

RESOLUTION NO. 2162-07

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR
APPROVING THE SEWER SYSTEM MANAGEMENT PLAN
DEVELOPMENT PLAN AND SCHEDULE**

WHEREAS, the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDRs), as cited in the State Water Resources Control Board Order No. 2006-0003, specifies that all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length must prepare a Sewer System Management Plan (SSMP); and

WHEREAS, the Town of Windsor is a public entity that owns and operates a sanitary sewer system greater than one mile in length; and

WHEREAS, the WDRs state that an SSMP Development Plan and Schedule be approved by the public entities' governing body at a public meeting and that the Town certify the completion of the SSMP Development Plan and Schedule with the State Water Resources Control Board; and

WHEREAS, the Town has heretofore prepared an SSMP Development Plan and Schedule in compliance with the WDRs.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Windsor does hereby find, determine and declare that the SSMP Development Plan and Schedule prepared by the Town and attached hereto is hereby approved; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town Manager or his designee is hereby authorized and directed to certify completion of the SSMP Development Plan and Schedule with the State Water Resources Control Board.

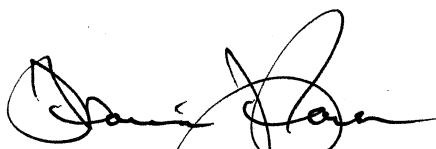
PASSED, APPROVED, AND ADOPTED this 17th day of October, 2007 by the following vote:

**AYES: COUNCILMEMBERS ALLEN, FUDGE, GOBLE, SALMON AND
MAYOR PARKER**

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE


WARIN J. PARKER, MAYOR

ATTEST:


MARIA DE LA O, TOWN CLERK

Attachment:
SSMP Development Plan and Schedule dated 9/25/2007 (six pages)

Technical Memorandum



Town of Windsor Sewer System Management Plan

Subject: SSMP Development Plan and Schedule

Prepared by: Kevin Smith, P.E.

Reviewed by: Vivian Housen, P.E.

Date: October 1, 2007

The following Sewer System Management Plan (SSMP) Development Plan and Schedule provides a work plan for completing each of eleven SSMP elements, including the planned schedule for completion of each element, to meet the requirements of the State Water Resources Control Board's (SWRCB) adopted Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems.

1 Introduction

On May 2, 2006, the SWRCB adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003. This Order emphasized the need for a proactive approach to system-wide operations, maintenance and management, with a particular focus on prevention of sanitary sewer overflows (SSOs). Section D, Item 11 of the WDR requires development and implementation of a written SSMP. Section D, Item 13 lists the eleven mandatory elements of the SSMP, and Item 15 provides schedule requirements for completion of these elements.

In addition to completion of the SSMP elements by the schedule provided, the WDR specifies that Town Council approve an SSMP Development Plan and Schedule, and that by November 2, 2007, the Town's Legally Responsible Official notifies the SWRCB (using the State's Online SSO Database Questionnaire followed by a hard copy signed form) that the Development Plan and Schedule has been completed and approved by Town Council.

On September 19, 2007, the Town approved a contract with RMC Water and Environment (RMC) to assist in the preparation of this SSMP Development Plan and Schedule and the associated Sewer System Management Plan.

The Development Plan and Schedule is organized as follows:

- 1 Introduction
- 2 SSMP Development Plan
- 3 SSMP Completion Schedule

2 SSMP Development Plan

The sections below address each of the 11 SSMP elements and present the following:

- SSMP element descriptions as specified in Section D, Item 13 of the WDR,
- Town's approach to complete SSMP element, and
- Proposed schedule to complete SSMP element.

2.1 Element 1 - Goals

The WDR states that the goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.

Town staff and RMC have discussed various goals that address these SSMP requirements. These goals will be formalized in Element 1 of the Town of Windsor SSMP.

This element will be completed on or in advance of the WDR completion date for this element of November 2, 2007.

2.2 Element 2 - Organization

The WDR states that the Town's SSMP must identify:

- The name of the responsible or authorized representative;
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
- 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 (OES)).

The Town maintains an organizational chart with staff names and titles, and maintains job specifications for each class specification. Town staff have identified the staff position that will be responsible for each element of the SSMP.

This information will be summarized in Element 2 of the SSMP. Organizational responsibilities related to the sewer collection system will be presented graphically and sewer system overflow reporting communication flow will be documented.

This element will be completed on or in advance of the WDR completion date for this element of November 2, 2007.

2.3 Element 3 - Legal Authority

The WDR states that the Town must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- Require that sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Town;
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages; and
- Enforce any violation of its sewer ordinances.

The Town exercises its legal authority related to the collection system through the Windsor County Water District Sewer Regulation Ordinance (Ordinance No. 7). Existing and planned legal authority will be documented further in Element 3 of the SSMP.

The Town plans to complete this SSMP element in advance of the WDR completion date of May 2, 2009.

2.4 Element 4 - Operation and Maintenance Program

The WDR specifies that the Town:

- Maintains an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, valves, and applicable stormwater conveyance facilities;
- Describes routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
- Develops 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 should focus 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 should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- Provides equipment and replacement part inventories, including identification of critical replacement parts; and
- Provides training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

The Town has reviewed its current practices related to ongoing operations and maintenance, and has approved funding for sewer-related operations and maintenance activities in the recently-adopted Capital Improvement Program. The Town is reviewing any updates or changes needed with respect to the SSMP requirements, and will document the current and planned operations and maintenance program in Element 4 of the SSMP.

The Town plans to complete this SSMP element in advance of the WDR completion date of May 2, 2009.

2.5 Element 5 - Design and Performance Provisions

The WDR states that the Town must maintain:

- Design and construction standards and specifications for the installation of new sewer systems, pump stations, and other appurtenances for the rehabilitation and repair of existing sewer systems; and
- Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

The Town is currently developing design and construction standards, and is reviewing the need for procedures and standards for inspection and testing of sewers as a way to meet WDR objectives. These standards and procedures will be described further in Element 5 of the SSMP.

The Town plans to complete this SSMP element in advance of the WDR completion date of August 2, 2009.

2.6 Element 6 - Overflow Emergency Response Plan (OERP)

The WDR specifies that the Town develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

Town of Windsor Sewer System Management Plan

SSMP Development Plan and Schedule

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all 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 WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

The Town updated its current SSO response plan in January 2006. This plan will serve as the basis for development of this SSMP element. Updated Overflow Emergency Response Plan information will be presented in Element 6 of the SSMP.

The Town plans to complete this SSMP element in advance of the WDR completion date of May 2, 2009.

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

The WDR specifies that the Town evaluate its service area to determine whether a FOG control program is needed. If the Town determines that a FOG program is not needed, justification must be provided for why it is not needed. If FOG is found to be a problem, the Town must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and determination of whether the Town has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and the establishment of a cleaning maintenance schedule for each section; and

Town of Windsor Sewer System Management Plan
SSMP Development Plan and Schedule

- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified above.

The Town has reviewed potential hot spots related to Fats, Oils, and Grease in the gravity sewer system, and has increased the available budget for the annual operation and maintenance program. The Town is currently working with the Russian River Watershed Association (RRWA) to develop a residential FOG outreach program, and is assessing the need for a FOG control program. These activities and any resulting program plans will be discussed in Element 7 of the SSMP.

The Town plans to complete this SSMP element in advance of the WDR deadline of May 2, 2009.

2.8 Element 8 - System Evaluation and Capacity Assurance Plan

The WDR specifies that the Town is to complete the following relative to this element:

- Evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide 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. Where design criteria do not exist or are deficient, the Town must establish appropriate design criteria; and
- Establish a short- and long-term capital improvement plan (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. The Town shall develop a schedule of completion dates for all portions of the CIP. This schedule shall be reviewed and updated at least every two years.

The Town completed a Master Trunk Sewer Plan in 2000 and has budgeted an update of the Master Plan in Fiscal Year 2008/09. Review of the existing Master Plan recommendations and resulting CIP activities will be documented in Element 8 of the SSMP.

The Town plans to complete this SSMP element in advance of the WDR completion date of August 2, 2009.

2.9 Element 9 - Monitoring, Measurement, and Program Modifications

The WDR specifies the Town is to:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the preventative maintenance program;
- Update program elements, as appropriate, based on monitoring or performance evaluations; and
- Identify and illustrate SSO trends, including: frequency, location, and volume.

As part of Element 9 of the SSMP, the Town will develop and document monitoring and measurement criteria, and report on the effectiveness of the SSMP and related activities.

The Town will complete this SSMP element in advance of the WDR completion date of August 2, 2009.

2.10 Element 10 - SSMP Program Audits

The WDR states the Town is to conduct periodic internal audits. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Town's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

The Town will develop a process to conduct an SSMP audit once every two years. This procedure will include the review of the SSMP elements by Town staff or a third party.

The Town plans to complete this SSMP element in advance of the WDR completion date of August 2, 2009.

2.11 Element 11 - Communication Plan

The WDR states the Town is to 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 Town as the program is developed and implemented. The Town shall also create a plan of communication with systems that are tributary and/or satellite to the Town's sanitary sewer system.

The Town will evaluate the use of various public outreach tools to facilitate the transfer of information to the public regarding the SSMP. These tools may also help serve as a venue for soliciting input from the public on relevant elements. In accordance with the WDR, the final SSMP will be presented to the Council for approval at a public meeting.

The Town plans to complete this SSMP element in advance of the WDR completion date of August 2, 2009.

3 SSMP Completion Schedule

The proposed schedule for completing each of the elements of the SSMP is shown on the following table. As indicated by the schedule, the Town will complete draft documents for all SSMP elements in advance of the State WDR deadlines.

SSMP Element	WDR Completion Date ¹
Goals	Nov. 2, 2007
Organization	Nov. 2, 2007
Legal Authority	May 2, 2009
Operation and Maintenance Program	May 2, 2009
Design and Performance Provisions	Aug. 2, 2009
Overflow Emergency Response Plan (OERP)	May 2, 2009
Fats, Oils, and Grease (FOG) Control Program	May 2, 2009
System Evaluation and Capacity Assurance Plan	Aug. 2, 2009
Monitoring, Measurement, Program Modifications	Aug. 2, 2009
SSMP Program Audits	Aug. 2, 2009
Communication Plan	Aug. 2, 2009

Footnotes:

1. The WDR specifies that the Legally Responsible Official confirm that each element is complete prior to the data listed. Confirmation requires the Public Works Director or an authorized representative to complete the certification portion on the online SSO Database Questionnaire, and also print, sign, and mail this automated form to the SWRCB.