused and any repairs that were made because of the SSO; and photos of the affected area.

6.3.1.9 Training

The District has been and continues to conduct training on WDR awareness, in order to prepare staff for a SSO event, from initial notification to SSO report documentation, including any necessary emergency activities, such as traffic control. This internal training is managed and documented by the Water Reclamation Division.

6.3.2 Collection of Specific Response Procedures (Appendix G)

The District maintains specific overflow response plans for each of the District's three (3) Lift Stations, gravity mains, and private sewer lateral blockages. These include:

- The *Lift Station Overflow Response Plans for the Bear Creek, Cal Oaks 1, and Winchester Park Lift Stations*, which identifies:
 - The Emergency Call-Out Team Roster, which includes names, job titles, and contact information for all District personnel involved in the response plan. Contact information is also provided for outside contractors, utilities, and neighboring agencies of interest.
 - Figures illustrating both the Lift Station and appropriate decant manhole locations.
 - Lift Station Overflow Decant Manhole.
 - Pump and engine specification, diagrams, and performance pump curves.



- Air Resources Board – Statewide Portable Equipment Registrations.
- Mainline Blockage Response – Identifies response procedures for mainline blockages, as well as how to initiate reporting requirements.
- Private Sewer Lateral Complaint Response – Identifies response procedures for private sewer lateral complaints, as well as how to initiate any necessary reporting requirements.



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.

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

- (1) Implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (2) Plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- (3) Legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (4) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- (5) Authority to inspect grease producing facilities, enforcement authorities, and sufficient staff to inspect and enforce the FOG ordinance;
- (6) Identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (7) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (6) above.

7.1 COMPLIANCE SUMMARY

To reduce the amount of Fats, Oils and Grease discharged to RCWD's sanitary sewer system, the District has developed a FOG Control Program. The District identifies all food preparation and service establishments within its service area, as part of the monitoring and surveillance program, as per *Ordinance No. 2013-8-1*. Accordingly, these customers must complete a Waste Discharge Application in order to receive sewer service, as do all potential Categorical Industrial Users and Significant Industrial Users. This application includes an interceptor sizing component and an Interceptor Maintenance Plan, which includes the District's maintenance requirements, BMP requirements, recordkeeping, and reporting requirements. A list of all such customers is maintained by the District in the Interceptor Equipment Listing. Currently there are no Significant Industrial Users, and only 2 Permitted Non-Discharging Categorical Industrial Users.

All interceptors on the Interceptor Equipment Listing are inspected between four times a year by the District staff in the Maintenance section of the Water Reclamation Division. The results of each



inspection are recorded in the District's Hansen 8 database. The District maintains standard drawings for both a sand/oil separator and a grease interceptor, and there are several independent vendors which will collect and dispose of accumulated FOG.

The District has identified the sections of its sanitary sewer system subject to high levels of FOG, and has developed an Operation and Maintenance Program, which includes a quarterly cleaning schedule for each of these sections, which has prevented any SSOs due to FOG from previously occurring. 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) District staff from the Water Reclamation Division inspect each interceptor in the District's service area, as identified in the District's Hansen 8 database, four times a year. Each inspection is documented in the District's Hansen 8 database. At the end of each inspection, the interceptor's owner is provided a completed *Interceptor Evaluation Form*. In addition to identifying the condition of the interceptor, the back of the Interceptor Evaluation Form includes a list of independent vendors which can provide collection and disposal services. The District has also developed a FOG Pamphlet, which has been posted on its website: www.ranchowater.com.
- (2) The District maintains a plan and schedule for the disposal of FOG generated within its sanitary sewer system service area with the District's *Interceptor Maintenance Plan*. All interceptors are inspected quarterly. At the end of each inspection, the interceptor's owner is provided a completed *Interceptor Evaluation Form* which identifies the pumping requirement. The back of the Interceptor Evaluation Form includes a list of independent vendors which can provide collection and disposal services.
- (3) The District possesses the legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG through *Ordinance No. 2013-8-1*, *Resolution No. 2013-8-9*, and its Relevant Agreements and Resolutions Pertaining to the Santa Rosa Regional Resources Authority.
- (4) The District's requirements to install grease removal devices are discussed in *Ordinance No. 2013-8-1*, *Rules and Regulations Sewer System Facilities and Service*, *Sewer System Facility Requirements and Design Guidelines*, *Waste Discharge Application*, and its *Interceptor Sizing* criteria. The District has standard drawings for both sand/oil separators and grease interceptors, as well as the appropriate, accompanying sample boxes in the *Sewer System Standard Drawings*. The District's maintenance requirements, BMP requirements, recordkeeping, and reporting requirements for each of these removal devices is contained in its *Interceptor Maintenance Plan*.
- (5) The District has authority to inspect grease producing facilities through *Ordinance No. 2013-8-1* and its *Rules and Regulations Sewer System Facilities and Service*, and enforces any violation of its sewer ordinances, in accordance with its *Enforcement Response Plan*. The District has sufficient staff to provide inspections of each removal device in its service area four times per year. In July 2011, a Pretreatment Compliance Inspection (PCI) of the District's approved industrial pretreatment program was conducted on behalf of the SWRCB San



Diego Region. The resulting *Pretreatment Compliance Inspection Report* did not identify any significant industrial users in significant noncompliance.

- (6) The District has identified sections of the sanitary sewer system that are either District-owned and/or District-operated, which are subject to high levels of FOG in its *Map of Gravity Mains Cleaned More Frequently*. Accordingly, the District's Operation and Maintenance Program includes a quarterly cleaning schedule for each of these sections, which has prevented any SSOs due to FOG from previously occurring.
- (7) The District has developed and implemented source control measures for all sources of FOG in its service area discharged to the sanitary sewer system for each section identified in its *Map of Gravity Mains Cleaned More Frequently* by adopting *Ordinance No. 2013-8-1*.

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):

- A Collection of Applications, Plans, Logs and Lists, developed by the District's Water Reclamation Division, which support the FOG Control Program, Appendix W:
 - Interceptor Equipment Listing from the District's Hansen 8 Database
 - Source Control Entry Work Order Samples from the District's Hansen 8 Database
 - Interceptor Evaluation Form
 - Interceptor Maintenance Plan
 - Waste Discharge Application
 - Interceptor Sizing Form
- *Public Outreach Pamphlet for FOG Control Program*, Appendix X
- *Ordinance No. 2013-8-1, Regulations for Water Discharge and Sewer Use*, Adopted by the Board of Directors of Rancho California Water District, August 8, 2013, Appendix H.
- *Resolution No. 2013-8-9, Local Limit Tables*, Adopted by the Board of Directors of Rancho California Water District, August 8, 2013, Appendix I.
- Relevant Agreements and Resolutions Pertaining to the Santa Rosa Regional Resources Authority, Appendix J:
 - Joint Exercise of Powers Agreement Creating the Santa Rosa Regional Resources



Authority (SRRRA), October 6, 2015.

- *Resolution No. SRRRA-2015-12-1*, adopted by the Board of Directors of Santa Rosa Regional Resources Authority, December 11, 2015.
- *Resolution No. 2013-8-8, Adoption of Enforcement Response Plan*, adopted by the Board of Directors of Rancho California Water District, August 8, 2013, Appendix K.
- *Rules and Regulations Sewer System Facilities and Service*, Part III, Chapter 1, Section 3 of the *Amended Rules and Regulations*, adopted by the Board of Directors of Rancho California Water District, September 14, 2006, Appendix L.
- *Sewer System Facility Requirements and Design Guidelines*, Rancho California Water District, March 2017 Revision, Appendix M.
- *Sewer System Standard Drawings*, Rancho California Water District, last revised on June 1 2017, Appendix U.
- *Pretreatment Compliance Inspection Report*, State Water Resources Control Board San Diego Region, July 2011, Appendix Y.
- *A Map of Gravity Mains and Manholes Cleaned More Frequently*, Appendix P.

7.3 DOCUMENT DESCRIPTION

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

7.3.1 *A Collection of Applications, Plans, Logs and Lists, developed by the District's Water Reclamation Division, which support the Fog Control Program (Appendix W)*

- Interceptor Equipment Listing from the District's Hansen 8 Database – A list of all sand/oil separators and grease interceptors in the District's service area.
- Source Control Entry Work Order Samples from the District's Hansen 8 Database – Provides a record of the District's actions taken, correspondence, discussions, and inspections of each interceptor.
- Interceptor Evaluation Form - At the end of each inspection, an interceptor's owner is provided a completed *Interceptor Evaluation Form*. In addition to identifying the condition of the interceptor and the need for pumping, the back of the *Interceptor Evaluation Form* includes a list of independent vendors which can provide collection and disposal services.
- Interceptor Maintenance Plan – Identifies location, maintenance practices and schedule, responsible party for monitoring, independent vendor servicing the receptacle, and any previous problems for each grease interceptor in the District's service area.



- Waste Discharge Application – Application that must be completed by all Significant Industrial Users and potential Categorical Industrial Users when applying for service, and every five (5) years thereafter. Identifies customer as a preparer and/or server of food, thereby requiring the completion of the Interceptor Sizing Form.
- Interceptor Sizing Form – Calculates the size of the required grease interceptor, with minimum size of 750 gal.

7.3.2 Public Outreach Pamphlet for Fog Control Program (Appendix X)

The District has published a residential sewer lateral maintenance document available to all customers via its website: www.ranchowater.com. This pamphlet further defines FOG and its importance of being properly managed. It includes general prevention tips, such as technology and cleaning methods. In order to accommodate each of the following FOG producers, cleaning methods and technology target the general public, as well as restaurants and the automotive sector.

7.3.3 Ord. No. 2013-8-1, Regulations for Water Discharge and Sewer Use (Appendix H)

This Ordinance, adopted by the Board of Directors on August 8, 2013, sets conditions and limitations on the use of the District's sewer system and sets specific enforcement provisions to resolve noncompliance with the District's Ordinance. The provisions of this Ordinance apply to sewer construction, use, maintenance, discharge, deposit, or disposal of wastewater, both directly and indirectly, into and through all District collection systems. Furthermore, these provisions apply to the issuance of control mechanisms and assessment/imposition of fees, fines, and penalties thereof. This Ordinance applies to all users of the District's sewer system and specifies herein that all users of the District's sewer system are subject to regulation and enforcement.

As adopted by the Board of Directors, Article 3 prohibits discharges to the system, in accordance with the local limits set in *Resolution No. 2013-8-9*. Article 4 outlines the specific control mechanisms utilized by the District, including Waste Discharge Permit Application requirements for potential Categorical Industrial Users or Significant Industrial Users.

7.3.4 Resolution No. 2013-8-9, Local Limit Tables (Appendix I)

Adopted by the Board of Directors on August 8, 2013, this resolution establishes maximum concentration levels of industrial wastewater pollutants, domestic liquid waste, and conventional pollutants and applicable surcharge rates, in accordance with sections 3.300(a) and 3.700(b) of *Ordinance No. 2013-8-1*. Table 1 includes local limits for Oil and Grease at all District facilities.



7.3.5 Relevant Agreements and Resolutions Pertaining to the Santa Rosa Regional Resources Authority (Appendix J)

The Santa Rosa Regional Resources Authority (SRRRA) is a Joint Powers Authority formed by the District, EVMWD, and WMWD on November 12, 2015. The SRRRA is responsible for the collection, transmission, treatment, and disposal of wastewater from its member agencies relating to flows to the Santa Rosa Water Reclamation Facility (SRWRF). This responsibility included the acquisition of the SRWRF, as well as all gravity mains which convey flows from two or more of these agencies to the SRWRF, in addition to the Cal Oaks Lift Station and Force Main. Acquisition of these facilities occurred on August 24, 2017.

Each of these documents, pertaining to the creation of the SRRRA and the appointment of the District as the SRRRA Administrator and Manager, contain detailed obligations for the appropriate wastewater generating agency. The sections identified in each document pertain to the respective agency's obligations, and may include: delivering Domestic Quality Wastewater to the SRWRF, and/or enforcing all relevant industrial discharge rules related thereto including the requirements of Order No. 2013-8-1:

- Joint Exercise of Powers Agreement Creating the Santa Rosa Regional Resources Authority (SRRRA), October 6, 2015.
 - Section 1.4 enumerates several distinct powers associated with the SRRRA, including Sections 1.4.12 – 1.4.15, which specifically allow for the adoption of pretreatment limits and regulations (including, but not limited to, inspection, monitoring, and reporting), as well as allowing the SRRRA to take the necessary enforcement action.
- *Resolution No. SRRRA-2015-12-1*, Adopted by the Board of Directors of Santa Rosa Regional Resources Authority, December 11, 2015.
 - Section 1 details the District's obligations as SRRRA Administrator and Manager, specifically Section 1(iv)c, which assigns all Operations and Maintenance tasks, including those required for regulatory compliance, to the District, on behalf of the SRRRA.

As the Administrator and Manager of the SRRRA-owned collection system, the District has elected to adhere to the same local limits, conditions, regulations, guidelines, and enforcement actions that govern the District-owned collection system.

7.3.6 Rules and Regulations Sewer System Facilities and Service (Appendix L)

Part III, Chapter 1, Section 3 of the *Amended Rules and Regulations*, adopted by the Board of Directors on September 14, 2006, describes the following rules and regulations governing the District's sewer service:



- Arrangement for Sewer Service Connections
- Rules and Regulations Applicable for all Sewer Service Connections
- Arrangements for Public Sewer Connections to the District's Sewer System by Other Public Agencies with which the District has entered into an Interagency Agreement
- Arrangements for District Sewer System Facilities other than Service Connections
- Rules and Regulations Applicable for all Types of District Sewer System Facilities, other than Sewer Service Connections
- Rules and Regulations Applicable for Sewer Service
- Calculations of EDUs for Residential and Commercial/Industrial Developments

Section 3.3.1 requires that all sewer service connections be installed in accordance with the design criteria and specifications, including the District's *Standard Drawings*. This section also articulates the District's rights of inspection, approval, and acceptance of all new sewer service connections.

7.3.7 Sewer System Facility Requirements and Design Guidelines (Appendix M)

The District's *Sewer System Facility Requirements and Design Guidelines*, March 2017 revision, details:

- Procedures for Construction Drawing Approval
- Design Criteria
- Construction Drawing Preparation
- Procedures for Sewer System Facility Construction

Section III and Section V require that sewers and connections be properly designed and constructed, respectively. Section I (C) specifies that the District will review all drawings, and that all drawings must be approved by the District's Engineering Manager and Chief Engineer.

7.3.8 Sewer System Standard Drawings (Appendix U)

These drawings include the standard drawings for devices used to intercept and separate FOG, including:

- Sand / Oil Separator (S-24)
- Sample Box # 1 (Industrial) (S-25)
- Sample Box # 2 (Commercial) (S-26)



- Grease Interceptor (S-27)

7.3.9 Enforcement Response Plan (Appendix K)

In the event of non-compliance with *Ordinance No. 2013-8-1*, the *Enforcement Response Plan*, as developed by the Water Reclamation Division, aims to deal with noncompliance in a just, efficient, and effective manner. The Water Reclamation Division has outlined the necessary steps to:

- Identify and respond to noncompliance as quickly as possible, in order to minimize impact on the District's collection system
- Document all noncompliance, to include the Source Control Entry Log
- Investigate noncompliance thoroughly and expeditiously
- Ensure that enforcement actions are dictated by the severity of the violation
- Take enforcement action in a timely manner
- Respond to noncompliance in a consistent and objective manner

The *Enforcement Response Plan* addresses the different types of noncompliance and the nature of the violation, as well as the enforcement response tasks for each noncompliance matter. It also includes an Enforcement Matrix which shows the title and action allowed per source control personnel. As is done periodically, the District is currently updating the *Enforcement Response Plan*.

7.3.10 Pretreatment Compliance Inspection Report (Appendix Y)

In July 2011, a Pretreatment Compliance Inspection (PCI) of the District's approved industrial pretreatment program was conducted on behalf of the SWRCB San Diego Region. The resulting *Pretreatment Compliance Inspection Report* did not identify any significant industrial users in significant noncompliance. The following recommendations were also included:

- Update Sewer Use Ordinance, Enforcement Response Plan, and Industrial Permits to comply with the Streamlining Rule changes;
- Complete and implement new local limits;
- Require member agencies to update control mechanisms for the Streamlining Rule change;
- Assume permitting authority for the existing 52 non-significant industrial users that are currently permitted by member agencies;
- Conduct inspections of the Categorical Industries on a yearly basis;



- Being planning to permit dental facilities in anticipation of EPA's new BMP regarding mercury discharged by dental facilities; and
- Coordinate a pharmaceutical take back program with local law enforcement's current controlled substance take back program.

7.3.11 Maps of Gravity Mains Cleaned More Frequently (Appendix P)

Appendix P is a map illustrating the existing wastewater collection infrastructure of concern, that is either owned and/or operated by the District, and which requires more frequent cleaning due to Fats, Oils and Grease and/or Heavy Grit.



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.

RCWD 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. RCWD'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 a 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 meets the requirements of Section D, 13 (viii) System Evaluation and Capacity Assurance Plan of SWRCB Order No. 2006-0003:

- (1) The District's *2016 Wastewater Facilities Master Plan* includes wastewater flow projections and a hydraulic analysis of all District-owned gravity mains, lift stations, and force mains. The analysis includes estimates of peak dry and wet weather flows, and outlines a Capital Improvement Program. The *2015 Shared Wastewater Collection System Capacity Allocation* included wastewater flow projections and a hydraulic analysis for all SRRRA-owned gravity mains, lift station, and force mains. Currently, all District-owned and/or District-operated sewer facilities have sufficient capacity to accommodate peak flows. As such, no SSOs caused by hydraulic deficiencies are projected to escape from the system.



- (2) The District's *Sewer System Facility Requirements and Design Guidelines* outline the appropriate design criteria necessary to ensure sufficient capacity, as well as preserve the estimated life-cycle of wastewater infrastructure.
- (3) The District has established a short- and long-term Capital Improvement Program (CIP) to address projected hydraulic deficiencies. There are no projects currently identified in either the District's or SRRRA's Wastewater Collection System CIP motivated by hydraulic deficiency. The District's *Long-Range Capital Financing* describes how the District proposes to continue to pay for the District's CIP, by noting fund balances, funding sources, and fund uses.
- (4) The District has developed its CIP, as presented above, which was reviewed and updated as part of the *2016 Sewer Facilities Master Plan*.

8.2 COMPLIANCE DOCUMENTS

The following documents, attached as appendices, 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 *2015 Shared Wastewater Collection System Capacity Allocation* and the *2016 Sewer Facility Master Plan (Chapters 3 and 7)*, Appendix Z.
- o *Sewer System Facility Requirements and Design Guidelines*, Rancho California Water District, March 2017 revision, Appendix M.
- o The District's *Long-Range Capital Financing Plan*, Rancho California Water District, Appendix T.

Additionally, the following documents also support the District's System Evaluation and Capacity Assurance Plan, and are available from the District's Engineering Division. Due to the size of these documents, they have not been attached as appendices.

- o *2016 Wastewater Facilities Master Plan*, Rancho California Water District, November 2016.

8.3 DOCUMENT DESCRIPTIONS

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

8.3.1 *2015 Shared Wastewater Collection System Capacity Allocation and Chapters 3 and 7 of the 2016 Sewer Facility Master Plan (Appendix Z)*

The Engineering Division completed the 2015 Shared Wastewater Collection System Capacity Allocation to evaluate the capacity of the District's collection system which conveys flows from either EVMWD or WMWD for eventual treatment at the SRWRF. The shared wastewater collection system has sufficient capacity to convey the build-out wastewater flow projections



from the District (2.0 MGD) and WMWD (1.0 MGD), but there is currently insufficient capacity to convey the entire flow projected for EVMWD (2.0 MGD). Based on conversations between the District and EVMWD, the probable maximum wastewater flow that the shared collection system can convey from EVMWD, without requiring any facility upsizing, was identified as 1.7 MGD.

Wastewater flow projections for the District's entire collection system were developed in Chapter 3 of the *2016 Sewer Facility Master Plan*. Flow projections were developed by development tract for the 2016, 2021, and Build-Out Time increments. Utilizing the InfoSewer hydraulic model and wastewater flow projections, the District's collection facilities were analyzed in the Existing (2016), 2021, and Build-Out time increments in Chapter 7 of the *Final Draft 2013 Sewer Facility Master Plan*. There are no wastewater collection system infrastructure improvements identified through the Build-Out time increment.

8.3.2 Sewer System Facility Requirements and Design Guidelines (Appendix M)

The District's *Sewer System Facility Requirements and Design Guidelines*, December 2015 revision, details:

- Procedures for Construction Drawing Approval
- Design Criteria
- Construction Drawing Preparation
- Procedures for Sewer System Facility Construction

Section III contains the necessary design criteria to ensure sufficient capacity, as well as preserve the estimated life-cycle of wastewater infrastructure.

8.3.3 Long-Range Capital Financing (Appendix T)

Developed by the District, this document describes how the District proposes to continue to pay for the Capital Replacement and Improvement Programs, by noting fund balances, funding sources and fund uses, and encompasses both collection and treatment system costs.

8.3.4 2016 Wastewater Facilities Master Plan

The District's *2016 Wastewater Facilities Master Plan* analyzed current and projected flows, and recommends system capital improvements and proposed facility cost estimates, based on the District's established design criteria. The development of an accurate wastewater hydraulic model, land use database, and accurate wastewater projections were critical components of this Master Plan. Specific sections in the Master Plan include:

- Introduction



- Wastewater System Design Criteria
- Wastewater Flow Projections
- Existing Collection System
- Santa Rosa Water Reclamation Facility
- Hydraulic Model Update
- Collection System Capacity Analysis
- Capital Improvement Program



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.

RCWD Monitoring, Measurement, and Program Modifications encompasses 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

The District tracks the location and cause of all SSOs, blockages, and gravity main hot-spots. Prior to January 2011, the District maintained a log of all cleaning activity by development tract, which detailed the size, material, and location of each pipe cleaned, as well as the equipment utilized, and any relevant remarks observed during the cleaning. In January 2011, the District implemented Infor's Hansen 8 as its Computerized Maintenance Management System (CMMS). All work orders generated as part of the District's Preventative Maintenance (PM) program are scheduled and documented in Hansen 8. District staff are now able to receive, process, change, complete, and submit all work orders through Hansen 8. Ultimately, the District anticipates leveraging its CMMS database to track and report costs accurately against assets and activities; to plan, schedule, and execute effective maintenance programs; and to create detailed asset inventories and agency-specific asset inspections.

The District completed a system-wide video inspection of the trunk sewer system in 2013. Gravity mains were evaluated utilizing National Association of Sewer Service Companies (NASSCO) Structural and Service inspection standards, compliant with the Pipeline Assessment Certification Program (PACP). Similarly, condition assessments for each manhole were compliant with the NASSCO Manhole Assessment Certification Program (MACP).

Upon completion of the video inspection and condition assessments, a summary report was generated which identified and prioritized potential gravity mains and manhole recommendations. Each gravity main and manhole was given a ranking based on the observed overall condition. These rankings, as well as the observed condition of each pipeline, allowed the District to identify gravity



mains and manholes that are at risk of collapse or prone to more frequent blockages due to pipe defects. District engineers reviewed all relevant videos and reports for these gravity mains and manholes. This infrastructure was then either identified for future monitoring, as was done in the *Fiscal Year 2017/2018 Sewer Flow Monitoring Report*, or placed on the District's *Annual Capital Replacement Program*. Those gravity mains and manholes that have been identified for future monitoring, or that require more frequent cleaning, are video-inspected and evaluated utilizing NASSCO Structural and Service standards every 3 years.

The District identifies all food preparation and service locations within its service area, as part of its monitoring and surveillance program. A list of all such customers is maintained by the District's Hansen 8 Database. All interceptors are inspected four times per year by District staff from the Water Reclamation Division. The results of each inspection are recorded in the District's Hansen 8 Database.

In order to monitor the implementation and measure the effectiveness of the SSMP, the District tracks several Key Performance Indicators (KPI), including:

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



- Percentage of CIWQS No-Spill Certifications and SSO Incident Reports completed within the required time-frame in past 12 months.

In order to keep the SSMP up to date, the District has assigned a staff member to review the SSMP bi-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 bi-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 tracks the location and cause of all SSOs, blockages, and gravity main hot-spots. In January 2011, the District implemented Infor's Hansen 8 as its Computerized Maintenance Management System (CMMS). All work orders generated as part of the District's Preventative Maintenance (PM) program are scheduled and documented in Hansen 8. District staff are now able to receive, process, change, complete, and submit all work orders through Hansen 8. The District identifies all food preparation and service locations within its service area as part of its monitoring and surveillance program. A list of all such customers is maintained in the District's Hansen 8 Database. All interceptors on the Interceptor Equipment Listing are inspected four times a year by District staff in the Water Reclamation Division. The results of each inspection are recorded in the District's Hansen 8 Database. The District completed a system-wide video inspection of the trunk sewer system in 2013. Upon completion of the video inspection and condition assessments, a summary report was generated which identifies and prioritizes potential gravity mains and manhole recommendations. Those gravity mains and manholes that have been identified for future monitoring, or that require more frequent cleaning, are video-inspected and evaluated utilizing NASSCO Structural and Service standards every 3 years;
- (2) The District monitors the implementation of the SSMP, and measures the effectiveness of each element of the SSMP by developing and tracking performance indicators on a bi-annual basis;
- (3) By tracking Key Performance Indicators (KPI), the District is able to assess the success of its preventative maintenance program. A chart summarizing these KPIs is presented in Section 9.3.5.
- (4) The District has assigned the Water Resources Manager (Jeff Kirshberg) to review the SSMP bi-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 bi-annually to review the effectiveness of the SSMP, and help identify potential areas for improvement;



- (5) 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.

- A sample of the District's Collection System Preventive Maintenance Tracked in Hansen 8, Appendix R.
- A Collection of Applications, Plans, Logs, and Lists developed by the District's Water Reclamation Division, which support the FOG Control Program, Appendix W:
 - Interceptor Equipment Listing from the District's Hansen 8 Database
 - Source Control Entry Work Order Samples from the District's Hansen 8 Database
 - Interceptor Evaluation Form
 - Interceptor Maintenance Plan
 - Waste Discharge Application
 - Interceptor Sizing Form
- A sample of the District's *Annual Capital Replacement Program*, Rancho California Water District, Appendix S.
- The District's *Long-Range Capital Financing Plan*, Rancho California Water District, Appendix T.
- *Summary of Key Performance Indicators*, Rancho California Water District, Section 9.3.5.

Additionally, the following documents also support the District's Operation and Maintenance Program, and are available from the District's Engineering Division. Due to the size of these documents, they have not been attached as appendices.

- *Fiscal Year 2017/2018 Sewer Video Survey and Condition Assessment Report*, prepared for the District by Houston & Harris PCS.
- Fiscal Year 2008/2009 Sewer Systems Condition Assessment of CCTV Area 1, prepared for the District by PBS&J Consultants and submitted in August 2010.
- Fiscal Year 2009/2010 Sewer Inspection and Assessment of CCTV Area 3, prepared by RBF Consulting and submitted in February 2011.



- Fiscal Year 2010/2011 Sewer Inspection and Assessment of CCTV Area 2, prepared by RBF Consulting and submitted in July 2012.
- Fiscal Year 2011/2012 Sewer Inspection and Assessment of CCTV Area 4, prepared by RBF Consulting and submitted in May 2013.
- Fiscal Year 2010/2011 Sewer Inspection and Assessment of CCTV Area 5, prepared by RBF Consulting and submitted in April 2014.
- *Fiscal Year 2017/2018 Sewer Flow Monitoring*, prepared for the District by Infrastructure Engineering Corporation.

9.3 DOCUMENT DESCRIPTIONS

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

9.3.1 Collection System Preventative Maintenance Tracked in Hansen 8 (Appendix R)

In January 2011, the District implemented Infor's Hansen 8 as its Computerized Maintenance Management System (CMMS). All work orders generated as part of the District's Preventative Maintenance (PM) program are scheduled and documented in Hansen 8. District staff are now able to receive, process, change, complete, and submit all work orders through Hansen 8. Ultimately, the District anticipates leveraging its CMMS database to track and report costs accurately against assets and activities; to plan, schedule, and execute effective maintenance programs; and to create detailed asset inventories and agency-specific asset inspections.

9.3.2 A Collection of Applications, Plans, Logs, and Lists developed by the District's Water Reclamation Division, which support the FOG Control Program (Appendix W)

- Interceptor Equipment Listing from the District's Hansen 8 Database – A list of all sand/oil separators and grease interceptors in the District's service area.
- Source Control Entry Work Order Samples from the District's Hansen 8 Database – Provides a record of the District's actions taken, correspondence, discussions, and inspections of each interceptor.
- Interceptor Evaluation Form - At the end of each inspection, an interceptor's owner is provided a completed *Interceptor Evaluation Form*. In addition to identifying the condition of the interceptor and the need for pumping, the back of the *Interceptor Evaluation Form* includes a list of independent vendors which can provide collection and disposal services.
- Interceptor Maintenance Plan – Identifies location, maintenance practices and schedule, responsible party for monitoring, independent vendor servicing the receptacle, and any previous problems for each grease interceptor in the District's service area.



- Waste Discharge Application – Application that must be completed by all Significant Industrial Users and potential Categorical Industrial Users when applying for service, and every five (5) years thereafter. Identifies customer as a preparer and/or server of food, thereby requiring the completion of the Interceptor Sizing Form.
- Interceptor Sizing Form – Calculates the size of the required grease interceptor, with minimum size of 750 gal.

9.3.3 Annual Capital Replacement Program (Appendix S)

Developed annually by the District, the program includes rehabilitation and replacement projects, as well as repair projects developed by consensus of the collection system operators and other District staff, in order to maintain a high degree of system integrity.

9.3.4 Long-Range Capital Funding (Appendix T)

Developed by the District, this document describes how the District proposes to continue to pay for the Capital Improvement Program, by noting fund balances, funding sources, and fund uses, and encompasses both collection and treatment system costs.

9.3.5 Summary of Key Performance Indicators

The District has not had a SSO over the twelve-month period ending 03/01/2018. As per the Compliance Summary in Section 9.1, the Key Performance Indicators (KPI) were evaluated. As shown below, all KPI values indicate a successful SSMP effort by the District.

Key Performance Indicator (KPI) - Volume I Section 9.1	Evaluated over 12 months ending on 3/1/2018
Location of all SSOs over past 12 months	N/A
Number of SSOs over the past 12 months, distinguishing between dry weather overflows and wet weather overflows	0 Dry Weather SSO(s)
	0 Wet Weather SSO(s)
Volume distribution of SSOs (e.g. number of SSOs < 100 gallons, 100 to 999 gallons, 1,000 to 9,999 gallons, > 10,000 gallons)	N/A



Key Performance Indicator (KPI) - Volume I Section 9.1	Evaluated over 12 months ending on 3/1/2018
Percentage of each SSO that was contained in relation to total volume of SSOs	N/A
SSO by cause (e.g. roots, grease, debris, pipe failure, pump station failure, capacity, other)	N/A
Number of stoppages over the past 12 months	0
Number of Interceptors inspected over the past 12 months	41
Percentage of Interceptors inspected over the past 12 months	100%
Miles of gravity mains cleaned over the past 12 months	At least 25 miles
Percentage of total gravity mains cleaned over the past 12 months	At least 33%
Percentage of wet wells cleaned over the past 6 months	100%
Was CIWQS Collection System Questionnaire Updated in Past 12 Months?	Yes
Percentage of CIWQS No-Spill Certifications and SSO Incident Reports completed within the required time-frame in past 12 months	100%



CHAPTER 10. SSMP PROGRAM AUDITS

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

RCWD 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 (2) years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and RCWD'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 conducted its last internal audit in February 2018, a summary of which is included in Appendix AA. RCWD will continue to conduct an internal audit of its SSMP every two (2) years, and focus on the effectiveness of the SSMP and the District's compliance with the SSMP requirements of Order No. 2006-0003 and Order R9-2007-0005. 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 (2) years;
- A description of additions and improvements made to the sanitary sewer collections system during the past two (2) years;
- A description of the additions and improvements planned for the upcoming two (2) years, with an estimated schedule for implementation.
- Strategies to correct deficiencies, if identified, will be developed by the responsible RCWD division.

10.2 COMPLIANCE DOCUMENTS

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

- Summary of the 2018 and 2016 Internal Audits of the SSMP, Rancho California Water District, February 2018, Appendix AA.



10.3 DOCUMENT DESCRIPTIONS

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

10.3.1 Summary of the 2018 and 2016 Internal Audits of the SSMP (Appendix AA)

In February 2018, the District completed its latest internal audit of the Sewer System Management Plan. The audit included a review of every chapter of the SSMP, an evaluation of all KPIs, as well as a log of all changes made to the SSMP during the internal audit. As presented in the Summary of the *2018 Internal Audit of the SSMP*, all KPI values indicate a successful SSMP effort by the District. The results of the June 2016 internal audit are also included.



CHAPTER 11. COMMUNICATION PROGRAM

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

RCWD 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 to and/or satellite RCWD's sanitary sewer system.

11.1 COMPLIANCE SUMMARY

RCWD communicates on a regular basis with interested parties on the implementation and performance of this SSMP. The communication program allows interested parties to provide input as the program is developed and implemented. The communication program includes quarterly monthly meetings with agencies tributary to the District-operated (SRRRA-owned) collection system, including Elsinore Valley Municipal Water District (EVMWD) and Western Municipal Water District (WMWD).

RCWD made a draft version of this SSMP available to the public at the District's Engineering and Operations Committee meeting on April 26, 2018. Three weeks were provided for public review, as the Engineering and Operations Committee invited public comments for the Board of Directors' adjourned regular meeting on May 17, 2018. Additionally, the District's website (www.ranchowater.com) presents information about ongoing efforts, the results of all bi-annual internal SSMP audits, as well as the final, adopted SSMP.

