

# TOWN AND BLACKLAKE SANITARY SEWER SYSTEM MANAGEMENT PLAN



## Nipomo Community Services District

WDID: 3SSO10298

WDID: 3SSO10297

May 2023



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## SEWER SYSTEM MANAGEMENT PLAN

**Revision 1**

**May 2023**

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The Sewer System Management Plan, Revision 1 was created with the assistance of the following Nipomo CSD and Wallace Group Staff:

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Wallace Group Staff

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## **CERTIFICATION STATEMENT**

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I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.



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Peter V. Sevcik, P.E.

Director of Engineering and Operations

## **SSMP UPDATE AND ADOPTION RECORD**

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The Nipomo CSD SSMP has undergone the following revisions and formal updates. The creation of the original SSMP and updates were approved and adopted by the District Board of Directors on the dates identified below:

| <b>Revision No.</b> | <b>Adoption and/or Revision Date</b> | <b>Description of Revision and/or Five-Year Update</b>   | <b>Revision Completed By</b>       | <b>Revision Approved By</b> |
|---------------------|--------------------------------------|--|------------------------------------|-----------------------------|
| 0                   | April 2010                           | The District developed and adopted a Sewer System Management Plan (SSMP) as required by the 2006 Sanitary Sewer System (SSS) Orders issued by the State Water Resources Control Board (SWRCB). | Nipomo CSD Staff                   | District Board              |
| 1                   | May 2023                             | SSMP Updated to reflect changes in organization, regulatory changes and operational practices.   | Nipomo CSD Staff and Wallace Group | District Board              |
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# Executive Summary

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The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, Amended Monitoring and Reporting Program (MRP), Order No. WQ 2008-0002-EXEC, and Order No. WQ 2013-0058-EXEC require the Nipomo Community Services District (District) to have and maintain a Sewer System Management Plan (SSMP), which provides "a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system" in order to "help reduce and prevent sanitary sewer overflows (SSOs), as well as mitigate any SSOs that do occur" [Order No. 2006-0003-DWQ Section D.13 (i)]. The SSMP must be updated every five (5) years and must include any significant program changes. Re-certification by the District Board is required in accordance with D.14 when significant updates to the SSMP are made. The District must enter the data in the Online SSO Database and mail the form to the State Water Board, as described above, to complete the re-certification process.

It should be noted that new regulatory requirements were adopted in 2022 (Statewide Sanitary Sewer System General Order No. 2022-0103-DWQ). The effective date of these new regulatory requirements is June 5, 2023, and will require the District to complete an Audit this SSMP on or before May 2, 2025, and complete an update based on the new regulatory requirements by May 2, 2026. Based on these new requirements, SSMP Audits will be required every three (3) years and SSMP Updates will be required every six (6) years.

The SSMP includes the following eleven (11) Elements:

## Goal

The District's goals, which are included in the SSMP, are:

1. Minimize the number and the magnitude of spills.
2. Respond to emergency sewer calls within 1 hour 95% of the time.
3. Conduct appropriate analysis/evaluation of SSOs utilizing historical maintenance records and develop strategies to reduce future risk.
4. Clean the entire sanitary sewer collection system every 2 years and problem lines on a more frequent basis to limit the occurrence of spills and ensure reliable service.
5. Operate all pump stations at peak efficiency and perform preventative maintenance on equipment at all sanitary sewer pump stations on a regular basis.

## Organization

The Organization Element of the SSMP identifies the District's Staff who are responsible for implementing the SSMP, responding to Sewer Spills, and meeting the Spill reporting requirements, and identifies the lines of authority of Spill response responsibilities and

chains of communication for SSO response and reporting. The Legally Responsible Official (LRO) is also designated in this SSMP Element in order to meet the SWRCB requirements for completing and certifying SSO reports in the SWRCB's online regulatory information database and tracking system, California Integrated Water Quality System (CIWQS).

## **Legal Authority**

This SSMP Element outlines the District Codes, Ordinances and Standards with the legal authority to:

- a. Prevent illicit discharges;
- b. Require that sewers and connections be properly designed and constructed;
- c. Limit the discharge of fats, oils, and grease (FOG) and other debris that may cause blockages; and
- d. Enforce any violation of its sewer ordinances.

## **Operation and Maintenance Program**

The District's operation and maintenance of its collection system ensures that the system is kept in good working condition, and this SSMP Element outlines the work that is conducted to accomplish the optimal operation and maintenance of the District's collection system. This SSMP Element details a:

- a. Sanitary sewer system map, which is developed and maintained in GIS, additionally, the District coordinates with SLO County for storm drain map data in the event of a sewer spill;
- b. Preventative Maintenance Program, which consists of activities such as cleaning of sewer lines and other regular maintenance;
- c. Rehabilitation and Replacement Plan, which will focus on sewer pipes at risk of collapse or prone to more frequent blockages due to pipe defects;
- d. Training program and records for District Staff and Contractor collection system operation and maintenance activities; and
- e. Equipment and replacement part inventory with critical replacement parts and equipment identified.

## **Design and Performance Provisions**

The Design and Performance Provisions Element describes the standards and specifications for new construction, repair of the existing sanitary sewer system, and the inspection and testing of these items.

## **Spill Emergency Response Plan**

The Spill Emergency Response Plan (SERP) contains the following information and procedures in order to protect public health and the environment in the event of a Spill:

- a. Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- b. Notify other potentially affected entities (for example: health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- c. Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- d. Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- e. Address emergency system operations, traffic control and other necessary response activities;
- f. Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- g. Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- h. Remove sewage from the drainage conveyance system;
- i. Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- j. Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- k. Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- l. Conduct post-spill assessments of spill response activities;
- m. Document and report spill events as required in this General Order; and
- n. Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

## **FOG Control Program**

The goal of the FOG Control Program is to reduce the amount of FOG discharged to the sanitary sewer system. This SSMP Element includes the following information:

- a. Public education outreach implementation plan and schedule;
- b. FOG disposal plan and schedule;
- c. The legal authority to prohibit FOG discharges and prevent associated SSOs;
- d. Grease control device installation, maintenance, best management practices, and record keeping and reporting requirements and design standards;
- e. High maintenance area identification and cleaning maintenance schedule; and
- f. FOG source control measure development and implementation.

### **System Evaluation and Capacity Assurance Plan (SECAP)**

The System Evaluation and Capacity Assurance Plan summarize the current status of the District's sewer collection and conveyance system and the absence of Sanitary Sewer Overflows (SSOs) due to dry or wet weather hydraulic restrictions. The SECAP commits to the development of a hydraulic model to assess areas of the sewer system that may be identified as deficient in the future. A Capital Improvement Plan (CIP) would be developed in the event portions of the system were identified as hydraulically restricted and the cause of SSOs.

### **Monitoring, Measurement, and Program Modifications**

The District monitors the implementation of the SSMP Elements in order to measure the effectiveness of the District's SSMP program in reducing Spills. This SSMP Element outlines the manner in which each SSMP Element is monitored and evaluated and the schedule with which the District completes this monitoring and evaluation.

### **Sewer System Management Plan Program Audits**

The SSMP Program Audits Element outlines the audit process and identifies the District Staff responsible for conducting or participating in SSMP Program Audits and generating the required SSMP Program Audit Report. SSMP Program Audits are required to evaluate the District's SSMP Program, identify program deficiencies, and provide an improvement schedule based on the audit findings.

### **Communication Program**

This SSMP Element describes the manner in which the District communicates the development, implementation, and performance of its SSMP with the public in order to provide them with the opportunity to provide input as the SSMP program is developed and implemented.

The District plans to utilize several methods to communicate with the public on items related to the SSMP. Examples are listed as follows:

- a) District Website
- b) District Board Meetings



### c) Public Outreach Pamphlets

This Sewer System Management Plan (SSMP) was developed for compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2006-0003-DWQ, Amended Monitoring and Reporting Program (MRP) Order No. WQ 2008-0002-EXEC, and Order No. WQ 2013-0058-EXEC.

Element 6: Overflow Emergency Response Plan has been updated to meet the recent changes to governing regulatory requirements (Statewide Waste Discharge Requirements General order for Sanitary Sewer Systems: Order WQ 2022-0103-DWQ) with the development of a Spill Emergency Response Plan (SERP) which is due for implementation on or before June 4, 2023.

## ***List of Acronyms and Abbreviations***

|         |  |
|---------|--|
| BMP     | Best Management Practice                   |
| Cal OES | California Office of Emergency Services    |
| CCTV    | Closed Circuit Television                  |
| CDFW    | California Department of Fish and Wildlife |
| CIP     | Capital Improvement Plan                   |
| CIWQS   | California Integrated Water Quality System |
| CWEA    | California Water Environment Association   |
| EH      | Environmental Health                       |
| FOG     | Fats, Oils, and Grease                     |
| FSE     | Food Service Establishment                 |
| GIS     | Geographic Information System              |
| HMA     | High Maintenance Area                      |
| I/I     | Inflow and Infiltration                    |
| LRO     | Legally Responsible Official               |
| SERP    | Spill Emergency Response Plan              |
| OES     | Office of Emergency Services (County)      |
| RWQCB   | Regional Water Quality Control Board       |
| SSMP    | Sewer System Management Plan               |
| SWRCB   | State Water Resources Control Board        |
| WDR     | Waste Discharge Requirements               |

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# Introduction

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The California State Water Resources Control Board adopted Order No. 2006-003, Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies, on May 2, 2006. The WDR affects all sewer agencies in the state and regulates the discharge of sanitary sewer overflows to receiving waters. The WDR requires the electronic reporting of all sanitary sewer overflows as well as the development of a Sewer System Management Plan (SSMP) and specifies monitoring, reporting and SSMP implementation requirements. The District began electronic reporting on May 2, 2007.

Development of the SSMP is phased with compliance dates based on population. As required by the WDR, the Nipomo Community Services District SSMP Development Plan and Schedule was approved by the Board of Directors on January 9, 2008. The SSMP applies to both sewer systems operated by the District – the Town system and the Blacklake system.

The purpose of the SSMP is to:

- Properly manage, operate, and maintain all portions of the District’s wastewater collection system
- Provide adequate wastewater collection system capacity to convey peak wastewater flows
- Minimize frequency of sanitary sewer system overflows
- Mitigate impacts of sanitary sewer overflows that may occur
- Meet all notification and reporting requirements related to sanitary sewer overflows

## ***SSMP Organization***

The organization of this SSMP (section numbering and nomenclature) follows the General Waste Discharge Requirements for Wastewater Collection Agencies, State Water Resources Control Board Order Number 2006-0003 dated May 2, 2006. Each section includes the requirement as the introduction for reference. As an introduction to the SSMP, this section provides background on the District’s wastewater collection system. Following this introduction, the SSMP includes eleven required sections including:

- Goals
- Organization
- Legal Authority
- Operation and Maintenance
- Design and Construction Standards
- Spill Emergency Response Plan
- Fats, Oils and Grease Control
- System Evaluation and Capacity Management
- Monitoring, Measurement, Program Modification,
- SSMP Audits
- Communication Program

# Section I. Goals

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*The General Waste Discharge Requirements for the Goals section of the Sewer System Management Plan state that the District must develop goals to properly manage, operate, and maintain all parts of its wastewater collection system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.*

## ***Sewer System Management Plan Goals***

The District's goals for the wastewater collection system are:

1. Minimize the number and the magnitude of spills.
2. Respond to emergency sewer calls within 1 hour 95% of the time.
3. Conduct appropriate analysis/evaluation of SSOs utilizing historical maintenance records and develop strategies to reduce future risk.
4. Clean entire sanitary sewer collection system every 2 years and problem lines on a more frequent basis to limit the occurrence of spills and ensure reliable service.
5. Operate all pump stations at peak efficiency and perform preventative maintenance on equipment at all sanitary sewer pump stations on a regular basis

## Section II. Organization

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*The General Waste Discharge Requirements for the Organization section state that the District's Sewer System Management Plan must identify:*

- a) The name of the responsible or authorized representative;*
- b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the Sewer System Management Plan program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and*
- c) 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, and/or State Office of Emergency Services (OES))*

### **Organization**

The District's Wastewater Operations Field Staff oversees operation and maintenance of the system. Operations Field Staff consists of a Wastewater Supervisor and five operators. Operations Field Staff respond to all sewage spills seven days a week, 24-hours a day.

The authorized representative, or *legally responsible official* (LRO), for the implementation and administration of the District's SSMP is the General Manager, Mario Iglesias. The District has two alternative LROs, Peter Sevcik, Director of Engineering and Operations, and Francisco Maldonado, Operations Manager to ensure the District is always available to meet the legal reporting requirements. Figure 2-1, Organizational Chart, identifies the line of authority for the implementation on the SSMP.

The responsibilities of the designated LROs are as follows:

**General Manager** – The General Manager is appointed by a five-member Board of Directors and is the chief administrative officer of the District. The General Manager is the District's Legally Responsible Official (LRO) and is responsible for the overall development and implementation of the District's SSMP as well as reporting SSOs to the appropriate agencies. The General Manager is also the District's public information officer. *Contact Information:* [miglesias@ncsd.ca.gov](mailto:miglesias@ncsd.ca.gov), (805) 929-1133.

**Director of Engineering and Operations** – The Director of Engineering and Operations plans, manages, oversees, reviews and directs the work of difficult and complex engineering, operations, repair and maintenance functions and activities related to all programs of the Engineering and Operations Department. The Director of Engineering and Operations is also the District's Safety Officer. The Director of Engineering and Operations coordinates the development and implementation of the District's SSMP, leads emergency response and investigates SSOs. The Director of Engineering and Operations is responsible for ensuring that SSO emergency response and investigations are appropriately documented for reporting purposes. *Contact Information:* [psevcik@ncsd.ca.gov](mailto:psevcik@ncsd.ca.gov), (805) 929-1133.

**Operations Manager** – The Operations Manager oversees the Operations Field Staff. Operations Field Staff operate, clean, inspect, repair and maintain the District’s sewer collection system. The Operations Manager and Operations Field Staff are responsible for responding to service requests including SSOs. SSOs are investigated and documented by the Operations Manager and Operations Field Staff. *Contact Information:* [fmaldonado@ncsd.ca.gov](mailto:fmaldonado@ncsd.ca.gov) , (805) 929-1133.

### ***Service Request Response***

The District office is open Monday through Friday, except for holidays, 8:00 AM to 4:30 PM. The telephone number is (805) 929-1133. All District personnel can be reached via this telephone number. All service calls are referred directly to Operations Field Staff. All after-hours calls are routed to the District’s answering service who then directly notifies the District’s On-Call Operations Field Staff. The On-Call Operations Field Staff member is furnished with a District truck and cell phone to facilitate timely response.

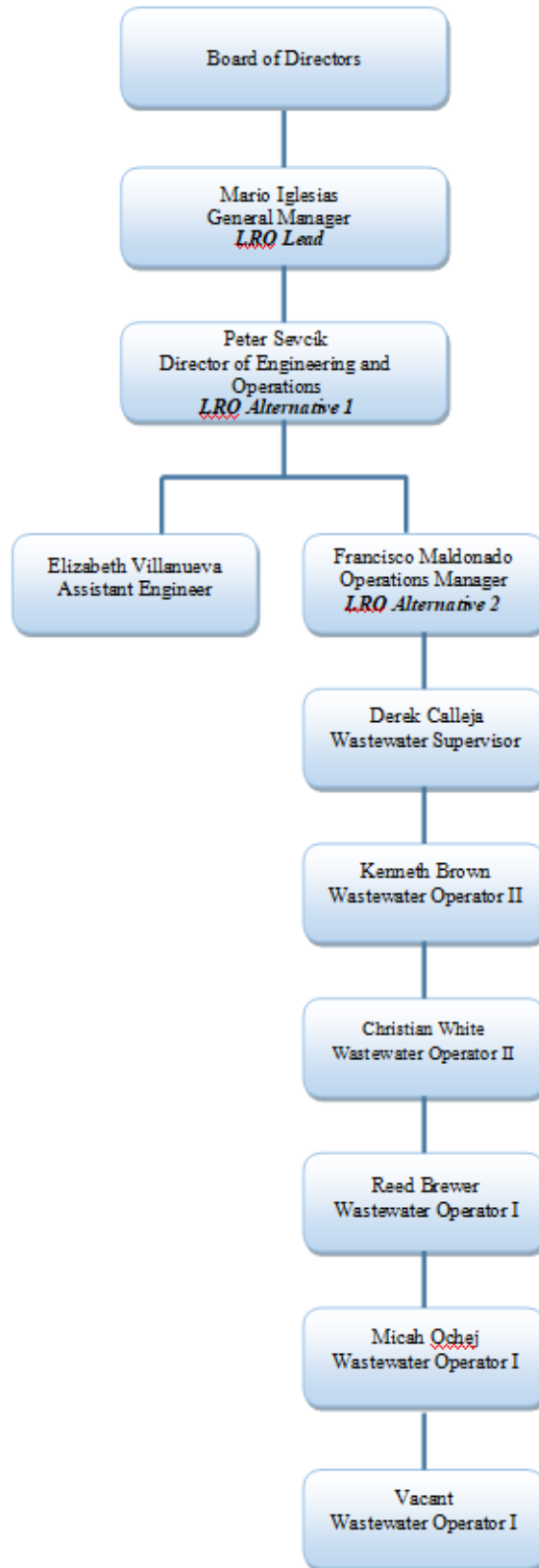


Figure 2-1. Organization of District Staff Responsible for Sewer System



## ***Chain of Communication for Responding to SSOs***

In the event of a Sanitary Sewer Overflow (SSO) the District's Communication directives are as follows.

A sewer spill (SSO) is typically reported to the District one of five ways:

1. A call to District Office
2. A call to the Sheriff's Department
3. A call to the Fire Department
4. A call to the Public Works Department, or
5. A call by radio from District Staff

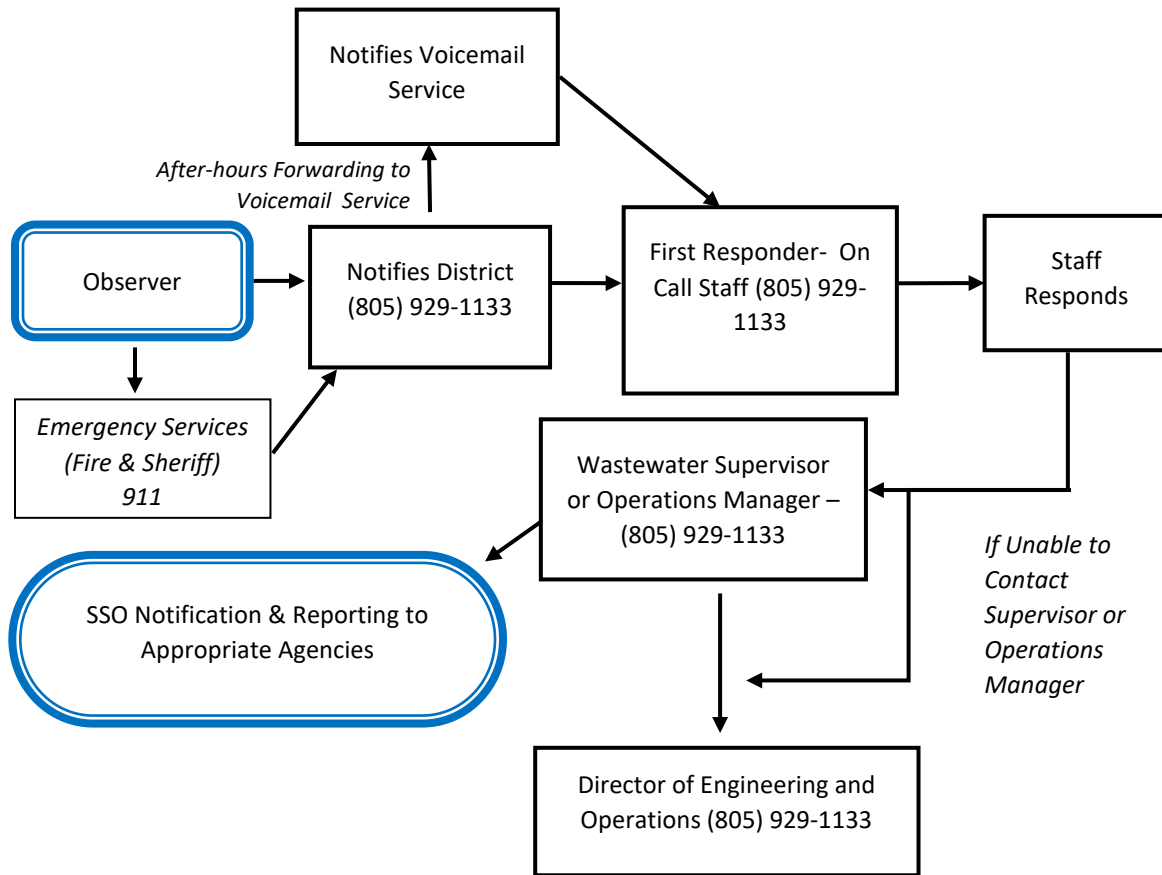
See Figure 2-2 for chain of communication.

The District Operations telephone contact number is (805) 929-1133. After hours calls are automatically forwarded to the District answering service in the event of a sewer emergency.

During the process of responding to a Spill, the following actions are taken to verify the report and ensure the safety of the public:

1. During regular business hours, the District receives the call from a citizen, Sheriff, or Fire Department and obtains the location of concern and a description of the problem. The name and phone number of the caller is requested and documented for follow-up information.
2. After hours, the answering service, contacts the on-call District staff member and directs them to the described location. The Spill Emergency Response Plan (SERP) is initiated.
3. The District on call staff member proceeds to the location to verify the report.
4. If a Spill is verified, the District on call staff member contacts the Wastewater Supervisor or Operations Manager and requests support, as needed.
5. The Wastewater Supervisor will notify the Operations Manager or Director of Engineering and Operations both during and after business hours.
6. District on call staff responds and notifies applicable regulatory agencies.
7. Cal OES must be contacted within two (2) hours of an SSO, when the SSO is over 1,000 gallons reaches a drainage channel or surface water. SLO County Environmental Health, and RWQCB are additional contacts that may require notification.
8. SLO County Environmental Health may be contacted if conditions warrant due to a spill to a surface water.

SSMP Element 6 – Spill Emergency Response Plan and the associated District Spill Emergency Response Plan contains a chain of communication for reporting SSOs for use in the field by the District staff. This chain of communication is reproduced in Figure 2-2 for reference.



**Figure 2-2: Spill Response Chain of Communication**

## Section III. Legal Authority

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*The General Waste Discharge Requirements for the Legal Authority section of the Sewer System Management Plan include that the wastewater collection system agency must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:*

- a) 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.);*
- b) Require that sewers and connections be properly designed and constructed;*
- c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District;*
- d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages;*
- e) Enforce any violation of its sewer ordinances;*
- f) Authority to inspect grease producing dischargers; and*
- g) Authority to enforce sewer-related ordinances.*

### ***District Code***

As a purveyor of sanitary sewer service within Nipomo, the District is responsible for the preparation and implementation of the Sewer System Management Plan. The District possesses legal authority through its District Code as described in Table 3-1, Legal Authority from District Code. The District Code is available to the public on the Internet at the following link:

<https://ncsd.ca.gov/resources/documents/district-codes/>

These ordinances provide the District with the necessary legal authority to construct, operate and maintain the District's two wastewater treatment plants and all District-owned sewer lines within the District. The authority to enforce current building/construction codes and ordinances as they relate to sewer laterals falls to the County of San Luis Obispo.

### ***Agreements with Satellite Agencies***

Discharge collected by the District comes to the District from District-owned sewer lines within the District's service area and San Luis Obispo County-owned sewer lines within the County's service area. The District is responsible for maintenance of the publicly owned sewer line system within its service area, for treating the discharge that enters the system and for meeting proper constituent levels throughout the treatment process. The County is responsible for maintenance of its collection system within its service area that feeds into the District's system in accordance with the Service Agreement between San Luis Obispo County and Nipomo Community Services District for the Construction, Operation and Maintenance of the Nipomo Sewerage Project as amended from time to time.

**Table 3-1. Legal Authority from District Code.**

| <b>Requirement</b>   | <b>District Code Reference</b>   | <b>Meets General Waste Discharge Requirements?</b> |
|--|--|--|
| <b>General</b>   |  |  |
| Prevent illicit discharges into the wastewater system  | District Code 4.08.020, 4.08.100, 4.08.130   | Yes  |
| Limit the discharge of fats, oils, and grease and other debris that may cause blockages  | District Code 4.08.130   | Yes  |
| Require that sewers and connections be properly designed and constructed   | District Code 2.12.010, 5.02.010   | Yes  |
| Require proper installation, testing, and inspection of new and rehabilitated sewers   | District Code 2.12.010, 5.02.010   | Yes  |
| <b>Laterals</b>  |  |  |
| Clearly define District responsibility and policies  | District Code 4.08.045   | Yes  |
| Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the District  | Not applicable; maintenance of service laterals is the responsibility of property owner per District Code 4.08.045 | Yes  |
| Control infiltration and inflow (I/I) from private service laterals  | District Code 4.08.100   | Yes  |
| <b>FOG Source Control</b>  |  |  |
| 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 | District Code 4.08.131, 4.08.132   | Yes  |
| Authority to inspect grease producing facilities   | District Code 4.08.210   | Yes  |
| <b>Enforcement</b>   |  |  |
| Enforce any violation of the District's sewer ordinances   | District Code 4.08.200   | Yes  |

## Section IV. Operations and Maintenance

*The General Waste Discharge Requirements for the Operations and Maintenance component of the Sewer System Management Plan are:*

- a) Maintain 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;*
- b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;*
- c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and 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;*
- d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and*
- e) Provide equipment and replacement part inventories, including identification of critical replacement parts.*

The District has a variety of preventative maintenance programs in place to reduce the potential of SSOs from the sewer system including area-wide and problem area maintenance cleaning, CCTV, and lift station maintenance. These programs allow for the Operations Staff to continually evaluate the system.

### ***Sewer System Mapping and Database***

The District maintains a Geographic Information System (GIS) database that is linked to scanned images of records drawings for the sewer system. The database contains mainline sewer attribute information including ID number, diameter, direction of flow, segment length, material type and date built as shown in Table 4-1. The GIS data is available to all field personnel in the form of a map book that is periodically updated. Operations Staff can also electronically access the sewer system database utilizing iPads issued by the District. The District maintains a street directory that is cross referenced to the District's sewer location mapping. Mapping is updated in the GIS system as new tracts are accepted or as necessary map corrections are identified by the Operations Staff. The GIS program itself is maintained and updated by the District GIS consultant.

**Table 4-1. Collection System Database**

| Facility Type | Basic Map Information   | Additional Map Information   |
|---------------|---|--|
| Manholes      | <ul style="list-style-type: none"> <li>• ID number</li> <li>• Location, with reference to streets and property lines</li> </ul>   | <ul style="list-style-type: none"> <li>• Installation date</li> <li>• Rim elevation</li> <li>• Invert elevation</li> <li>• Atlas grid</li> <li>• Link to As-Built</li> </ul>   |
| Pipes         | <ul style="list-style-type: none"> <li>• ID number</li> <li>• Location, with reference to streets and property lines</li> <li>• Size</li> <li>• Direction of flow</li> <li>• Force mains</li> <li>• Length</li> <li>• Material type</li> <li>• Distance between manholes</li> </ul> | <ul style="list-style-type: none"> <li>• Installation date</li> <li>• Downstream elevation</li> <li>• Upstream elevation</li> <li>• Atlas grid</li> <li>• Link to As-Built</li> <li>• Lift Station Sewer Shed</li> </ul> |
| Lift Stations | <ul style="list-style-type: none"> <li>• Location, with reference to streets and property lines</li> </ul>  | <ul style="list-style-type: none"> <li>• Atlas grid</li> <li>• Link to As-Built</li> </ul>   |

***Storm Drain Maps***

The District does not own or operate any portion of the storm drain system within its service area. Storm drain maps were acquired from the County of San Luis Obispo which will be utilized by District staff in the event of a sewer spill to identify storm drain inlets, outlets and intermediate manholes where spills entering the storm drain system may be isolated, recovered and returned to the sanitary sewer system. The District coordinates with the County of San Luis Obispo when spills reach storm water conveyance facilities as identified in the Spill Emergency Response Plan (SERP).

***Routine Preventive Operation and Maintenance Activities***

The following are preventative operation and maintenance activities performed by Operations Staff:

Daily:

- Check lift station performance based on SCADA data.

Weekly:

- Lift station inspection, including cleaning floats, washing down wet well and checking pump run time.

Monthly:

- Check generator hour meter readings, fluids, belt and transfer switch.

- Pump amperage readings.
- Lift station cleaning, including vacuuming out lift station.

Quarterly:

- Inspection and jetting of high maintenance areas (HMAs). The District Maintains a list of these HMAs at the Operations Office.

Semi-annually:

- General preventative maintenance for check valves and isolation valves.
- General pump inspection.

Annually:

- Clean entire collection system
- Manholes are inspected during routine sewer line cleaning.

District Staff performs or assists contractors performing regular maintenance tasks as follows:

- Monitor SCADA system
- Inspect, clean and maintain 13 lift stations
- Mark underground utilities
- Trouble-shoot lift station electrical controls and pumps
- Coordinate lift station pump maintenance with vendors
- Coordinate sewer main maintenance including, monthly, quarterly, and annual line cleaning
- Respond to wastewater emergencies
- Maintain manual records related to service and repair work performed

The majority of maintenance is documented through the use paper based records and on file at the District Operations office.

Table 4-2 provides a description of District Lift Station operating characteristics.

**Table 4-2 Lift Station Summary**

| <b>Lift Station</b> | <b>No. of Pumps/ Pump Capacity (gpm)/<br/>Horsepower (hp)</b>  | <b>Wet Well Containment<br/>Capacity (Active)</b> |
|---------------------|--|---|
| Bracken             | 2 Flygt pumps/ 110 gpm/ 10 hp<br>Generator receptacle capable for trailer mounted<br>power                                     | 401 gal   |
| Gardenia            | 2 Flygt pumps/ 110 gpm/ 3.2 hp<br>Generator receptacle capable for trailer mounted<br>power<br>Camlock for Bypass Capabilities | 431gal  |
| Tejas               | 2 Gorman Rupp pumps/ 110 gpm/ 10 hp<br>Generator receptacle capable for trailer mounted<br>power                               | 734gal  |
| Honey Grove         | 2 Gorman Rupp pumps/ 200 gpm/ 14 hp<br>Generator receptacle capable for trailer mounted<br>power                               | 541 gal   |
| Juniper             | 2 Flygt pumps/ 175 gpm/ 10 hp<br>Generator receptacle capable for trailer mounted<br>power                                     | 253 gal   |
| La Mirada           | 2 Flygt pumps/ 190 gpm/ 5 hp<br>Generator receptacle capable for trailer mounted<br>power                                      | 293 gal   |
| Maria Vista         | 2 ABS pumps/ 100 gpm/ 16.5 hp<br>Permanent Generator with ATS<br>Camlock for Bypass Capabilities                               | 220 gal   |
| Misty Glen          | 2 Flygt pumps/5hp<br>Generator receptacle capable for trailer mounted<br>power   | 587 gal   |
| Nipomo Palms        | 2 Flygt pumps/ 175 gpm/ 10 hp<br>Permanent Generator with ATS<br>Camlock for Bypass Capabilities                               | 1315 gal  |
| Oakglen             | 2 Flygt pumps/ 175 gpm/ 5 hp<br>Generator receptacle capable for trailer mounted<br>power                                      | 489 gal   |
| Tefft               | 2 Fairbanks Morse pumps/ 640 gpm/ 30 hp<br>Permanent Generator with ATS<br>Camlock for Bypass Capabilities                     | 592 gal   |
| The Oaks            | 2 ABS pumps/4.7 hp<br>Generator receptacle capable for trailer mounted<br>power  | 643 gal   |
| Woodgreen           | 2 Flygt pumps/10 hp<br>Generator receptacle capable for trailer mounted<br>power   | 1184 gal  |



## ***Rehabilitation and Replacement Plan***

A Sewer System Master Plan was completed by Cannon Corporation in 2007 for both Town and Blacklake sewer systems. In 2017, MKN & Associates completed a Sewer System Master Plan for the Blacklake sewer system only. Both plans address dry and wet weather existing sanitary sewer system needs and future needs based on data collected during the evaluation of the collection system and provides recommendations for capital improvements based on priorities. The evaluation of the collection system included:

- Capacity Analysis: Results from the SewerCad software model of the District sewer system were used to determine improvements required to resolve existing capacity deficiencies and to prepare the collection system facilities for future loading rates.
- Capital Improvement and Maintenance Program: A list was developed of prioritized system improvements to meet existing and future design flows based on analysis as part of the Sewer System Master Plan. Cost estimates for implementation were also developed. Several lift station and other collection system improvements are planned.

A link to the Master Plan is provided here: <https://ncsd.ca.gov/wp-content/uploads/2014/03/MKN-NCSD-Blacklake-SMP-FINAL-Oct-2017.pdf>

The Districts 2022/2023 Budget includes Annual Sewer Budget (Fund 810) and Capital Projects (Fund 710 & 950) and can be found in the following link: <https://ncsd.ca.gov/wp-content/uploads/2022/06/Budget-22-23.pdf>

## ***CCTV***

There is currently no plan to conduct CCTV investigations throughout the system. A plan and schedule will be included in the SSMP after this is developed. There have been recent CCTV investigation in the downtown area in the Tefft Lift Station Basin and additional CCTV investigations currently take place as warranted when problems in the collection system are encountered.

## ***Staff Training in Sewer Operations***

Training is an important aspect, and a training budget exists to ensure all Operations Staff is properly trained. New staff receive on-the-job training specific to the collection system and maintenance equipment used. Operations Staff also attends outside workshops whenever possible. Certification in Collection System Maintenance is required as well as training through online courses. On-the-job cross training is actively pursued to ensure that each staff member has proficient working knowledge of specific tasks required for optimal sewer system performance.

All staff is trained on new equipment by the contractor or manufacturer. Equipment manuals are reviewed by staff for maintenance and operational parameters.

The District provides much of the required safety training through the Special District Risk Management Authority (SDRMA) and outside training workshops. Staff receives training in

Confined Space Entry, Hazardous Materials Management, and First Aid and CPR. Training includes on-line training, formal classroom training, informal on-the-job and hands-on training.

Proficiency is required for all job positions and promotions, and training records are maintained to monitor completed classes and schedule employee training.

Operations Staff is trained on the District’s Spill Emergency Response Plan (SERP) and reporting procedures for Sewer Spills.

### ***Equipment and Maintenance Inventories***

The District does not keep parts and supplies in inventory that can be readily accessed from local suppliers due to space constraints. Replacement of underground pipelines, manholes and lift stations is contracted out to licensed contractors who have the equipment, materials and staff to complete the work.

The equipment identified in Table 4-3 is utilized during response to emergency conditions, such as an SSO, as well as for conducting area and preventive maintenance activities, and pump station maintenance. Operations Staff also maintain an inventory of replacement parts as shown in Table 4-4. These materials are kept on hand to address unscheduled maintenance activities and overflows. Staff experience and knowledge of local availability of critical parts needed for system operation and maintenance contributes to the maintenance of this inventory. Although these specific numbers vary throughout the year, listed is an average that staff uses for inventory ordering.

**Table 1-3. Emergency Response Wastewater Collection Equipment**

| <b>Manufacturer</b> | <b>Type</b>                  | <b>Year</b> | <b>Specifications</b>       | <b>Location</b> | <b>Quantity</b> | <b>Use</b>                            |
|---------------------|------------------------------|-------------|-----------------------------|-----------------|-----------------|---------------------------------------|
| International       | Vac-Con                      | 2010        | 3000 psi @<br>30 gpm        | Yard Shop       | 1               | Hydro-Cleaner/<br>Combination<br>Unit |
| Caterpillar         | XQ60<br>Generator            | 2011        | 60 kW, 97.6<br>HP           | Yard            | 2               | Emergency<br>Auxiliary<br>Power       |
| Honda               | GX Trash<br>Pump             | 2010        | 3-inch, 319<br>gpm capacity | Yard Shop       | 1               | Emergency<br>By-Passing               |
| Godwin              | CDI 100M<br>Pump             | 2015        | 4-inch                      | Yard Shop       | 1               | Emergency<br>By-Passing               |
| Godwin              | NC150<br>Pump                | 2016        | 6-inch                      | Yard Shop       | 1               | Emergency<br>By-Passing               |
| Flygt               | 2" Sump<br>Pump with<br>Hose | 2015        | 110V, 2"-20'<br>Hose        | Yard Shop       | 1               | Emergency<br>By-Passing               |

**Table 4-4. Replacement Parts Inventory**

| Item                    | Size | Quantity | Location  |
|-------------------------|------|----------|-----------|
| 6" Ring and Lid         | 30"  | 5        | Yard Shop |
| 4" Ring and Lid         | 24"  | 3        | Yard Shop |
| 2" Composite Riser Ring | 24"  | 5        | Yard Shop |
| Composite Ring          | 24"  | 2        | Yard Shop |
| Precast Concrete Risers | 4"   | 8        | Yard Shop |

The District is enrolled in the California Water/Wastewater Agency Response Network (CALWARN), Region 1 to support their emergency preparedness and to access mutual assistance from surrounding agencies within the State. In addition to CALWARN, the District utilizes the Contractors and Vendors shown in Table 4-5 for routine and emergency services.

**Table 4-5. Contractors and Vendors**

| Contractor/Vendor                           | Contact Information | Services  |
|---|---------------------|---|
| Electricraft Inc.                           | (805) 544-8224      | Lift Station Electrical Assistance                  |
| Quinn Equipment                             | (805) 207-9823      | Rental Emergency Generators                         |
| Pacific Petroleum                           | (805) 925-1947      | Pumper Trucks                                       |
| Xylem (Flygt)                               | (951) 356-9359      | Lift Station Pumps                                  |
| Environmental Water Solutions (Gorman-Rupp) | (310) 763-7929      | Lift Station Pumps                                  |
| John Lisee Pump Inc. (Fairbanks Morse)      | (562) 927-2623      | Lift Station Pumps                                  |
| Flow n Control (ABS)                        | (818) 330-7425      | Lift Station Pumps                                  |
| Iconix Waterworks                           | (805) 354-0378      | Pipe, Couplings, and other Miscellaneous Parts      |
| R. Baker Inc                                | (805) 489-8711      | General Engineering Contractor Services             |
| Famcon Pipe and Supply                      | (805) 347-1306      | Pipe, Manhole Covers, Expandable Plugs and Fittings |

## Section V. Design and Performance Provisions

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*The General Waste Discharge Requirements for the Design and Performance Provisions section of the Sewer System Management Plan are:*

- a) 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; and*
- b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.*

### ***Design and Construction Standards***

The District has Standards and Design Specifications to ensure that sanitary sewer lines and connections are properly designed and constructed. The purpose of the Standards and Specifications is to provide minimum standards for the design, types and uses of materials, and the preparation of plans for construction, repair, or alteration of District facilities.

Installation of all new sanitary sewer systems, lift stations, and other appurtenances, as well as rehabilitation and repair of existing sanitary sewer systems, must adhere to the latest District Standard Details and Specifications, updated in August 2019. The standards are available on the District's website at:

<https://ncsd.ca.gov/resources/documents/standard-specifications/>

The Director of Engineering and Operations reviews plans for construction of new collection system infrastructure for adherence to the District's standards and specifications.

### ***Inspection and Testing Standards***

District staff or contract inspectors inspect all new construction, repairs and rehabilitation work. Inspection staff ensures that all construction meets District standards and requirements. All new and rehabilitated sewers are cleaned, pressure tested and CCTV inspected before acceptance. Flexible pipe is also mandrel tested to identify grade variations or other construction defects. The District requires that all new and rehabilitated sewers be warranted for a period of one (1) year. Prior to the expiration of the warranty period, these facilities are visually inspected, CCTV inspected as required, and maintenance records are reviewed to ensure that the facilities are functioning properly. Lift Stations are designed by Professional Engineers with design and testing standards that are specific to each site, following the District's minimum design criteria.

## Section VI. Spill Emergency Response Plan

*The General Waste Discharge Requirements for this section state that the District shall update and implement its Spill Emergency Response Plan.*

*The Plan must include an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:*

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;*
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;*
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;*
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;*
- Address emergency system operations, traffic control and other necessary response activities;*
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;*
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;*
- Remove sewage from the drainage conveyance system;*
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;*
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;*
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;*
- Conduct post-spill assessments of spill response activities;*
- Document and report spill events as required in this General Order; and*
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.*

The SERP is summarized below. The SERP addresses several issues such as spill notification, response, detection, mitigation, clean up, investigation, documentation and reporting.

### **Initial Spill Notification Procedures**

#### **Collections System:**

Notifications of possible spills are received via telephone calls. All telephone calls or complaints for actual or potential spills are routed directly to the District's main office and then to the Wastewater Supervisor via District office personnel. During non-business hours, the District's answering service will receive the call and notify the District's Water On-Call Operator. The Water On-Call Operator will then contact the Wastewater On-Call Operator.



When an On-Call Wastewater Operator receives notification of a potential spill or alarm from any lift station, he/she is required to respond to such call within an allotted 30 minutes. All Operators will assess the situation and extent of emergency and determine whether there is a need for assistance from his/her Supervisor or other Operators (i.e. generator use, confined space, electrical problems, etc.). All Spill Response requires staff to document applicable conditions on a Spill Response Field Checklist attached to the District's SERP.

After clean-up and reporting are completed the District will communicate with all staff and any agencies that provided assistance to determine the cause of the spill and discuss how a similar incident can be avoided in the future. This may include stepped up preventative maintenance, repair or rehabilitation of the line. The response procedures will also be discussed to determine if it should be modified in any way to make it more efficient.

### **Spill Emergency Response Plan Procedures**

The District has developed a complete Spill Emergency Response Plan that is maintained at the District Operations office. The plan contains the following information and procedures:

- Introduction and Definitions
- Prohibitions & Notification Procedures
- Regulatory Agency Contacts
- District Call Out List
- Spill Response Traffic Control
- Spill Containment and Cleanup
- Pump Station and Force Main Failure
- Contingency Contacts Lift Station Failure
- Force Main Spills
- Prolonged Spill Response
- Contractor Spill Response
- Spill Volume Estimation
- Coordination with Storm Drain Agencies and Water Systems
- Receiving Water Monitoring
- Water Body Closures & Beneficial Uses – Santa Maria Watershed
- Reporting Procedures
- Detailed Reporting Requirements
- Post Spill Investigations
- Training

#### **Attachments**

- Post Spill Investigation Form
- Spill Response Field Checklist

## **Section VII. Fats, Oils & Grease Control Program**

*Applicable General Waste Discharge Requirements for the Fats, Oil and Grease Control Program section of the Sewer System Management Plan state that the District shall evaluate its service area to determine whether a FOG control program is needed. The FOG source control program shall include the following as appropriate:*

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

### ***FOG Control Program Outreach***

The District's FOG Program begins with outreach and will remain a major component throughout the program. The District firmly believes that by having FSE's and its residential community understand the value in reducing the amount of grease in the District's sewer lines, the public can improve collection system efficiency and the costs associated with grease-related issues.

Each FSE within the District can obtain the following information or assistance:

- BMP Booklet;
- Facility training on BMPs;
- Grease Hauler List; and
- Cleaning Record Form (English and Spanish).

These forms are available at the District office and inspectors have them available when an FSE is inspected. Each form and training offered is at no cost to the customer.

Residential outreach is also an important element for reducing the amount of FOG entering the collection system. While requiring grease traps and interceptors is not possible to the residential community, education is. The District plans to implement a residential outreach program through flyers in homeowner's utility bills along with the development of door-hangers to "Stop



the FOG” to areas where Operations Staff have identified High Maintenance Area (HMA) prone locations.

Flyers intended for utility bill distribution will involve multiple topics in addition to FOG in order to provide public education in an economically-feasible manner. For example, a flyer may incorporate FOG information in addition to proper disposal methods for pharmaceuticals.

The District currently has developed a flyer that contains multiple topics to include proper disposal of grease. This flyer will be evaluated and modified based upon the needs of the District. The District’s flyer development and distribution will occur as an ongoing process, as needed. The goal of the District regarding residential outreach is to distribute “door-hanger” flyers to HMA areas and distribute a general flyer in sewer bills once every 12-24 months or sooner, if needed.

### ***FOG Control Program Discussion***

This FOG Program defines the goals and objectives of the District in reducing the amount of grease that enters the system from its FSE and residential community.

It is the District’s goal of the FOG Control Program to inspect all food service establishments, provide education to FSE and reduce maintenance costs directed to Operations Staff from grease-related problems. Doing so should reduce the probability of SSOs and improve the longevity of the collection system sewer lines.

The District’s FOG Control Program meets all the guidelines required by the State and Regional Water Quality Control Board and includes the following:

- Restaurants or any FSE that generate grease are required to obtain a Source Control/FOG Permit.
- FSE’s are inspected at a minimum of twice per year. FSE’s may be inspected more frequently as determined by District needs and/or as warranted by current stages of program compliance and past history.
- All FSE’s are required to use BMP’s to reduce grease discharged to the sewer system (e.g. store waste grease in barrels to haul off site, scrape remaining food off plates and into trash receptacle before washing).
- Any FSE planning a remodel is required to include installation of a grease trap/interceptor.
- All new construction of FSE’s will require installation of a County Code approved grease trap/interceptor regardless of size or value (type of foods produced may negate the need for trap installation; a variance will be issued in lieu of permit in such cases).
- Exemptions or variances shall be available to FSE’s that do not generate grease, do not cause related sewer blockages, and/or have limited space on their property that makes it impossible to install a grease trap/interceptor.
- Garbage grinders will be prohibited in all restaurants except where specifically allowed by the District.

- Several options regarding program fees will be evaluated annually. Program fees are intended to help alleviate the burden of program costs and assist in facilitating a successful FOG Control Program. The District currently is absorbing the program and inspection costs.

### ***Identification of Grease Problem Areas and Sewer Cleaning***

One objective of the District's FOG Program is the identification of trouble spots, or HMA, that are likely or prove to have grease accumulation. The District identifies potential grease problem areas by tracking locations and causes of dry weather blockages and SSOs. This is also noted when an area of the sewer system is viewed by CCTV. The specific locations of the areas with several restaurants or grease-producing facilities in close proximity to the CCTV or cleaned lines are likely considered potential grease problem areas and increased inspections take place. Additionally, the identified locations are noted in the Operation & Maintenance program and will be monitored for changes in cleaning frequency requirements.

The District's Operations Staff maintains a sewer atlas depicting each manhole location. This data is used in conjunction with cleaning logs, for which staff will note the date and time of flushing as well as debris type and severity. Additional information about cleaning and maintenance is included in Section 4: Operations and Maintenance.

The District's Operations Staff continues to identify sections of the sewer collection system subject to grease blockages and establish a cleaning maintenance schedule for each section. The District has compiled a list of 'hot spots', or HMA, within the community. These areas of concern have been put on an increased cleaning schedule and will be monitored annually for any changes in cleaning frequency. This list is maintained at the District Operations office. The District has very few Spills and monitors program success with the expectation of decreased cleaning frequency for grease related HMA locations.

### ***Legal Authority***

The District's current Ordinance fully meets the requirements set forth by the new Statewide General Order 2006-0003 DWQ. The current code that allows the District to enforce FOG ordinances is shown in Table 7.

If the District finds that a grease interceptor or gravity-separating device installed prior to the effective date of the current ordinance is incapable of adequately retaining the grease or oil in the wastewater flow, the District shall notify the user, in writing, that an adequate interceptor or gravity-separating device shall be installed within a specific, reasonable time period.

**Table 2. District Ordinances for FOG Control**

| District Code | Description  |
|---------------|--|
| Code 4.08.200 | Establishment of enforcement authority   |
| Code 4.08.130 | Limits on types of wastes discharged to public sewers                                |
| Code 4.08.131 | Requirements on specific design and construction of grease interceptors and/or traps |
| Code 4.08.131 | Requirements for the installation of grease interceptors                             |
| Code 4.08.132 | Requirements on maintenance of grease interceptors                                   |
| Code 4.08.200 | Enforcement  |
| Code 4.08.210 | Right of entry   |

***Guidelines for Control of Fats, Oils, and Grease***

The District has implemented FOG control measures for all sources of grease and fats discharged to the sewer system. One of the elements that are provided to FSE or interested parties is the BMP manual. This manual helps to provide guidance and suggestions to FSE’s in reducing the amount of FOG discharged. Many of the simple inexpensive procedures can reduce the amount of FOG discharged by 90%. The BMP’s consist of the following:

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

20 feet of grease barrels or containers or if there are signs of grease in the catch basin at any distance) and;

- Routinely clean kitchen exhaust system filters

### ***FOG Characterization***

The District inspects all FSE's that are located within its jurisdiction. This may include: fast food facilities, grocery stores, restaurants, diners, retirement/nursing homes and schools. Each is closely evaluated to determine if the FSE is in compliance with the current regulations. On average the District has at any one point in time approximately 30 FSE's. A complete list of the FSE's found operating in the District will be updated throughout the year as new facilities open.

Facilities that contain fats, oils and grease menu items are inspected for properly working grease traps and/or interceptors. Facilities are also required to maintain proper documentation each time the trap or interceptor is cleaned. These records must be maintained on-site and be made available for a minimum of three years to District staff. In some cases where a facility does not currently maintain a grease trap or interceptor, one may be required to be installed. This is based upon current Uniform Plumbing Code (UPC) and the County Code. The current UPC is closely followed to determine the type and size of unit that will be required. Justification for trap versus interceptor installation is based upon foods served and prepared, number of drains found within the facility, type of dishwasher (if any), size and history of the establishment. Dye testing may also be conducted when it is necessary to determine specific drainage.

There are two types of permits that are issued. The first is the standard FOG Permit. This permit is issued to all typical FSE's that discharge FOG into the sewer system in amounts above 50 parts per million. Typically, this includes all facilities that have fryers or facilities that prepare foodstuffs containing moderate to high quantities of creams, soups, meat cutting, cheeses and dairy. Alternatively, a Variance Permit is issued to FSE's that do not discharge large quantities of FOG. These facilities can include coffee houses, small sandwich shops, prepackaged grocery stores, or facilities that due to design make it unfeasible to install a trap or interceptor. Should a variance facility sell, a new variance will not be issued if the variance was issued due to design. Variances will only be continued if the variance permit was issued due to types of food prepared and not due to design.

When an FSE is found to be out of compliance the facility is reinspected for compliance after a 30-day period. Additionally, when Operations Staff is sent out on an emergency or is conducting regular maintenance and identifies high levels of FOG, notification to the FOG inspectors is made. The FSE of concern is then inspected regardless of last inspection date. The FSE is informed of why the inspection is occurring and any compliance issues are addressed at that time. The inspector may be required to conduct a follow-up visit prior to 30 days at which time, if found to be in compliance, the facility will return to its regular inspection visits.

Facility inspection paperwork is maintained at the District office. The District plans to develop an up-to-date map of all FSE within the District. Due to frequent FSE turnover, the map will be updated annually. Any "hot spots" or HMA that are identified will be highlighted on GIS for review.

## Section VIII. System Evaluation and Capacity Assurance Plan

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*The General Waste Discharge Requirements for the System Evaluation and Capacity Assurance Plan section of the Sewer System Management Plan are:*

*The District shall prepare and implement a Capital Improvement Plan (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. At a minimum, the plan must include:*

- a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation 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.*
- b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria.*
- c) Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, inflow and infiltration (I/I) reduction programs, increases and redundancy in pumping capacity, and storage facilities. CIP shall include an implementation schedule and shall identify sources of funding.*
- d) Schedule: The District shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14 [of the WDR].*

The District has taken steps to ensure adequate capacity for dry and wet weather peak flow conditions. This includes evaluation, design criteria, and capacity enhancement measures that are funded through the District's capital improvement program.

The District prepared a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for buildout flow conditions, as well as the appropriate design storm or wet weather events.

### ***Sewer Master Plan***

A Sewer Master Plan Update was completed by Cannon Corporation in 2007 for both Town and Blacklake sewer systems. A Sewer Master Plan Update was completed by MKN & Associates in 2017 for the Blacklake sewer system. The purpose of the Master Plan Update was to provide the District with a hydraulic evaluation of the sanitary sewer collection system and pumping stations. The plan included flow projections, hydraulic modeling, identification of deficiencies, and recommendations for future projects. The Sewer Master Plan is used as a basis for the District's 5-year CIP budget. Projects are constructed based on priority and available funding.

***Capital Improvement Program***

The following project is based on future capacity needs and is in the District’s Sewer Capital Improvement Project list:

| <b>Name</b>  | <b>Approximate Cost</b> |
|--|-------------------------|
| Town Sewer Collection System Replacement – Frontage Road Trunk Sewer From Division Street to Juniper Street- | \$3,470,000             |
| <b>Total</b>   | <b>\$3,470,000</b>      |

***Schedule***

The Town Sewer Collection System Replacement Project is currently in the design phase and is anticipated for completion prior to the end of 2025.

## Section IX. Monitoring, Measurement and Program Modifications

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*The General Waste Discharge Requirements for the Monitoring, Measurement, and Program Modifications section of the Sewer System Management Plan state that the District shall:*

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

### ***Monitoring and Measurement***

If an SSO occurs within the District's service areas, the data collected and relevant information will be documented and electronically reported to the SWRCB CIWQS database. The information will further be used to assist in planning activities, programs, and policies that help eliminate future SSOs and their causes. Measures may include the following:

- SSO Rate (SSOs/100 miles of collection system/year);
- Number of SSOs by cause (roots, grease debris, pipe failure, capacity, lift station failure, etc.);
- Average SSO volume (gallons);
- Percentage of SSOs greater than 100 gallons;
- Percentage of SSOs reported as Category 1;
- Percentage of sewage contained compared to total volume spilled; and
- Percentage of total spilled sewage discharges to surface water

### ***Identifying Trends***

The District evaluates the performance of its wastewater collection system annually using the performance measures identified above. The District will update the data and analysis in this section at the time of the evaluation. The District may use other performance measures in its evaluation. The District will prioritize its actions and initiate changes to this SSMP and the related programs based on the results of the evaluation.

### ***SSMP Updates***

The District will update its SSMP every five years. The District will determine the need to update its SSMP more frequently based on the results of the biennial audits and the performance of its sanitary sewer system. In the event that the District decides that an update is warranted, the process to complete the update will be identified at that time. The District will complete the update within one year following identification of the need for the update.

District staff will seek approval from the Board of Directors for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or minor procedural changes is delegated to the General Manager.

The District will certify that it has completed the biennial audit using CIWQS. Copies of the current SSMP document will be available to all interested parties on the District’s website and the District Office located at 148 South Wilson Street, Nipomo, CA during normal business hours.

**Table 3-1. Historic Data on Sanitary Sewer Overflows 2009-2022**

| <b>Year</b> | <b>No. of SSOs</b> | <b>SSO Cause</b>   | <b>Average Volume Spilled (gal)</b> | <b>Volume Spilled Discharged to Surface Water (gal)</b> |
|-------------|--------------------|--|-------------------------------------|---|
| 2009        | 1                  | Structural Failure                                       | 300                                 | 0   |
| 2010        | 0                  | N/A  | 0                                   | 0   |
| 2011        | 0                  | N/A  | 0                                   | 0   |
| 2012        | 0                  | N/A  | 0                                   | 0   |
| 2013        | 0                  | N/A  | 0                                   | 0   |
| 2014        | 0                  | N/A  | 0                                   | 0   |
| 2015        | 1                  | Equipment Failure  | 4                                   | 0   |
| 2016        | 1                  | Debris   | 5,000                               | 0   |
| 2017        | 1                  | Structural Failure                                       | 3                                   | 0   |
| 2018        | 0                  | N/A  | 0                                   | 0   |
| 2019        | 2                  | 1 Equipment Failure<br>1 Pump Station/Mechanical Failure | 7.5                                 | 0   |
| 2020        | 0                  | N/A  | 0                                   | 0   |
| 2021        | 1                  | Force Main Failure                                       | 1300                                | 1300  |
| 2022        | 2                  | 1 Manhole Coating Collapse 1<br>Concrete in Manhole      | 323                                 | 100   |



**Table 8-2 District Performance: Sewer Spills 2009 - 2022**

Based on the data provided above, the Districts SSO history compared to State and Regional Systems of similar size is as follows:

|                                | Category 1<br>Spill Rate | Category 1<br>Spill Volume | Category 2<br>Spill Rate | Category 2<br>Spill Volume | Category 3<br>Spill Rate | Category 3<br>Spill Volume |
|--------------------------------|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|----------------------------|
| Nipomo<br>CSD                  | <b>0.37</b>              | <b>11.08</b>               | <b>0.18</b>              | <b>39.02</b>               | <b>1.28</b>              | <b>6.51</b>                |
| State<br>Municipal<br>Averages | <b>1.48</b>              | <b>1015.29</b>             | <b>0.54</b>              | <b>262.11</b>              | <b>3.13</b>              | <b>24.19</b>               |
| Region<br>Municipal<br>Average | <b>1.24</b>              | <b>431.16</b>              | <b>0.75</b>              | <b>620.49</b>              | <b>3.77</b>              | <b>27.14</b>               |

*Cat 1: Spills that reach surface water. Cat 2: Spills 1,000 gallons or greater that do not reach surface water.*

*Cat 3: All other spills.*

*Spill Rate = Spills per 100 miles per year. Spill Volume = Gallons per 1000 capita per year.*

Based on these comparisons, the District has historically done a good job at minimizing the number and volume of sewer spills when compared to State Municipalities of similar size and Regional Municipalities of similar size.

## **Section X. Sewer System Management Plan Audits**

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*The WDR requirements for Program Audits section of the Sewer System Management Plan state that the District shall:*

*Conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements identified in this subsection (D.13 [of the WDR]), including identification of any deficiencies in the SSMP and steps to correct them.*

### ***SSMP Program Audits***

The Director of Engineering and Operations will audit the effectiveness of all elements of this SSMP no less than every two years. The audit will document findings and recommend changes to the SSMP in a written report to the General Manager.

The results of the audit, including the identification of any deficiencies and the steps taken or planned to correct them, will be included in the SSMP Audit Report. The SSMP Audit Report will focus on the effectiveness of the SSMP program, compliance with the WDR requirements, and identification of any deficiencies in the SSMP. An Audit Checklist, based on the requirements in the WDR, is included in Appendix 10-A.

The SSMP Audit Report, based on the Audit Checklist will identify revisions that may be needed for a more effective program. Information collected as part of Section 9 – Monitoring, Measurement, and Program Modifications will be used in preparing the audit. Tables and figures or charts will be used to summarize information about performance indicators. Completed audits are kept on file for periodic review and assessment and are available to the public upon request. Minor changes to the SSMP, such as changes to the operation and maintenance element, will be made at the staff level. Significant changes, such as changes to legal authority, must be reviewed and approved by the Board of Directors.

## Section XI. Communication Program

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*The WDR requirements for the Communication Program section of the Sewer System Management Plan state that the District shall:*

- a) Communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Agency as the program is developed and implemented.*
- b) Create a plan of communication with systems that are tributary and/or satellite to the Agency's sanitary sewer system.*

This section outlines the steps the District will take to provide multiple opportunities for interested parties to provide the District with input as the SSMP and associated programs are being developed.

### ***Communication Program***

The Board of Directors will consider approval of this SSMP during a regularly scheduled meeting. The meeting will be publicly noticed and the draft SSMP will be available for public review prior to the meeting. The public will have the opportunity to comment on the SSMP prior to Board approval.

The complete, adopted SSMP will be posted on the District's website. Changes to the adopted SSMP suggested by the public will be incorporated into the SSMP during the program audit process.

The County of San Luis Obispo operates a sewer system that is tributary to the District collection system. The County and the District have a written agreement in which the County agrees to limit wastewater flow and quality and pay its share of wastewater plant operation and maintenance costs. The District will promptly notify the County of any changes to the SSMP that may affect the County's sewer collection system.

# APPENDIX

## Appendix 10-A: SSMP Audit Checklist

**Name of Auditor:** \_\_\_\_\_

**Audit Date:** \_\_\_\_\_

| Section/Title              | SSMP Requirement   | Audit  | Yes | No |
|----------------------------|--|--|-----|----|
| 1. Goals                   | <ul style="list-style-type: none"> <li>Reduce, prevent, and mitigate SSOs</li> </ul>   | Are the goals stated in the SSMP still appropriate and accurate?   |     |    |
| 2. Organization            | <ul style="list-style-type: none"> <li>Names of District staff responsible for development, implementation, and maintenance of SSMP</li> <li>Names and phone numbers for key District staff</li> <li>Chain of Communication for reporting SSOs</li> <li>Designated LRO(s)</li> </ul>   | <ol style="list-style-type: none"> <li>Is the District staff telephone list current?</li> <li>Is the SSO Chain of Communication telephone list current?</li> <li>Is Figure 2 of the SSMP entitled "Organization of District Staff Responsible for Sewer System" current?</li> <li>Are the position descriptions accurate portrayals of staff responsibilities?</li> </ol>  |     |    |
| 3. Legal Authority         | <ul style="list-style-type: none"> <li>Ability to prevent illicit discharges</li> <li>Ability to require sewer and connections to be properly designed and constructed</li> <li>Ability to ensure access for inspection, maintenance, and repairs (includes public portion of lateral)</li> <li>Ability to limit discharge of FOG and debris that may cause blockages</li> <li>Ability to require the installation of grease removal devices</li> <li>Ability to inspect FOG producing facilities</li> <li>Ability to enforce violations of the District's ordinances</li> </ul>   | <p>Does the SSMP contain references to the current District Ordinance(s) documenting the District's legal authority to:</p> <ol style="list-style-type: none"> <li>Prevent illicit discharges?</li> <li>Require proper design and construction of sewers and connection?</li> <li>Ensure access for maintenance, inspection or repairs for portions of the laterals owned or maintained by the District?</li> <li>Limit discharges of fats, oils and grease?</li> <li>Require the installation of grease removal devices</li> <li>Require inspections of FOG producing facilities</li> <li>Enforce any violation of its sewer ordinance</li> </ol>   |     |    |
| 4. Operation & Maintenance | <ul style="list-style-type: none"> <li>Describe routine preventative maintenance program</li> <li>Document completed preventative maintenance using work order system</li> <li>Rehabilitation and replacement plan that identifies and prioritizes sanitary sewer system facilities</li> <li>CIP showing the schedule for rehabilitation and replacement projects</li> <li>Provide regular technical training for District sanitary sewer system staff</li> <li>Require contractors to provide training for their employees who work with the District's sanitary sewer system facilities</li> <li>Maintain equipment inventory</li> <li>Maintain critical spare part inventory</li> </ul> | <p><i>Collection System Maps</i></p> <ol style="list-style-type: none"> <li>Does the SSMP reference the current process and procedures for maintaining the District's sewer collection system maps?</li> <li>Are the District's sewer collection system maps complete, current and sufficiently detailed?</li> </ol> <p><i>Resources and Budget</i></p> <ol style="list-style-type: none"> <li>Does the District allocate sufficient funds for the effective operation, maintenance and repair of the sewer collection system and is the current budget structure documented in the SSMP?</li> </ol> <p><i>Prioritized Preventative Maintenance</i></p> <ol style="list-style-type: none"> <li>Does the SSMP describe current preventative maintenance activities?</li> <li>Are the District's preventative maintenance activities sufficient and effective in minimizing SSO and blockages?</li> </ol> <p><i>Scheduled Inspections and Condition Assessments</i></p> <ol style="list-style-type: none"> <li>Is there an ongoing condition assessment program sufficient to develop a capital</li> </ol> |     |    |

|                                     |   |  |  |  |
|-------------------------------------|---|--|--|--|
|                                     |   | <p>improvement plan addressing the proper management and protection of infrastructure assets? Are current components of this program documented in the SSMP?</p> <p><i>Contingency Equipment and Replacement Inventory</i></p> <p>1. Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and document procedures of inventory management?</p> <p>2. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?</p> <p><i>Training</i></p> <p>1. Are the training records current?</p> <p>2. Does the SSMP document current training expectations and programs within the District’s wastewater department?</p> <p><i>Outreach to Contractors</i></p> <p>1. Does the SSMP document contain current outreach efforts to contractors?</p> |  |  |
| 5. Design & Performance Provisions  | <ul style="list-style-type: none"> <li>• Maintain design and construction standards for new sanitary sewer system facilities</li> <li>• Maintain design and construction standards for repair/rehabilitation of existing sanitary sewer system facilities</li> <li>• Maintain procedures for the inspection and acceptance of sanitary sewer system facilities</li> </ul>   | <p>1. Does the SSMP contain current design and construction standards for the installation of new sewer systems and for the rehabilitation and repair of existing sewer systems?</p> <p>2. Does the SSMP document contain current procedures and standards for inspecting and testing the installation of new and existing sewer systems?</p>  |  |  |
| 6. Overflow Emergency Response Plan | <ul style="list-style-type: none"> <li>• Procedures for the notification of primary responders</li> <li>• Procedures for the notification of regulatory agencies</li> <li>• Program to ensure appropriate response to all SSOs</li> <li>• Proper reporting of all SSOs</li> <li>• Procedure to ensure staff are aware of, are trained, and follow OERP</li> <li>• Procedures to address emergency operations such as traffic and crowd control</li> <li>• Program to prevent the discharge of sewage to surface waters</li> <li>• Program to minimize or correct the impacts of any SSOs that occur</li> <li>• Program of accelerated monitoring to determine the impacts of any SSOs that occur</li> </ul> | <p>1. Does the District’s SSO Overflow and Emergency Response Plan establish procedures for the emergency response, notification and reporting of SSOs?</p> <p>2. Is wastewater staff appropriately trained on the procedures of the SSO Overflow and Emergency Response Plan?</p> <p>3. Is the SSO Overflow and Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?</p>   |  |  |

|  |   |   |  |  |
|--|---|---|--|--|
| <p>7. FOG Control Program</p>                                  | <ul style="list-style-type: none"> <li>• Public outreach program that promotes the proper disposal of FOG</li> <li>• Plan for the disposal of FOG generated within the District’s service area</li> <li>• Demonstrate that the District has allocated adequate resources for FOG control program</li> <li>• Identification of sanitary sewer system facilities that have FOG-related problems</li> <li>• Program of preventative maintenance for sanitary sewer system facilities that have FOG-related problems</li> </ul> | <ol style="list-style-type: none"> <li>1. Does the FOG Control Program include efforts to educate the public on the proper handling and disposal of FOG?</li> <li>2. Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?</li> <li>3. Are requirements for grease removal devices, BMPs, record keeping and reporting established in the District’s FOG Control Program?</li> <li>4. Does the District have sufficient legal authority to implement and enforce the FOG Control Program?</li> <li>5. Is the current FOG Control Program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?</li> </ol> |  |  |
| <p>8. System Evaluation &amp; Capacity Assurance Plan</p>      | <ul style="list-style-type: none"> <li>• Identification of elements of the sanitary sewer system that experience or contribute to SSOs caused by hydraulic deficiencies</li> <li>• Established design criteria that provide adequate capacity</li> <li>• Short- and long-term CIP that include schedules for projects to address known hydraulic deficiencies</li> <li>• Procedures that provide for the analysis, evaluation, and prioritization of hydraulic deficiencies</li> </ul>                                      | <ol style="list-style-type: none"> <li>1. Does the District’s SSMP evaluate hydraulic deficiencies in the system and, if needed, establish sufficient design criteria and short/long term capacity enhancement projects?</li> <li>2. If needed, does the District’s SSMP establish a schedule of approximate completion dates for both short-and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?</li> </ol>  |  |  |
| <p>9. Monitoring, Measurement, &amp; Program Modifications</p> | <ul style="list-style-type: none"> <li>• Maintain relevant information to establish, evaluate, and prioritize SSMP activities</li> <li>• Monitor implementation of the SSMP</li> <li>• Assess success of the preventative maintenance program</li> <li>• Update SSMP program elements based on monitoring or performance</li> <li>• Identify and illustrate SSO trends</li> </ul>   | <ol style="list-style-type: none"> <li>1. Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?</li> <li>2. Is the District able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?</li> </ol>  |  |  |
| <p>10. SSMP Program Audits</p>                                 | <ul style="list-style-type: none"> <li>• Conduct audits at least every 2 years</li> <li>• Record that results of the audit in a report</li> <li>• Record the changes made and/or corrective actions taken</li> </ul>  | <p>Will the SSMP Audit be conducted every two years as required by SWRCB 2006-003-DWQ?</p>  |  |  |
| <p>11. Communication Program</p>                               | <ul style="list-style-type: none"> <li>• Communicate with the public regarding the preparation of the SSMP</li> <li>• Communicate with the public regarding the performance of the SSMP</li> <li>• Communicate with tributary or satellite sewer systems</li> </ul>   | <p>Does the District effectively communicate with the public about the development and implementation of its SSMP and continue to address any feedback?</p>   |  |  |