



SEWER SYSTEM MANAGEMENT PLAN

ADOPTED APRIL 21, 2010

UPDATED November 6, 2018

INTRODUCTION

Regulatory Requirement

On May 2, 2006, the State Water Resources Control Board (SWRCB) enacted Order No. 2006-0003, State General Waste Discharge Requirements for Sanitary Sewer Systems (WDR). The WDR requires any public agency that owns or operates a sanitary sewer system more than one mile in length that conveys untreated or partially treated wastewater to a publicly owned treatment works (POTW) in the State of California, comply with the requirements of the WDR.

The Cayucos Sanitary District (District) owns and operates a wastewater collection system more than one mile in length that conveys untreated wastewater to a publicly owned treatment works (POTW) and therefore is required to comply with the WDR. The District submitted a Notice of Intent (NOI) to the SWRCB on July 6, 2006 for coverage under the WDR and has developed this Sewer System Management Plan (SSMP) according to the Development Plan and Schedule.

Collection System Description

The District's collection system serves residential and commercial users. The collection system includes approximately 20 miles of gravity sewer line, approximately 5 miles of force main, one of which conveys sewage from Lift Station 5 to the Cayucos Water Reclamation Facility, which is also owned by the Cayucos Sanitary District, approximately 480 manholes, lamp-holes and clean-outs and five lift stations which are monitored daily. The mainlines are made of a variety of materials, depending on the age; vitrified clay pipe (VCP), polyvinyl chloride (PVC), high density polyethylene pipe (HDPE), and cast iron. The lift stations are all of the submersible pumps and above ground control panels variety.

Wastewater Collections Staff

Collections staff operate under the general supervision of the District Manager. Collections staff includes one Lead Worker, and two Collections Grade 2 workers. Staff responds to main line sewage spills and other calls 7 days a week, 24 hours per day. The District will respond to Private Lateral Sewer Discharges but is not responsible to maintain or replace private laterals (CSD ordinance no. 26).

The District operates and maintains; a trailer mounted hydraulic line cleaner, six emergency generators, five permanently installed one trailer mounted, and one diesel powered bypass pump. The District maintains an inventory of spare pumps, safety equipment, and other tools and equipment for planned and emergency situations. The District has a scheduled preventive maintenance and enhanced maintenance program that addresses hot spots to maintain the system. The District conducts its own Closed Circuit Television (CCTV) inspection and records historical data about the system, to prioritize maintenance activities.

Source Control and Fats, Oil and Grease (FOG)

Between 2004 and 2006 businesses in Cayucos were surveyed for possible industrial waste discharges. The survey included business names, addresses, names of contacts, telephone numbers, inventories of chemicals where applicable, and other pertinent information. Currently there are no businesses that qualify as industrial waste dischargers in Cayucos.

In 2005, restaurants were surveyed for grease removal devices. Based on this survey a grease trap and interceptor program was begun. The District inspects businesses with grease traps and interceptors on an annual basis. Businesses that are found to be out of compliance with the District's Fats, Oils, and Grease policies receive more frequent inspections.

SSMP Development Plan and Schedule

The development Plan and Schedule outlines the plan actions to be taken, and compliance dates that the District will have in the development of the SSMP. The SSMP is to be audited bi-annually utilizing the District's Auditing form. This document is required to be approved by the District's Board of Directors during a public meeting. The District adopted its original SSMP on April 21 2010.

Electronic reporting of Sewer System Overflows (SSO)

All Enrollees were required to obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS) web-site. Additionally, within 30 days of receiving an account and prior to recording SSOs into the database, all enrollees were required to complete the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. This questionnaire must be updated at least annually. The questionnaire was completed on April 17, 2007 and has been updated as changes have been made. The District's Collection System has been assigned a Waste Dischargers Identification Number (WDID) of 3 SSO 11216.

Electronic reporting of SSOs was begun on May 2, 2007. This reporting of Category 1,2 and Category 3 SSOs and other spills will be ongoing. The District maintains a binder regarding SSOs in the District office; it is kept up-to-date listing all spills including private laterals. Spills are reported to the District Board in the Monthly Operation and Maintenance Report.

The District maintains two legally responsible officials (LRO). An LRO is a principal executive officer, ranking elected official, or their written designee responsible for the overall operation of the system.

LRO (NAME AND TITLE)	PHONE #
Rick Koon , District Manager	805-995-3290 ext. 101
Jon Collins , Lead Collections Worker	805-995-3290 ext. 106

Collection System Assessment

The District is conducting a sewer system assessment to identify activities that the District needs to meet the requirements of the WDR. This assessment will show which of the District's activities meet the requirements of the WDR, and which need to be created, modified, or expanded. This program will be on-going.

Plan and Schedule

The first steps in the WDR were to file the Notice of Intent, fill out the SWRCB questionnaire and begin electronic reporting of SSO's. The step that followed was to present the Plan and Schedule to the governing body for approval. At the regular meeting of the Cayucos Sanitary Board of Directors on January 16, 2008 the Preparation and Adoption of the Sewer System Management Plan was presented. The adoption of this plan and the associated schedule were approved at the January 2008 meeting.

The Eleven Elements of the SSMP:

1. Goals- The stated goals for the SSMP
2. Agency Organizational Structure and SSO reporting chain of communications
3. Document Legal Authority
4. Operation and Maintenance
 - a. Mapping
 - b. Preventative Maintenance Program
 - c. Rehabilitation and replacement program
 - d. Inspection Program
 - e. Staff training
 - f. Equipment and parts inventory
5. Design and Performance
 - a. Design Standards
 - b. Inspection and testing standards
6. Overflow Emergency Response Plan
7. Fats, Oils and Grease (FOG) Control Program
 - a. Fog Ordinance
 - b. A program to reduce or eliminate FOG SSOs
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurements and Program Modifications
10. SSMP Audits
11. Communication Program
 - a. Communications with the public
 - b. Communications with satellite agencies

SSMP ELEMENT PROGRESS

Required Elements	Our Status	State Deadline
Goals	Complete	May 1, 2008
Organization	Complete	May 1, 2008
Legal Authority	Complete	November 1, 2009
O&M Program	Complete	November 1, 2009
Design and Performance Provisions	Complete	May 1, 2010
Overflow Emergency Response Plan	Complete	November 1, 2009
F.O.G Control Program	Complete	November 1, 2009
System Evaluation and Capacity Assurance Plan	Complete	May 1, 2010
Plan Audits/ Monitoring	Complete	May 1, 2010
SSMP Program Audits	2016	Every 2 years
Communications Program	Complete	May 1, 2010

GLOSSARY AND ACRONYMS

Terms and acronyms used in this document and/or the Statewide GWDR, along with their definitions, are as follows:

AR or (Authorized Representatives)- The person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or a duly authorized representative of that person.

BAT- Best Available Technology

Blockage or stoppage- something that fully or partially blocks the wastewater from flowing through a sewer pipeline.

BMP- Best Management Practice

CWEA (California Water Environment Association)- CWEA is an association of professionals in the wastewater field. CWEA trains and certifies wastewater professionals, disseminates technical information, and promotes sound policies to protect and enhance the water environment. CWEA provides technical references for sewer system operation and maintenance.

CCTV- Closed Circuit Television

CFR- Code of Federal Regulations

CIP- Capital improvement Program

CIWQS (California Integrated Water Quality System)- All SSO reporting is done on the CIWQS website.

CMMS- Computerized Maintenance Management System

Clean-out or CO- Access hole on a sewer line, normally at the end of the line and normally smaller than a manhole.

FOG (Fats, Oils and Grease)- Fats, Oils and Grease that are discharged into the sanitary sewer system by food service establishments (FSE), homes, apartments, retirement homes, and other sources. FOG is a major cause of blockages leading to increased maintenance and sometimes SSOs.

FOG Control Program- Establishes criteria for FOG discharge at various businesses.

GIS (Geographical Information System)- A database linked with mapping, which includes various layers of information, such as sewer maps, storm drain maps, parcels and other features.

Governing Board- Cayucos Sanitary District Board of Directors.

GPS- Global Positioning System

GWDR or WDR (General Waste Discharge Requirements)- An authorization to discharge waste with certain conditions. Differs from an NPDES permit in that WDRs do not sunset. The Statewide General WDR for Sewer systems was adopted by the

SWRCB and will be implemented by RWQCB and SWRCB.

I/I- Infiltration and Inflow

Infiltration- The seepage of groundwater into a sewer system, including service connections. Seepage can be through cracked pipes, pipe joints, connections, or manhole walls and joints.

Inflow- Water discharged into a sewer system and service connections from roof leaders, cellars, yard and area drains, foundation drains, springs, swampy areas, around manhole covers, surface runoff, drainage etc. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak.

Lamphole- In the past this was used to lower a lamp into the line for inspection. They are currently used the same as an end of the line clean-out.

Lateral- The portion of a sewer that connects the customer with the District's main line. Sewer laterals are privately owned and maintained.

Lift Station (LS) or Pump Station- A station with redundant pumps that raise sewage to a level from which it can flow by gravity.

LRO (Legally Responsible Official)- The person representing the enrollee, that certifies SSO reports to the CIWQS website.

Manhole or MH- Access hole on a sewer line with cones and barrels. Installed every 300-400 feet to facilitate cleaning, or change in direction.

MRP (Monitoring and Reporting Program)- Established in the WDR for monitoring, reporting, recording and public notification requirements of the WDR.

O&M- Operation and Maintenance

OES- Office of Emergency Services

Order- SWRCB Order No. 2006-0003-DWQ adopted May 2, 2006

OERP (Overflow Emergency Response Plan)- Identifies a plan for notification procedure, appropriate response, procedures to address emergency operations and insure that all reasonable steps are taken to contain and prevent discharges.

PM (Preventive Maintenance)- Regularly scheduled servicing of machines, infrastructure and other equipment.

R&R- Rehabilitation and Replacement, can also be CIP.

RWQCB (Regional Water Quality Control Board)- The District is in Region 3.

POTW- Publicly Owned Treatment Works (WWTP)

SOP- Standard Operating Procedure

SSO (Sanitary Sewer Overflow)- Any overflow, spill, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system as defined in SWRCV Order #2013-0058-Exec.

Category 1: Discharges of untreated or partially treated wastewater of **any volume** form an enrollee's sanitary sewer system failure or flow condition that; reach surface water, or reach a municipal separate storm sewer system and are not fully captured and disposed of properly.

Category 2: Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee's sanitary sewer system failure or flow condition that **does not** reach surface water, a drainage channel, or a municipal separate storm drain system unless fully recovered and disposed of properly

Category 3: All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary system failure or flow condition.

Private Lateral Sewer Discharge: Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately owned lateral** connected to the enrollee's sanitary sewer system or from other private sewer assets. The district is not responsible for reporting these types of spills, or maintaining these sewer pipes. (CSD Ord. 26)

SSMP (Sewer System Management Plan) - This plan is different from the Sewer System Master Plan. The management plan preparation was required by the SWRCB Order No. 2006-0003, State General Waste Discharge Requirements for Sanitary Sewer Systems (WDR or GWDR).

Sanitary Sewer System- A system of pipes, pump stations, sewer lines or other conveyances upstream of the Wastewater Treatment Plant, used to collect and transport wastewater to the publicly owned treatment works.

SWRCB or State Board (State Water Resources Control Board)- The State agency that developed and passed the GWDR (WDR) for collection systems.

WRF- Water Reclamation Facility

ELEMENT I: GOALS

The collection system agency must develop goals to manage, operate, and maintain all parts of its collection system. The goals should address the provision of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of sanitary sewer overflows (SSOs) and the mitigation of their impacts.

SWRCB REQUIREMENT

The collection system agency 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.

MISSION STATEMENT AND GOALS

The Mission of the Cayucos Sanitary District is to serve the public by operating a well maintained wastewater collection conveyance, and treatment system for the protection of the public health and safety, and when doing so, to take the necessary steps to protect the environment. The District is committed to preserving the community's capital investment and being a good steward of the community's assets.

This can be most readily accomplished by:

The creation of a Sewer System Master Plan. To assist the District in future planning for the identification of future capital projects and to aid in the assessment of the collection system as a whole.

Maintain and improve the sewer lines and lift stations within the District in a manner that is consistent with an adopted Sewer System Master Plan.

Aggressively minimizing the number and impact of sanitary sewer overflows,(SSOs) that may occur throughout the Cayucos Sanitary District.

Cost-effectively minimizing inflow and infiltration (I/I) and provide adequate sewer capacity to accommodate design storm flows.

Controlling source discharges to the Cayucos WRF in accord with State and Federal regulations.

Developing and implementing programs necessary to comply with State and Federal mandates, rules, and regulations.

Develop training programs necessary to teach up-to-date industrial systems required by State and Federal mandates, rules and regulations, describing the duties and responsibilities of all positions including supervisory and advancement certification, continuing education for certification maintenance, and additional training on standards and codes to gain additional understanding of the California Building and Plumbing code, trenchless technology (preventative maintenance and repairs) and standard construction methods.

ELEMENT II: ORGANIZATION

The collection system agency's **SSMP** must identify staff responsible for implementing measures outlined in the **SSMP**, including management, administration, and maintenance positions. Identify the chain of communication for reporting and responding to SSOs.

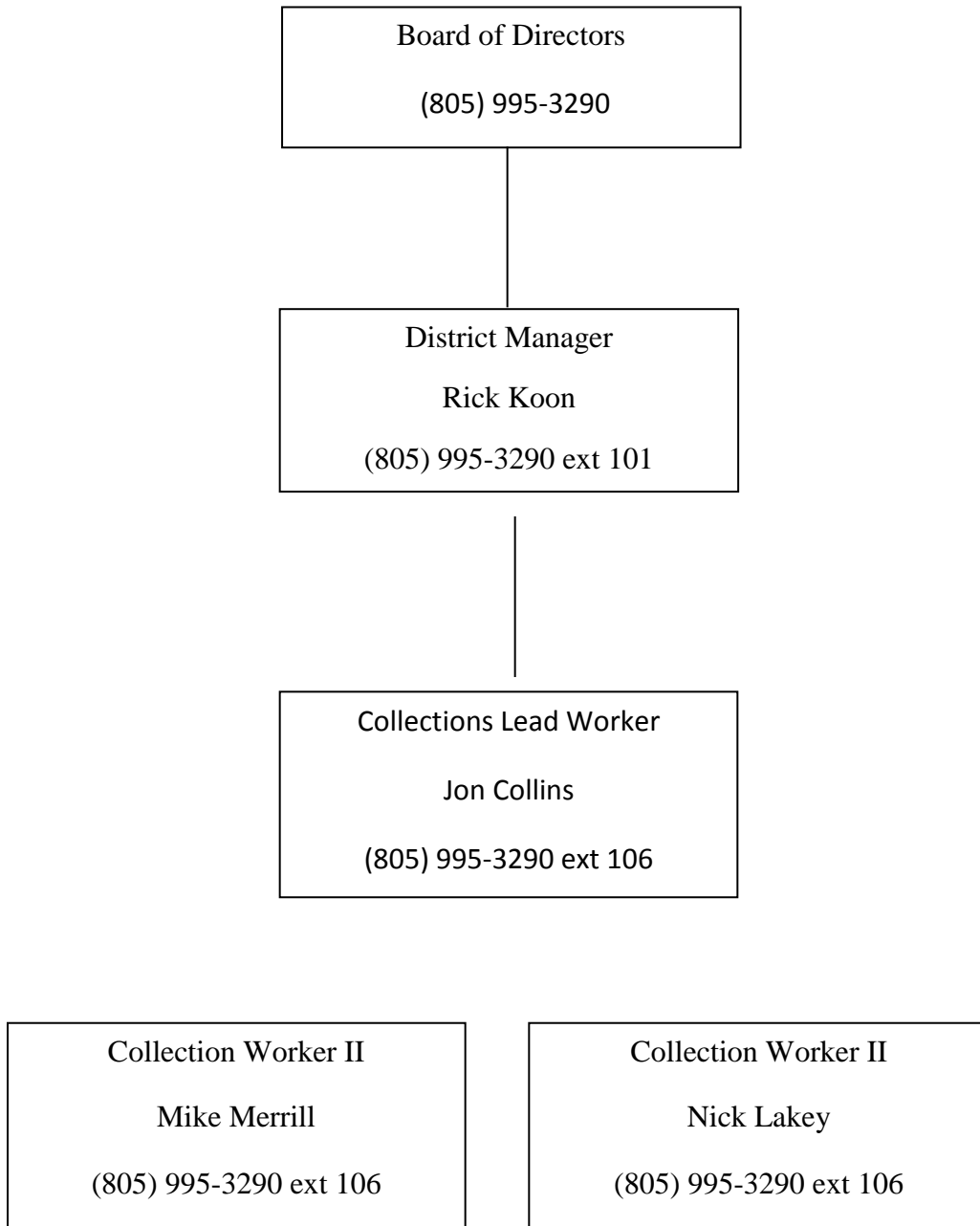
SWRCB REQUIREMENT

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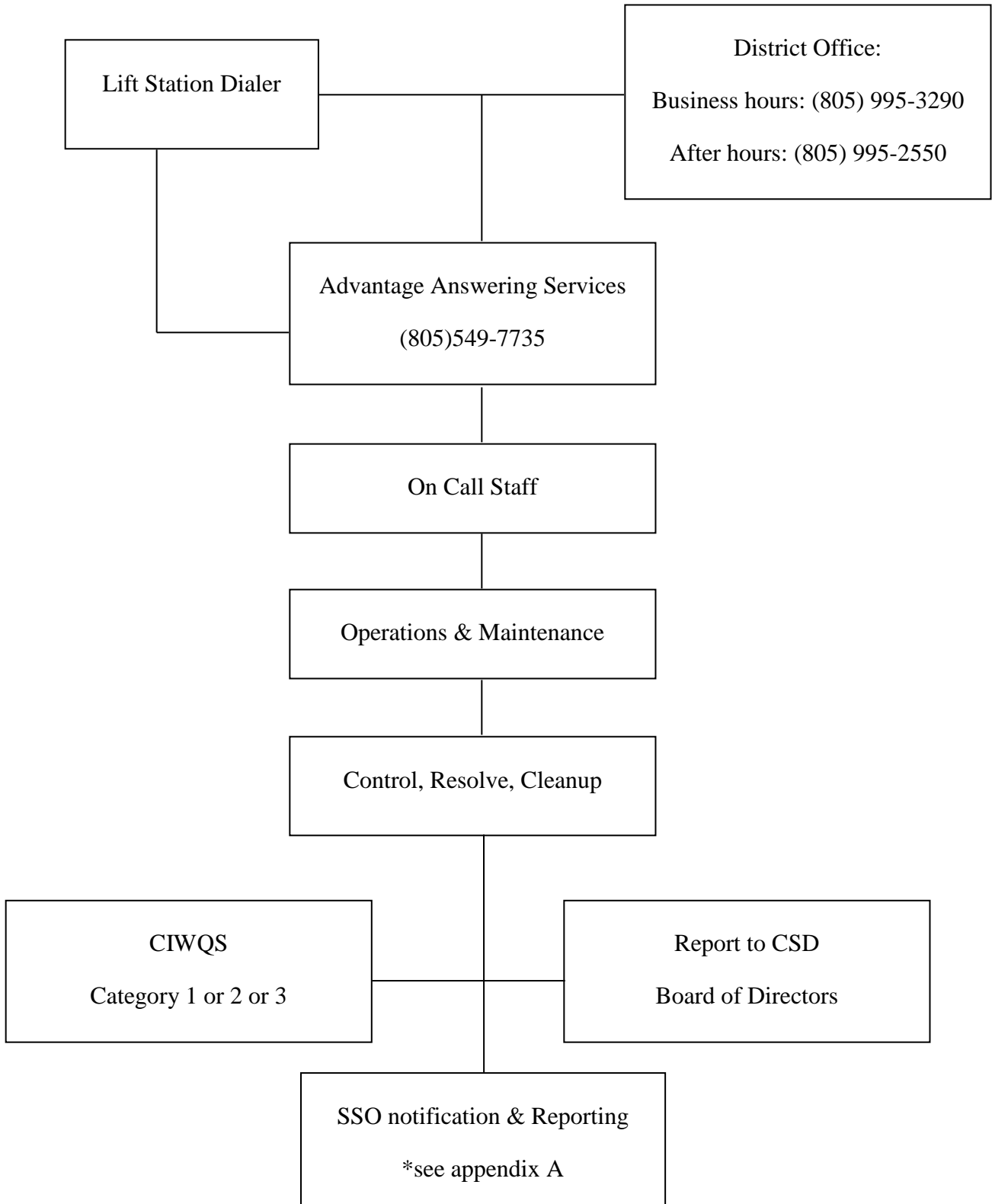
The collection system agency's **SSMP** must identify:

- (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 **SSMP** 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, Regional Water Board, and/or State Office of Emergency Services (OES)).

AGENCY ORGANIZATION



CSD SSO REPORTING CHAIN



AUTHORITY

This section of the SSMP discusses the Cayucos Sanitary District's Legal Authority established through State Health and Safety Codes and District Sanitary Sewer Ordinances. This section is to fulfill the Legal Authority element of the SWRCB (Element 3) SSMP requirements.

SWRCB REQUIREMENT

The District 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 are properly designed and constructed
- c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned by the public agency
- d) Limit the discharge of fats, oils and grease
- e) Enforce any violations of its sewer ordinances

LEGAL AUTHORITY DISCUSSION

Cayucos Sanitary District Sanitary Sewer Ordinances contain the legal authority SWRCB requires.

- a) Ordinance No. 5 contains sections stating the District's requirements for the use of sanitary sewer within the District. This General Ordinance includes provisions to protect public health and prevent pollution.
- b) Ordinance No. 5, Part V. contains the District's requirements for the construction of sanitary sewer facilities installed, altered, or repaired within the District.
- c) Ordinance No. 26 Property owners are responsible for maintaining in satisfactory and effective operation the street and sewer laterals all the way to the main.
- d) Ordinance No. 24 Establishes uniform permitting, maintenance and monitoring requirements for controlling the discharge of FOG
- e) California Health and Safety Code 6523.3 establish enforcement provisions of any ordinance of a Sanitary District.

Cayucos Sanitary District ordinances are included in full in Appendix A. Segments of this document are discussed in the following sub-sections as they pertain to the prevention of illicit discharges, proper design and construction of sewer mains and connections, maintenance access, and enforcement measures.

PREVENTION OF ILLICIT DISCHARGES

Cayucos Sanitary District General Ordinance No. 5 outlines legal and illegal discharges to the District's sewer system. The chapter also contains measures prohibiting illicit discharges to prevent damage to the collection system, treatment process, or cause harm to the public health or environment.

1. Storm water and I/I Section 28 prohibits the discharge or cause of discharge of any storm water, surface water, groundwater, roof runoff, subsurface drainage, unpolluted industrial cooling or unpolluted industrial process waters to any sanitary sewer.
2. Prohibited Discharges Section 29 prohibits the discharge or cause of discharge of any of the following described waters or wastes to any public sewers.
 - a. Any liquid or vapor having a treatment temperature higher than one hundred fifty degrees Fahrenheit;
 - b. Any water or waste which may contain more than one hundred parts per million, by weight, of fat, oil, or grease;
 - c. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas;
 - d. Any garbage that has not been properly shredded;
 - e. Any ashes cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewerage system;
 - f. Any water or wastes having a pH lower than 5.5 or higher than 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works;
 - g. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans, plants or animals, or create any hazard in the receiving waters of the sewage treatment plant;
 - h. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant;
 - i. Any noxious or malodorous gas or substance capable of creating a public nuisance.

3B. PROPER DESIGN AND INSTALLATION OF SEWERS AND CONNECTIONS

Regulations pertaining to the design, construction and inspection of private sewer systems, building sewers, and connections are included in District General Ordinance No 5 and in Standard Specifications found in District As-Built drawings.

- (a) Inspection Required: The District requires all sewer lines and lateral connections to be inspected by District staff prior to backfill.

(b) Design Requirements: of the Standard Specifications specifies the minimum size and slope of a building sewer. Design requirements are contained in the Standard Specifications.

(c) Installation of Sewers: As-Built Standard Specifications state the requirements of lines and grades, trench widths, excavation for sewers, bracing and shoring, laying of pipe, trench backfill, testing of sewer lines, and cleaning for the construction of all sewer lines and connections.

These Design and Installation Specifications will be reviewed, assessed, and revised as necessary as part of periodic SSMP Audits as required by the State Water Board. A newer revised set of District Standard Specifications is currently being created for consideration and adoption by the CSD Board of Directors.

3C. LATERAL MAINTENANCE ACCESS

Property owners are responsible for maintaining in satisfactory and effective operation the street and sewer laterals all the way to the main lateral. (Ordinance #26) The District has a map of the District maintained sanitary sewer system, including lateral locations.

General Ordinance No. 5, Part V, Section 18, sites that District representatives shall at all reasonable times be permitted to enter in and upon all buildings and premises within the District for purposes of inspection, observation, measurement, sampling, testing, or otherwise performing such duties as may be necessary in carrying out the provisions of Ordinance No. 5 in the event of illicit discharge or substandard conditions.

3D. LIMITED DISCHARGE OF FOG AND OTHER DEBRIS

The Fats, Oils, and Grease (FOG) Control Program contained in this SSMP goes into depth about the District's FOG control measures. General Ordinance No. 5, Part VII, Section 29-B prohibits specific discharges including any waste containing more than one hundred parts per million, by weight, of fat oil, or grease.

Debris discharged into the Cayucos Sanitary District's sanitary sewer is prohibited in section 29 which prohibits the discharge of any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works.

District Ordinance No. 24 established a Grease Management Program in 2006 to help regulate FOG discharge into the District's sewer system.

3E. ENFORCEMENT MEASURES

District Ordinance No. 5 and 26 gives the District the power to fine persons in

violation of District Ordinances liable for all damages resulting from said violations, including but not limited to attorney's fees and court costs. Persons found to be in violation of District Ordinances can be found guilty of a misdemeanor. The District does not have jurisdiction over the community's water supply and therefore cannot use the termination of water service as an enforcement measure.

SATELLITE COLLECTION SYSTEMS

The District does not receive wastewater for conveyance or treatment from any satellite collection system.

District collections staff are responsible for the inspection and maintenance of approximately 23 miles of sewer line; five lift stations; more than 480 manholes/cleanouts, the equipment and facilities related to collections and conveyance. Staff is charged with public relations, implementation of a pretreatment program, implementation of a FOG program, and other programs as necessary to ensure compliance with Federal and State law. Staff also monitors, schedules, and performs repairs, video inspections, I/I monitoring, construction, and lateral work. In addition, staff records historical information concerning the system and/or repairs, changes or other information.

Staff conducts a systematic video inspection of the sewer lines, scheduled and enhanced line cleaning, and an annual root control program. Staff maintains maps of all the lines in town and cleans them on a two-year schedule. Lines that have been identified as problem areas are cleaned on a more frequent basis. Employees are on call twenty-four hours a day, 365 days a year to respond to calls and emergencies.

Staff operates and maintains a trailer mounted sewer jetter, 2 CCTV inspection assemblies (main line, and lateral), one portable emergency generator, five stationary generators, a by-pass pump, 3 service trucks and other equipment.

SWRCB REQUIREMENT

ELEMENT 4 OPERATIONS AND MAINTENANCE PROGRAM

The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's (Cayucos Sanitary District) system:

4A. COLLECTION SYSTEM MAP

Each wastewater collection system agency shall maintain up-to-date maps of its wastewater collection system facilities, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water pumping and piping facilities.

4B. PREVENTIVE OPERATION AND MAINTENANCE

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 Preventive Maintenance (**PM**) program should have a system to document scheduled and conducted activities, such as work orders.

4C. REHABILITATION AND REPLACEMENT PLAN

Develop 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 conditions 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-term and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.

4D. TRAINING

Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.

4E. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

Provide equipment and replacement part inventories, including identification of critical replacement parts.

4A. COLLECTION SYSTEM MAPS

The District has and maintains a plans and as-built maps of the waste water collection system and Cayucos WRF used in the field for maintenance and line cleaning. This set of maps divides the District into 5 numbered sections. All manholes are numbered and all sewer line distances are labeled. There are additional notations on these maps concerning street names, force mains, valves, manholes, lift station locations, and pipe diameters, to aid collections staff during routine cleaning and maintenance.

On these maps, the numbering system generally follows flow direction, in that the lower numbers indicate either the highest point in a section, the end of a line, or where one section ties into another. Additionally, clean-outs and lamp holes are also numbered.

This set of maps is constantly being updated. When errors in distance or other issues are noticed they are updated on the maps.

There are as-built drawings of the five lift stations in the District office. These contain engineering information and drawings of each station. There are small areas of the District where sufficient as-built information does not exist. The District is currently working on updating maps for these areas.

The San Luis Obispo County Public Works Department maintains the storm drain system in Cayucos. County Public Works does maintain or possess maps of the storm drain system.

4B. PREVENTITIVE OPERATION AND MAINTENANCE

Routine operations and maintenance activities are most readily categorized by dividing them into the normal frequency of occurrence. The time intervals we use are:

- Daily

- Monthly
- Semi-Annual
- Annual
- Others

Daily

Vehicles are checked, and then morning rounds are performed. Morning rounds consist of Lift Station checks, USA marking, and inspections on known problem areas.

Safety and Vehicle Inspection

Safety equipment is checked for faults and preparedness daily to ensure it is able to be used in response to an emergency. Vehicles are inspected and maintenance is performed if any problems are found to ensure a reliable operating vehicle fleet.

Underground Service Alerts

Each day operations staff checks for Underground Service Alerts (USAs) that have been received by the District office. Underground utilities are marked in the field; operators initial the USA ticket, and date the form. A record of this activity is then logged in the daily log and the completed USA ticket is included with the daily log.

Lift Station Checks

Each lift station is checked Monday through Friday with the exception of holidays. All five District lift stations are submersible pump style which allows for above ground operation. If any open well, pumps, plumbing or electrical work is done two trained stand by personnel are required in addition to the trained worker who is performing the work.

Station performance is checked by running each pump in the hand position, listening to the pump, checking for heat or vibration, and observing the check valve operation. Pump seals are checked for leakage. Hour meter readings and flow characteristics are recorded on the lift station record sheets. The general condition of each station is noted. Pumps are always returned to the auto position. Any abnormal operations are assessed and repaired when necessary. Pertinent information is entered into the daily log, reported to supervisory staff, and additional work or maintenance is scheduled.

Morning rounds can also include inspection of areas that have had known problems and also may include 'blind' areas where a Sanitary Sewer Overflow (SSO) could potentially go unnoticed such as easements and creek crossings.

Electrical issues that cannot be solved or repaired will be contracted to a local electrician for assessment and repair.

Following the daily rounds noted above, the staff performs various other scheduled tasks. These tasks can include preventative maintenance of sewer lines, manhole inspections; lateral/tie in inspections, pretreatment program implementation, CCTV inspections, or any other maintenance tasks required.

Customer Complaints and Calls

District staff answers emergency calls 24 hours per day 7 days a week. One staff member is always on-call and is available for response within 20 minutes.

Customer complaints and calls are prioritized and responded to as soon as possible. All calls are recorded in the daily log or in a customer contact report for inclusion in the Monthly O&M Report.

Calls may come from a number of different sources, including staff at the District office, the District's answering service, or from customers themselves. As far as possible, staff records the date, time, name of the caller, the nature of the complaint, and the resolution of the call. In some instances, collections staff may not be able to resolve an issue because it involves facilities on private property which the District neither owns nor maintains. In these cases staff records the call and assists to the degree possible, but does not take responsibility for the issue. Staff will answer calls to spills from private laterals and assist as possible, but in general they do not perform work on private facilities. Staff may assist with cleanup of spills to public streets, and provide other assistance, where such assistance is immediately necessary to protect the public health and welfare. The District encourages citizens to hire licensed plumbers to do repairs, maintenance, and cleaning of facilities on private property.

Calls after hours will be attended to and assessed by the on-call duty personnel. The person on duty receiving the call will decide the course of action to be taken, and call for further assistance, or equipment as needed.

Line Cleaning

The majority of the sewer lines in the District are cleaned by District staff, however the District contracts cleaning out on 10 inch and larger diameter lines.

Line cleaning is broken into two maintenance activities:

1. Scheduled Cleaning
2. Enhanced Cleaning

Scheduled Line Cleaning

All lines are cleaned on a 2-year cycle. This line cleaning will be recorded in a daily log when performed by District staff and recorded on a master line cleaning map.

Enhanced Line Cleaning

Enhanced maintenance includes lines suspected of having FOG, roots, or other hot spot issues. Enhanced maintenance is performed in the fall and spring of each year, in addition

to routine line cleaning in these areas. District staff utilizes records, past practices and operator familiarity to identify and schedule enhanced maintenance. These sewer lines receive cleaning two times per year.

A list of known potential problem areas is maintained for use by collections system staff.

Lines on the 'enhanced maintenance list' that are serviced for other reasons: suspected FOG build-up, suspected roots, grit and debris will be treated for roots or hydro jetted as appropriate to the severity of the problem.

Closed Circuit Television (CCTV)

The District performed CCTV inspections in approximately 85% of the District's lines through 2015-2018. In 2015 the District purchased its own private eye CCTV unit for main line inspection. District staff also performs a limited amount of CCTV lateral inspections with a District owned push camera. On average, the District plans to perform CCTV inspections on the entire system every 5 years. In addition, lines are videoed as problems occur or as requested for project planning purposes. CCTV inspections are used to look for cracks, potential for collapse, offsets, lateral inventory, and other pipe flaws. District staff prioritizes repairs based on these video inspections, operator familiarity with the system, and information gathered from other activities. Repairs are prioritized according to condition, location, capacity and other criteria by engineering and operations staff.

Roots

The District has a systematic root treatment program to prevent blockages of the sewer mains and damage caused by roots. Root control consists of the application of a chemical root killer in sewer mains. This program varies based on operator observations and CCTV inspections. The program will be cyclic, with root foam application being applied yearly to different lines. The current root treatment product must be reapplied within two years after the first application, and within 3 years after the second application. This treatment schedule is used to plan root treatment for existing and future line treatment.

Work Orders

The District is currently in the process of creating a computer based work order program. When completed, this program will produce work orders for District staff that cover daily, weekly, monthly, quarterly, and annual tasks. This program will also be used as a tool to track maintenance work, capital improvements, and other work history. This program is also planned to be integrated into a District computer based GIS system.

Monthly Tasks

The District performs the following tasks on a monthly basis:

- a. Identifying and preparing monthly maintenance assignments and performing identified maintenance.

- b. Preparing and submitting the Monthly Operations Report. The Monthly Operation Report documents accomplishments, difficulties, repairs, calls/complaints, routine and enhanced maintenance operations, and other subjects that come up or are out of the ordinary, spill reports and related paperwork. Monthly operations reports are kept on file for future reference. These can be subpoenaed, referenced operational information, and used for historical data. The information is taken from the daily logs, customer contact reports, emergency call out reports, and other pertinent sources.
- c. File Category II, III and 'No Spill' certifications on the CIWQS website. Category I spill reports are reported within three days of discovery, and have other reporting requirements (see: Overflow Emergency Response Plan). All reporting and certification rules and guidelines are contained in the Overflow Emergency Response Plan.

Annual Tasks

The following tasks are completed on an annual basis:

- a. File an annual summary with Marine Research Specialists the WWTP monitoring and reporting program consultants, for inclusion in the WWTP Annual Report. Marine Research Specialists then calls with any specific questions they may have for clarification
- b. Conduct annual FOG control inspections as part of the District Fats, Oils, and Grease Control program.
- c. Identify eligible areas of the collection system for root treatment and schedule treatment for applicable sewer lines.
- d. Plan and schedule video inspections throughout the collection system.
- e. Update emergency notification sheet as appropriate. Call all the phone numbers to insure the proper number and contact are recorded. Assess and update any programs that may have changes to them including, personnel or phone number changes.
- f. Identify sites for the installation of flow monitoring equipment to monitor flow throughout the sewer system to track and eliminate sources of I&I.

This list is not all-inclusive, as numerous tasks are assigned to District staff throughout each year. Numerous other tasks are also addressed such as: Personnel Evaluations; Certification Testing; Driver's License Testing; Specialty Training (Utility locating, Trenching and shoring training, First Aid/CPR, Safety and other industry related training); Daily logs, reports, emergency operations and assisting with neighboring agencies; Tie-in inspections, public relations and outreach; Monitoring contract work; FOG issues and source control, and others.

4C. REHABILITATION AND REPLACEMENT PLAN

Routine maintenance is essential to keeping a sewer system operating efficiently. In addition to solving emergency problems the prevention efforts of scheduled maintenance is important.

In order to manage a sewer system, priorities must be determined and assigned to tasks.

Table 1-1 Priority Determination

Priority	Description
1	Tasks threatening the public health or environment are the first priority.
2	Tasks threatening the effectiveness of sewer system or treatment process operation are second priority.
3	All other identified tasks.

Inspecting all elements of the sewer system is important to measure the effectiveness of the cleaning and repair efforts. The District uses a variety of monitoring and inspection methods to determine the condition of the system and the effectiveness of the maintenance performed. Closed circuit television inspection is used to evaluate the condition of the sewer system. Ground inspection of collection system facilities, including lift stations and manholes are done by the sewer maintenance team on a regular basis as part of their scheduled tasks. These monitoring and inspecting efforts are recorded and ranked in accordance with the above priority ranking. This list is used to plan sewer replacement and repair projects.

Short term rehabilitation and replacement (**R&R**) projects are based on sewer inspections with ranked priority levels. The District identifies a annual CIP plans. Several important techniques are available for sewer rehabilitation. The types used are best determined by an economic analysis after sewer evaluation.

Point Repairs and Replacement

Point repairs consist of repairing cracked, corroded, or broken gravity sewers and force mains. This work typically includes excavation to the location of the break, removal of the broken pipe section(s) and replacement with new pipe.

Joint Testing and Grouting

Joint testing and grouting are done on sewer line sections with leaking joints but no structural defects. This work can be done in conjunction with the routine televising of lines. Grouting has a limited life and must be repeated every 5-10 years.

Sewer Lining

Sewer lining is a technique which returns pipe to new condition. Many of the current systems can be used where pipe is structurally deficient. Due to the limited excavation required for these techniques, they are good choices where surface construction would cause much disruption.

Pipe Bursting

Pipe Bursting is a technique used to replace an existing pipe by splitting the existing pipe and putting the new pipe inside. This technique can be used to put in a larger pipe or replace broken sections of pipe. Due to the limited excavation required for this technique, it is a good choice where surface construction would cause much disruption.

Manhole Repairs

Manhole repairs consist of repairing structural defects or leakage in individual manholes and castings. The structural repair work may include:

Replacement of casting (lid and frame)

The castings of a manhole protect the integrity of the inside of the manhole and help prevent inflow of surface storm water. Replacement of the casting is used when the lid and frame of a manhole have deteriorated. This technique involves replacing the old lid and frame with a new lid and frame.

Replacement of defective adjusting rings or top sections

The concrete rings that make up a sewer manhole deteriorate over time causing weak spots in the manhole walls. Rings that show extensive wear can be replaced as an alternative to replacing the whole manhole. This technique is best used for manholes that have only a few worn rings near the top section of the manhole.

Replacement of Complete manhole

Manhole replacement involves demolition and removal of the existing manhole and the construction of a new manhole. This technique is commonly used to replace damaged or caved manholes.

Relining the existing manhole

Existing manholes can be lined with an epoxy liner to seal the manhole and prevent infiltration. Wire mesh is placed before the liner in cases where additional structural support is needed. Due to the limited excavation required for this technique, it is a good choice where surface construction would cause much disruption.

Grouting to eliminate leakage

Grouting to eliminate leakage is a technique used to seal joints between manhole rings or cracks in a manhole. By grouting joints and cracks in the sides of a manhole inflow and infiltration of storm water and ground water can be reduced.

Lift Station Repairs

Preventative Maintenance is performed on the lift station pumps including changing out aging seals, balancing impellers, cleaning out pumps of debris. Valves are maintained by operating the valves semi-annually and rebuilding non operable valves. Lift stations require periodic cleaning to remove built up grit and debris in the wells. Other repairs that are necessary for reliable operation of the lift stations are scheduled by District staff.

4D. STAFF TRAINING

Training is important to keep sewer systems operating efficiently. The District encourages and sends staff to training seminars to teach sewer maintenance and operation skills. In addition staff also brings ideas for new technology to the District for possible adoption into the sewer program. The OSHA recorded training schedule is included herein.

Training Topic	Frequency	Description
Blood borne	Initial Annual	Title 8 Section 5193(g)(2)
Carcinogens as Confined Spaces	Initial Initial	Title 8 Section 209(e)(5) Title 8 Section 5157(g)
Emergency Action Plan	Program Update Changes Initial Plan Update	Title 8 Section 5158(c)(2) Title 8 Section 3220(e)
Excavation/ Trenching/Shoring		Title 8 Section 1541
Fall Protection First Aid & CPR	Initial Initial Changes Every 2 years	Title 8 Section 1671.1 Title 8 Section 3469(b) 6251(d)(2) 3400(b) 5157,5158,5193 3421,605
Flaggers (Traffic)	Initial	Title 8 Section 1599(f)&(g)
Hazardous Waste	Initial Annual Refresher Initial	Title 8 Section 5192(e) 5192(q)(6)
Hearing (Noise) Protectors	Retraining	Title 8 Section 5098(a)(4) 5097(d)(5)(A) 5097(d)(5)(B)
Injury & Illness Prevention Program Job Hazard(s)	Initial Update Before Job Assignment	Title 8 Section 3203(a)(7) 1509(e) Title 8 Section 3203(a)(7)
Lockout/Blockout	New Hazards Initial When Updated Before Use	I510(a)&(c) Title 8 Section 3314 33140)
Machinery and Equipment		Title 8 Section 1510(b)
Noise Exposure	Initial Annual	Title 8 Section 5099(a)
Openings/Holes- Floors and Roofs		Title 8 Section 3212(b)
Calif. Posting Requirements	Initial	Title 8 Section 340
Traffic Control	Initial	Title 8 Section 1599(f)&(g)

This table represents minimum training level. In addition to these mandatory requirements there are a number of additional topics of interest to collections operations and maintenance where training is worthwhile.

- California Water Environment Association trainings
- Safety and other industry related training

4E. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

The District keeps an inventory log of all operations equipment and replacement parts. The item description, quantity, and storage location are recorded. This inventory list is kept at

the District office, to track and manage equipment held by the District. The list is updated on a periodic basis as equipment and replacement inventory changes. Every year the list is reviewed to verify inventory. In the event something is missing from the inventory list, staff investigates and updates the inventory log.

Staff operates and maintains a trailer mounted sewer jetter used for scheduled and enhanced maintenance. This tool allows the District to clean main sewer lines on a routine basis and clear mains in response to an emergency. Staff also owns and operates five emergency generators to power lift station pumps during a power outage as well as a by-pass pump used to move wastewater when a lift station pump is being worked on or when a pump is out of service.

Spare parts are kept on hand at the District yard in order to be used to make minor repairs at night or on weekends when supplies are hard to obtain. Spare parts on hand include:

- | | |
|-----------|---------------------------|
| -Fittings | -Valves |
| -Wyes | -Jetter and CCTV parts |
| -Seals | -Sewer pipe and couplings |
| -Flanges | -Complete pumps |

In the event of a catastrophic event where major repairs are needed, staff will provide a safe, temporary solution until a qualified repair crew is able to be brought in to make the repair.

ELEMENT V: DESIGN AND PERFORMANCE PROVISIONS

This section of the SSMP identifies the Cayucos Sanitary District's design and performance provisions. This section is to fulfill the Design and Performance Provisions element of the SWRCB (Element 5) SSMP requirements.

SWRCB REQUIREMENT

Element 5 Design and Performance Provisions

The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

5a. Standards for Installation, Rehabilitation and Repair

The SSMP must identify 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.

5b. Preventive Operation and Maintenance

The SSMP must identify the procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and

repair projects.

5A. STANDARDS FOR INSTALLATION, REHABILITATION AND REPAIR

The District currently uses San Luis Obispo County Public Works construction documents which include standard drawings and specifications. These construction documents are currently under review to incorporate new technologies in sanitary sewer installation, rehabilitation, and repair techniques.

The District's standard specifications address Sanitary Sewer Installation. This section includes specifications on pipe, manhole, cleanout, and sewer lateral materials and construction methods, including acceptable methods for sewer taps, as well as sewer line testing, acceptance, and abandonment of existing sewer mains. These requirements are used to ensure that sewers are constructed to the District's specifications and will perform adequately with minimal infiltration or maintenance problems and will maintain their structural integrity for the duration of their intended service lives.

Many of the specifications included in these standard specifications also apply to sewer pipeline rehabilitation and repair projects. Additional specifications related to specific sewer rehabilitation and repair projects will be added as the District selects the preferred method of such rehabilitations and repairs. Additional requirements will be included in project-specific specifications as needed to ensure a quality product.

The District owns and operates five lift stations and does not anticipate additional lift stations to be built because the District is near built out. Therefore, lift station plans and specifications are not included in the standards and will be reviewed on a project specific basis. Design standards and construction specifications for lift stations will be developed as needed on a project-specific basis should any new municipal lift stations or major lift station rehabilitation or repair projects be implemented.

All public sewer mains within the District are designed and constructed by consultants under contract with the District. The District's Standard Specifications contains design requirements for building sewers, including minimum sizes and slopes.

5B. STANDARDS FOR INSPECTION AND TESTING OF NEW REHABILITATED, AND REPAIRED FACILITIES

Installation of new or rehabilitation of a private sewer laterals are required to be videoed to allow inspection by District staff. District staff is available to observe all construction projects involving the main sewer system, such as lateral connections, manhole and sewer line rehabilitations and repairs. This inspection is a requirement of the permit issued to contractors working on any connections to the main.

Inspection and testing is performed to ensure that overall construction of the project conforms to the contract documents; facilities are tested in accordance with the provisions of the contract. Inspection and testing of construction projects is conducted by District staff, District consultants, or private contractors.

Testing and startup occurs throughout the project as system components are placed and connected in the manner in which they are intended to operate. The system components are expected to be fully functional prior to testing. The contractor is required to test the operation of each component upon completion of its installation. During the testing and startup process, individual components are checked, tested and started individually prior to checking the system as a whole. The inspector is responsible for monitoring quality assurance to assure compliance with the contract documents and any authorized amendments.

A project is considered complete when the construction is sufficiently complete, when the facility is tested in accordance with the contract and can be used for its intended purpose. Before acceptance of a facility, the District receives O&M manuals, record and as-built drawings, permanent keys, final cleanup, final repairs, etc. The testing and startup is completed when test results are approved and the reliability test has demonstrated that the system functions as designed

ELEMENT VI: OVERFLOW

Emergency Response Plan

The Cayucos Sanitary District has an overflow emergency response plan (OERP) that provides procedures for SSO notification, response, reporting, and impact mitigation. The response plan should be developed as a stand-alone document and summarized in the SSMP.

SWRCB REQUIREMENT

The collection system agency shall 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:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b) A program to ensure appropriate response to all overflows;
- (c) 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 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;

- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f) 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.

OVERFLOW EMERGENCY RESPONSE PLAN DISCUSSION

The purpose of the Cayucos Sanitary District Overflow Emergency Response Plan is to protect the Public, District Staff, and the Environment from the potential health and safety issues that may result from a Sanitary Sewer Overflow (SSO).

Laterals

Sewer Laterals: Property owners are responsible for the repair and maintenance of private laterals. A lateral is defined as "the portion of a sewer that connects the customer with the District's main line. Sewer laterals are privately owned and maintained."

Current Information

Current Information: It is the responsibility of District staff to ensure that all phone numbers and other references in this manual are kept up-to-date.

CATEGORIES OF SEWER SYSTEM OVERFLOWS (SSO'S)

Categories of SSO: The State Water Resources Control Board Monitoring and Reporting Program (MRP) No.2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR) defines SSO's as follows:

Category 1: All discharges of sewage resulting from a failure in and enrollee's (Cayucos Sanitary District) sanitary sewer system that results in 1,000 or more gallons; or results in any volume of water from the sanitary sewer system to reach a drainage channel and/or surface water; or discharge to a storm drain pipe that was not fully captures and returned to the sanitary sewer system.

Category 2: Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee's sanitary sewer system failure or flow condition that **do not** reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire Sso discharged to the storm drain system is fully recovered and disposed of properly

Category 3: All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition

REPORTING OF SSO'S

All sanitary sewer system overflows are required to be reported on the California Integrated Water Quality System (CIWQS) electronic database. This contains information that allows the SWRCB and regional water boards to effectively analyze the extent of SSO's statewide and their impacts on beneficial uses and public health.

Private lateral sewage discharge reporting is optional, however if they are reported the names of those responsible are required on the report.

- A Category 1 SSO. Submit draft report within 3 business days of becoming aware of the

- SSO and certify within 15 calendar days of the SSO end date
- A Category 2 SSO Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date
- A Category 3 SSO Submit certified report within 30 calendar days of the end of month in which SSO occurred
- No Spill Certification Submit certified report within 30 days of the end of the month in which no SSOs occurred

Other notifications may also be required. These include Office of Emergency Services (OES), RWQCB, and others. Other numbers both State and local may be found on the District's Emergency Notification Numbers sheet.

The District Board of Directors shall receive a report of any spills occurring in the previous month at the monthly Board of Directors meeting.

Reporting to County Health: During normal work hours County Health will be notified of spills at 781-5544 using the following procedures: Leave a message with the receptionist. She will contact the inspector for this area. For spills less than 1000 gallons a copy of the spill report will be faxed to 781-4211. For spills greater than 1000 gallons all paperwork will be faxed to that number. After hours reporting will be to the Sheriff's Dispatcher. Dispatch will contact the proper on-call person from County Health. The County Sheriff Dispatch Number is 781-4550.

Order No. WQ 2008-0002-EXEC, amends the reporting time requirements for notification to OES, RWQCB, and County Environmental Health to two hours from becoming aware of a Category 1 SSO. Further, certification that those notifications have been made is required within twenty-four (24) Hours.

OVERFLOW POLICIES AND GUIDELINES

SAFETY:

When called to the scene of a SSO, the first concern shall be the safety of the public and District staff. Staff shall follow all applicable safety procedures when responding to a SSO. Close attention should be paid to the potential hazards that may exist upon arrival to a SSO. (Ex: electrical or traffic hazards) Additional staff should be called for assistance as warranted.

Safety concerns always take precedence over the potential time required to mitigate a SSO.

SSO RESPONSE:

The first responder to any SSO should follow applicable safety procedures and assess the situation to establish the best course of action. Control and Containment of the SSO are the primary concerns, especially in the event of a Category 1 SSO. In the event of a Category 1 SSO, additional staff will be required to assist with the control, containment, correction, reporting, and potential collection and submission of lab samples. (Refer to District phone list for emergency contact information.)

In discussing SSOs with the public or other government agencies, issues relating to District liability shall not be discussed. Neutral comments should be used by District personnel indicating

remediation of the SSO is the primary concern. Liability issues cannot be addressed until all relevant information has been evaluated. If there is a customer complaint regarding liability for a SSO, direct them to the District office for a claims form during normal business hours.

RESPONSE PROCEDURES:

SSO Private Property:

During Normal Business Hours:

Contact property owner or person reporting SSO and obtain information on the specific location of the spill to help determine if the SSO is caused by District facilities or caused by a private lateral blockage. Staff should also determine the existence of a backflow device at the location. If the SSO is caused by a sewer main blockage, take the necessary measures to clear the blockage and clean the affected area on public property. Contact the District office if there is any indication the property owner would like to file a claim.

If it is clear the SSO is being caused by a private lateral blockage, notify the property owner to take immediate action to correct the situation by containing, correcting, and cleaning the affected area. All cleanup inside private property shall be conducted by the property owner or a contractor hired by the property owner.

At no time should staff enter a private residence in response to a SSO.

Chronic SSOs at the same property shall be referred to the County Department of Health Services and/or County Code Enforcement for resolution.

After Normal Business Hours:

Follow procedures identified for "normal business hours" to find and address the cause, control, containment, and cleanup of the SSO.

Document any damage reported by the property owner. Request photos of any damage in the event a claim may be filed.

SSO Public Property:

During Normal Business Hours:

- a. Assess the area to determine the logical course of action to control, contain, correct, and clean up the SSO.
- b. If you can safely contain and control the SSO, proceed with necessary actions. Call for assistance if necessary.
- c. Secure area to prevent public exposure.
- d. Contact office to request necessary support personnel and equipment.
- e. Repair facilities to ensure there will not be a re-occurrence.
- f. Clean up site.
- g. Follow all reporting requirements.
- h. Post as required.

After Normal Business Hours:

- a. Same assessment and initial actions as discussed under "normal business hours".
- b. Call immediate supervisor for support personnel and equipment as necessary.
- c. Secure site to prevent public exposure.
- d. Make necessary repairs to ensure there will not be a re-occurrence.
- e. Clean up site.
- f. Follow all reporting requirements
- g. Post as required.

Lift Station Policies

For problems encountered with Lift Stations that require a confined space entry, refer to the District Confined Space Entry Program.

Specialized contracted Personnel will be necessary should be confined space certified. Only persons who have been Confined Space Certified may enter District confined spaces. Other staff may be able to provide assistance in traffic control, crowd control or with issues not related to confined space entry.

Station By-pass

If a station must be by-passed, it may be necessary to contract a pump truck, set up the by-pass pump, or both. If a pump truck is required one of several local firms should be available. (Refer to District Emergency list of Contractors)

There are manifolds at all lift stations for by-pass pumping. If the by pass pump is required along with Lift Station work it may be necessary to ask for additional personnel to operate and monitor the pump.

Telemetry and Electrical Problems

For Lift Station electrical and telemetry problems which cannot be determined or solved staff will then utilize one of several local electrical contracting firms who are familiar with our system.

EMERGENCY RESPONSE PLAN AWARENESS AND TRAINING

All District staff and contractors have a copy of the OERP on file at all times. During an SSO, all emergency personnel (including Cal OES) requested to assist can be provided a digital copy of the OERP during the initial emergency help request, and a hard copy upon request with their arrival at the SSO.

REDUCING LIKELIHOOD OF SEWAGE REACHING SURFACE WATERS

The District has ongoing communication with local plumbers to contact the district when clearing private lateral stoppages, as to allow Operations staff the opportunity to capture the debris at the down-stream manhole.

Operations staff attends an annual Sanitary System Overflow refresher class at the City of San Luis Obispo where Staff is trained on containment, correction, clean up and calculating spills for reporting in the California Integrated Water Quality Systems online SSO reporting system.

ELEMENT VII: FOG CONTROL PROGRAM

Fats, oils and grease (FOG) can have negative impacts on wastewater collection and treatment systems. Most wastewater collection system blockages can be traced to FOG and roots. Blockages in the collection system are serious, causing sewage spills, manhole overflows and can cause back-ups into homes and businesses. In January, 2006 the District Board of Directors adopted Ordinance No. 24, which amended Section 13 of Ordinance No.

5 to establish a Grease Management Program.

Problems caused by wastes from restaurants and other grease producing establishments have served as the basis for ordinances and regulations governing the discharge of grease materials to the sanitary sewer system. This type of waste has forced the requirement of the installation of preliminary treatment facilities, commonly known as grease traps or interceptors.

There are two kinds of FOG pollutants common to wastewater systems:

1. Petroleum-based oil and grease (non-polar concentrations) occur at businesses (automotive related normally) using oil and grease. These disperse on the surface of water causing sheen. These concentrations are regulated by other agencies (local, state and federal), and **are not** a part of this program.
2. Animal and vegetable based fats, oils and grease (polar concentrations) These do not disperse in water, but instead congeal and regroup in large masses. These concentrations are the basis for this program.

Grease is singled out for special attention because of its poor solubility in water and its tendency to separate from the liquid solution. Grease in a warm liquid may not appear harmful. As the liquid cools, the grease or fat congeals and causes "nauseous mats" on the surface of settling tanks and digesters. It coats the interior of pipes, wet-wells and other surfaces. It can cause the shut-down of wastewater treatment units. It is the cause for targeted, scheduled maintenance of specific areas of the District.

Traps and Interceptors

A trap is a small reservoir built into the wastewater piping a short distance from the grease producing area. Baffles in the reservoir retain the wastewater long enough for the grease to congeal and rise to the surface. The grease can then be removed and disposed of properly. An interceptor is a vault with a minimum capacity of 500 gallons. It is normally located on the exterior of the building. The vault includes a minimum of two compartments. Flow between each compartment is through a 90-degree fitting designed for grease retention. The capacity of the interceptor provides adequate time for wastewater to cool down and allow the grease to congeal and rise to the surface where it accumulates until the interceptor is cleaned.

Maintenance staff, or another employee of the establishment, usually performs grease trap maintenance. Permitted haulers, licensed septic services, or recyclers usually perform interceptor maintenance. The entire volume of the interceptor (liquids and solids) is removed from the interceptor and properly disposed of. When performed properly and at the appropriate frequency, grease interceptor and trap maintenance can greatly reduce the discharge of FOG into the collection system.

The required maintenance frequency for grease interceptors and traps depends greatly on the amount of FOG a facility generates, as well as any best management practices (BMPs) that the establishment implements to reduce the FOG discharged into its sanitary sewer system. All food service facilities are required to have a grease trap or grease interceptor properly installed (CSD Ordinance No. 24, Sec 13, A., 1) in accordance with any and all applicable requirements of the latest edition of the Uniform Plumbing Code (UPC), Regional Water Quality Control Board (RWQCB), and the Cayucos Sanitary District. Interceptors are the

best choice for larger, high volume restaurants, hotels, retirement homes and other larger commercial establishments. Smaller restaurants and take-out restaurants with limited menus, minimum dishwashing and/or minimal seating may find a trap suitable. Medium volume establishments may find that a trap will be too small and opt to install an interceptor. Any establishment that doesn't install a trap or interceptor and generates or uses FOG in food preparation will eventually encounter a maintenance problem that will be grease related. If the blockage is in the building the establishment has direct responsibility for paying for maintenance. If a blockage or restriction is in the public sewer, the establishment may have to pay to have the District main maintained. If the blockage affects other establishments or homes there may be civil issues and penalties involved.

This section of the SSMP discusses the District's FOG control measures, including identification of problem areas, focused cleaning and source control. This section is to fulfill the FOG control element of the SWRCB (Element 7) SSMP requirements.

SWRCB REQUIREMENT

The District shall evaluate its service area to determine whether a FOG control program is needed. If the District determines that a FOG control program is not needed, the District must provide justification for why it is not needed. If FOG is found to be a problem, the District 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:

- 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 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, BMP requirements, record keeping and reporting requirements;
- e. Authority to inspect grease producing facilities, enforcement authorities, and whether the District has sufficient staff to inspect and enforce the FOG ordinance;
- f. An identification of sewer system sections subject to FOG blockages and establish 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

FOG CONTROL DISCUSSION

The District has determined that a FOG control program is necessary per the SSMP requirements. There is an average of between (12 and 14) food service facilities located within the District that discharge to the District sewers. Operations staff has noted the tendency for grease to build-up in

specific sewer lines and in certain sections of the District.

The District's FOG control program consists of focused cleaning and maintenance as well as source control. The District also maintains a list of all spills and blockages to localize areas requiring further attention. The following subsections discuss identification and cleaning of grease prone areas or sewer lines that are prone to grease build-up, legal authority to prohibit grease discharge or require a grease removal device, facility inspection, public outreach, and Best Management Practices (BMPs) that can be instituted.

IDENTIFICATION AND SEWER CLEANING

District Collection Staff utilizes records, past practices and operator familiarity to identify and prioritize enhanced maintenance procedures. A list of known areas that are prone to grease build-up and root problems has been established and staff schedules maintenance in these areas on a semi-annual basis. The reason that root problems are included in this list is that grease is prone to accumulate on roots. The District is establishing a cyclic root control program using chemical root control measures to kill and retard the growth of roots in the sewer system.

Identification of Grease Problem Areas

The District identifies potential problem areas by tracking locations and causes of blockages and SSOs. A review of the District's sewer overflow/blockage list for instance shows that most SSOs are caused by roots and grease. Additionally, debris type and severity are noted by operations staff during routine and focused cleaning. Areas with several restaurants or grease producing facilities are also considered potential grease problem areas.

Hot Spots

Included in the hot spot program are lines specifically for FOG control, root control and other lines that have been prone to other problems in the past. Cleaning frequency depends on the history of stoppages, as well as areas expected to be prone to grease build-up.

LEGAL AUTHORITY TO CONTROL SOURCES OF FOG

Legal measures available to the District to control sources of FOG include the following:

1. Authority to prohibit specific discharges
2. Authority to require grease removal devices
3. Preliminary treatment facility maintenance
4. Inspection of premises
5. Enforcement measures, as appropriate

Legal authority to prohibit discharges

District General Ordinance No. 5, Section 29 prohibits specific discharges, as follows:

Except as hereinafter provided, no person shall discharge or cause to be discharged into a public sewer any of the following described substances:

- a. *Any liquid or vapor having a temperature higher than one hundred fifty degrees Fahrenheit;*
- b. *Any water or waste which may contain more than one hundred parts per million (PPM), by weight of fat, oil, or grease;*
- c. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas
- d. Any garbage that has not been properly shredded;
- e. *Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar plastics, wood, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works*
- f. Any water or waste having a pH lower than 5.5 or higher than 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works
- g. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans, plants or animals, or create any hazard in the receiving waters of the treatment plant
- h. *Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the water reclamation facility*
- i. Any noxious or malodorous gas or substance capable of causing a public nuisance

Authority to require installation of grease traps and interceptors

Cayucos Sanitary District Ordinance No. 24 requires the installation of grease removal equipment as follows:

All food service facilities are required to have a grease trap or grease interceptor properly installed in accordance with any and all applicable requirements of the latest edition of the Uniform Plumbing Code (UPC), Regional Water Quality Control Board (RWQCB), and the Cayucos Sanitary District.

Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight.

Grease traps and interceptors-Maintenance

Section 13C. 5c. and d. and Section 13C. 6 a. and c. provides the following:

5c. Inspection, cleaning, and maintenance: Each food service facility shall be solely responsible for the cost of trap installation, inspection, cleaning, and maintenance. Grease traps should be cleaned, as needed, to maintain the 25% rule: combined thickness of floating fats, oils, and grease (FOG) and settleable solids shall not exceed 25%. Settleable solids shall not exceed 1" in depth at any given time. Best Management Practices (BMPs) for the management of FOG shall be adopted by each establishment (see Cayucos Sanitary District for suggested BMPs)

5d. Repairs and Replacement: The food service facility shall be responsible for the cost and scheduling of all repairs or replacement to its grease trap. Repairs or replacement required by the Grease Management Program Inspector shall be completed within thirty (30) calendar days after the date of written notice of required repairs or replacement is received by the facility. The District may authorize an extension of time to achieve compliance for an additional *S* calendar days.

6a. and 6c. Contain provisions that mirror the above referenced subsections, substituting the term "Grease Interceptor" for "Grease Trap".

Inspection of premises

Section 13 D. provides for inspection as follows:

District Inspection: Grease Traps/Interceptors shall be inspected by the District's Grease Management Program Inspector, or his/her designee, to assure compliance, proper cleaning and maintenance, and proper cleaning and maintenance schedules are being adhered to. These inspections take place biannually. Each food service facility shall allow the Grease Management Program Inspector, or his/her designee, access at all reasonable times to the premises for the purposes of inspection, observation, records examination, measurement, sampling, and testing in accordance with the provisions of this Ordinance. Refusal to allow the Grease Management Program Inspector such entry shall constitute a violation of the District's Grease Management Ordinance.

Enforcement measures where appropriate

Section 13 E & F. provides enforcement action for violations as follows

Enforcement actions against food Service Facilities in Violation of Ordinance No 24 are as follows:

Notice of Violation: A written notice of violation (NOV) is issued to the owner of a food service establishment/business for any one or more of the following reasons:

- a. Failure to maintain grease trap to District standards
- b. Failure to maintain adequate records
- c. Failure to provide logs, files, records, or access for inspection or monitoring
- d. Repeated violations of provisions set forth in the grease management plan
- e. Failure to initiate/complete corrective action response NOV
- f. Failure to allow District inspector access for purposes of inspection

Persons receiving more than two written NOV's in one year will be subject to fines of \$300.00 per violation.

Recovery of Costs

When a discharge of waste or grease build-up causes an obstruction, damage, backup and flooding of streets, residences, commercial buildings or impairment of District facilities, or any expense of whatever character or nature to the District, the District Manager shall assess the expenses incurred by the District to clear the obstruction, repair damage, and any other expenses

or damages of any kind of nature suffered by the District. The District Manager shall file a claim with the user, the owner of the business/establishment or any entity causing such damages seeking reimbursement for any and all expenses or damages suffered by the District

Facility Inspection

In 2005 the District conducted a survey of grease producing facilities. This included restaurants, retirement homes, markets and liquor stores with delicatessens, hotels and schools, sandwich shops and others. A Site Visit Inspection Form (SVIF) was developed which records the date, name of the business, owner/contact information, and inspector, condition of trap and purpose of visit. There is a 'remark' section on which field notes, conditions noted and warnings can be noted. A master list was then made and a record book was instituted.

The SVIF has an owner/contact signature line, which is signed at the time of the inspection. The first sheet is then tom off and given to the owner/contact and the second page is retained by the District.

Inspection Guidelines

1. Inspectors will maintain a professional, courteous demeanor at alltimes.
2. Inspections should be performed at times other than a facility rushhour.
3. The facility owner/contact or representative will open the trap orinterceptor.
4. All records and field notes will be kept in ink.

The criteria used for inspections will be as follows

Percent full	Trap Condition
>20%	Good
>20% and <25%	Fair
>25%	Poor

If the trap is in **FAIR** condition the establishment should be advised to keep an eye on the maintenance schedule. The cleaning frequency may need to be increased. If the Trap is in **POOR** condition it should be noted in the 'Remarks' section of the Site Visit Inspection page and the owner/contact should be advised to clean it immediately. The establishment should then be re-inspected in about 30 days. Traps should not be allowed to be habitually kept in **POOR** condition. Traps and interceptor found to have more than 25% solids (Poor Condition) after an initial site visit will receive a notice of violation.

In the field, grease trap inspection is best accomplished by using a manila folder cut into 2" wide strips to test the traps. This is done by using the manila strip as a dipstick. The manila strip should pierce the layer of grease in the trap, giving a good measurement of the depth of the grease and liquid. If it will not pass through the top layer the trap needs to be cleaned immediately. With interceptors a length of 1/2" - 3/4" PVC pipe with tape on the handle works the same way with the same results. Establishments with interceptors shall also keep receipts from the agency contracted for service. These should be checked for frequency of cleaning.

For cleaning frequency, it is best for each establishment to keep a cleaning log. This will be the best way to find and maintain each facility's cleaning frequency. The District has produced a log

sheet that is being made available for businesses to log cleaning frequency. Note: A BMP for establishments with interceptors is for the manager/owner to monitor the agency cleaning the interceptor.

Public Outreach

The District plans to produce a newsletter that discusses the District's accomplishments and difficulties along with educational information twice per year. The District also posts information regarding the hazards of FOG entering the sewer system on our web site.

Staff is available to meet with businesses and others to discuss Best Management Practices (BMPs), concerning FOG, and other collection system related issues. Appointments can be made by calling the District office at 995-3290.

ELEMENT VII: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section of the SSMP identifies the Cayucos Sanitary District's plan for system evaluation and capacity assurance. The District has performed sewer system modeling in areas that have been subject to surcharge or SSOs during extreme wet weather events. In conjunction with these models, the District began the process of monitoring for Inflow and Infiltration (I/I) with an initial system wide I/I Analysis in 2007 performed by Boyle Engineering. As a result of this initial Study, the District purchased six portable flow meters in order to continue focused I/I monitoring efforts in specific areas of the collection system. The District is committed to identifying and eliminating I/I as part of this Capacity Assurance Plan wherever it proves to be practical. Recent and future sewer system models along with I/I Analysis will be used to fulfill the Evaluation and Capacity Assurance Plan element of the SWRCB (Element 8) SSMP requirements. The District has not performed dry weather capacity modeling and does not believe that it will be necessary as the District only anticipates a maximum increase of 5% as a build out flow rate. The District has not experienced capacity related surcharges or SSOs in the system during dry weather flow conditions.

SWRCB REQUIREMENT

Element 8 Evaluation and assurance plan

The enrollee 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:

8a 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.

8b Design Criteria:

Where design criteria do not exist or are deficient, undertake the evaluation identified in 8a above to establish appropriate design criteria; and

8c 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, 1&1 reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

8d Schedule:

The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in 8a - 8c above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

8A. SYSTEM EVALUATION

Capacity assessments have been performed in areas where extreme wet weather events have caused SSOs in the past as part of the District's review and analysis of the collection and conveyance system. Capacity analysis models are based on hydraulic modeling of the District's collection system under both current and future design flows.

Historically the District has experienced minor sanitary sewer overflows caused by hydraulic deficiencies in the sewer system. These SSOs occurred during extreme wet weather events. The District has recently taken measures to help eliminate SSOs caused by extreme wet weather events. The District has not experienced and does not anticipate experiencing dry weather SSOs due to hydraulic deficiencies now or in the future due to the limited potential for growth within the District's service area. Projects relating to wet weather capacity enhancement are identified in the District's 5-10 year CIP.

As part of the effort to reduce I&I and maintain adequate sewer system capacity, the District utilizes smoke testing in specific sections/basins of the collection system to identify and eliminate sources of inflow and infiltration. The District also lined the upper main street section in Morro bay eliminating the manholes that have spilled in 2010. Through these efforts, the District has been successful in the identification and control of some sources of inflow and infiltration. When these sources of I&I are identified corrections are performed to eliminate the source of inflow or infiltration. The identification and elimination of I/I is a priority for the District and should continue over the next 5-10 years.

Hydraulic Model

As a part of the District's evaluation, a hydraulic model was developed using a spreadsheet model, based on Manning's Equation, to evaluate existing and ultimate necessary system capacity for wet weather flows. As stated previously, only areas subject to surcharge or SSO during extreme wet weather events were included in the model.

Flow Estimates

Ultimate flow demands were estimated based on the County of San Luis Obispo's Planning Department and Cayucos 2004 Water Management Plan Update estimates for the District's build-out population. Average daily flow was recalculated in 2017 based on daily flow averages recorded at lift station five over the course of 2012-2017. Flow estimates were based on historical sewer connection data, water use data, and the number of vacant lots available for development. Current and future average daily base wastewater flows were analyzed again in 2017 based on average daily flows seen at lift station five. These flows are displayed on the table below.

Collection System Average Daily Flows	
Existing (2017) Flow	0.235 mgd
Ultimate Flow	0.330 mgd

*Source: Lift Station five average daily flow report 2012-2017

8B. DESIGN CRITERIA

The Cayucos Sanitary District has not experienced any dry weather sanitary sewer overflows due to hydraulic deficiencies in the sewer system. The current design criteria for sanitary sewer design appear adequate to prevent hydraulic deficiencies from occurring in the construction of new facilities of the sewer system. The District's design criteria accommodate wet weather flows by reserving additional capacity for those events.

8C. CAPACITY ENHANCEMENT MEASURES

As stated previously, the District does not have a history of SSO discharges caused by hydraulic deficiencies during dry weather. The Capital Improvement Project Prioritization process considers the needs of the service area as well as capacity or other operational needs.

A Capital Improvement Project Prioritization process consists of ranking a list of projects from the latest 5 Year CIP, operational issues, and modeling results. A project prioritization list is developed and ranked by District staff to identify and prioritize projects to be conducted.

Projects are evaluated on an annual basis as part of the District's budgeting process. This process considers the needs, risks, and funding priorities for the various projects. The District uses recent sewer models and flow monitoring data to determine what projects are needed to prevent hydraulic deficiencies from occurring. Projects that are identified and prioritized in the Capital Improvement Project Prioritization process are scheduled and constructed under the direction of the District Manager. The District's 5 Year CIP will be revised and updated when the projects identified are largely completed or when new priority projects are identified.

8D. CAPITAL IMPROVEMENT SCHEDULE

The Cayucos Sanitary District maintains a list of capital improvement projects (CIPs) for the Wastewater Collection System. This list is generated through the Capital Improvement Program process and review of the current 5-10 year Capital Plan. The District has an up-to-date list of current CIPs including description, priority, and progress. The District reviews the capital projects, available funding, anticipated staff resources available, and priorities on an annual basis as part of the District's budgeting process.

FY 2018/2019 CAPITAL IMPROVEMENT PROJECTS

- **Lift Station # 4 Replacement Pump:** *\$20,000*

Replace faulty pump at lift station with new Xylem ITT Flyght pump Model- this will increase efficiency and reduce electrical costs at the station

- **Sewer Main Replacements:** *\$120,000*

These are sections of sewer mains that our camera has identified in need of repair. These projects consist of sections of multiple point repairs, offsets or other anomalies and are targeted to take advantage of economy of savings. The budgeted amount is intended to allow for 2 or 3 sections of replacement.

- **Lift Station # 1 Generator Enclosure** *\$15,000*

Generator enclosure louver system is not operating. Current enclosure is badly rusted. Replace with a motorized fiberglass version.

- **Point Repairs:** *\$70,000*

These are isolated locations that our camera has identified in need of repair. These projects consist of missing or cracked pipe, severe offset joints, severe root intrusion, or obvious I&I. The budgeted amount is intended to allow for 10 to 15 location repairs.

- **Lift Station #1 and #4 Dialer Replacement:** *\$7,000*

Lift Station # 1 and # 4 both have decades old dialers. Standardize all dialers in the system with Raco Verbatim dialers. Purchase one extra unit for backup.

- **Lift Station # 1 and # 3 Chemical Assemblies:** *\$8,000*

Permanent installation of Chemical feed assemblies for Magnesium Hydroxide at Lift Station 1 and Lift Station 3. Includes; 2 drum mixers from MXD Process, 2 Stenner pumps, and plumbing for Lift Station 3 installation.

Total - \$240,000

ELEMENT IX: MONITORING, MEASUREMENT, AND PROGRAM MODIFICATION

This section of the SSMP discusses parameters the District tracks to monitor the success of the SSMP and how the District plans to keep the SSMP current. This section fulfills the Monitoring, Measurement, and Program Modifications requirement for the SWRCB (Element 9) SSMP requirements.

SWRCB REQUIREMENT

Element 9 Monitoring, Measurement, and Program Modification

The enrollee 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.

9A. MAINTAIN RELEVANT INFORMATION

The District tracks several performance measures through tracking logs and annual reports. The District plans to continue tracking all performance measures that are currently tracked. Tracking tools include:

Monthly annual reports	System Modeling and Capacity
Asset Management Software	SSMP Audit program
SSO Reporting and Tracking	Video Inspection Results
Staff Training Records	Fog Inspection Log
Flow Monitoring Reports	Hydrogen Sulfide Production

9B. MONITOR AND MEASURE THE EFFECTIVENESS

In order to monitor the effectiveness of each element of the SSMP, the District has selected specific parameters that can be documented and compared on an annual basis in a simple format. These parameters were selected because they are straightforward, quantitative, and focused on results. Although the parameters may not track everything associated with SSMP implementation, changes in these parameters over time will

indicate the overall success of the SSMP or, conversely, underlying problems that can then be investigated further.

There are eleven required elements to the SSMP. Our Monitoring, Measurement, and Program Modification efforts for each element are:

Element I: Goals

The goal of the collection system is unlikely to change significantly. As part of the SSMP audit process (Element 10) we will review the goal and make necessary modifications

Element II: Organization

The dynamics of organizations can change dramatically with time. The effectiveness and staffing levels of the current organization will be reviewed and compared to required SSMP efforts to determine when adjustments will need to be made to either organizational or staffing levels.

Element III: Legal Authority

The legal authority by which the District operates and maintains its sewer system does not need to change very frequently. This authority is found in State Health and Safety Codes and District Sanitary Sewer Ordinances. These ordinances can be changed as necessary through District Board of Directors action.

Changes to the District's legal authority will most frequently be made to stay in alignment with changes to both State and Federal requirements. Changes to District legal authority will occur on an as needed basis.

Element IV: Operation and Maintenance Program

Collections Operations and Maintenance (O&M) practices have evolved rapidly in the last several years and will continue to evolve as new technologies are developed. Modifications to the collections O&M Program are an ongoing effort. The process of auditing the SSMP every two years as required by element 10 will be used as a systematic evaluation of the effectiveness of our O&M Program. Significant changes made to the O&M practices in place will be documented in the audit process and included in the updated SSMP.

Element V: Design and Performance Provisions

Design and performance provisions do not require frequent adjustment. On occasion new products, techniques, or practices are developed that warrant changes or revisions to design and performance standards. More frequently, rules, regulations, and code changes are made that need to be reflected in the District's standards. Changes will be documented in the SSMP.

Element VI: Overflow Emergency Response Plan

Each spill from a sanitary sewer system is a unique event with its own set of circumstances. It is likely that as crews respond to events there maybe refinements necessary to the adopted Overflow Emergency Response Plan (OERP). The general approach for dealing with SSOs

defined in the OERP is not likely to change. Adjustments will be made as necessary and will be included in the updates of the SSMP. The number and type of SSOs within the District are tracked, and this information will be used to determine trends in SSO events with the intent of reducing or eliminating future SSOs.

Element VII: F.O.G. Control Program

The F.O.G. control program in Cayucos is viewed as the primary element of the Source Control Program. The effectiveness of site visits and other outreach efforts can be directly measured by the impact of F.O.G on the system. The District has had a fairly mature F.O.G. Control/Source Control program in place for a number of years so major changes are not anticipated. Refinements made to the program will be documented, reviewed and adopted in the SSMP audit process.

Element VIII: System Evaluation and Capacity Assurance Plan

The Cayucos Sanitary District uses sewer modeling and I/I analysis as methods to evaluate the system and assure there will be adequate capacity in the sewer collection and conveyance system for system build out. If updates become necessary and are completed, they will be referenced in the SSMP.

Element XI: Communication Program

The District is in the process of creating a quarterly newsletter and plans to post the SSMP and other important information on the District's website. The Public will be notified of any changes to the District's SSMP through this website and through a hard copy of the document, available at the District office. The effectiveness of this effort will be audited within the SSMP framework and any necessary changes will be made during the SSMP audit process.

9C. SUCCESS OF PREVENTATIVE MAINTENANCE

The District's preventative maintenance program is designed to minimize corrective and emergency maintenance as well as equipment failures. The District will assess the success of the preventative maintenance program by monitoring Operation and Maintenance records, asset inventories, equipment failures, and SSOs. If it is determined that the cause of any SSOs may have been prevented through preventative maintenance, job plans and schedules will be adjusted accordingly to help protect against the reoccurrence of future SSOs.

9D. UPDATE PROGRAM ELEMENTS

Program elements will be updated or modified based on the review of the monitoring and reporting data through the self audit process as described in Element 10: SSMP Program Audit of this SSMP.

9E. IDENTIFY AND ILLUSTRATE SSO TRENDS

The District reports all SSO events to the California Integrated Water Quality System (CIWQS). The frequency, causes, volumes, locations, and other SSO details and trends are tracked and analyzed by the District. The District keeps a historical listing of all SSOs. All SSO events are investigated and a report is generated, providing event details and causes of the SSO. SSO causes and actions taken to prevent similar SSO events from occurring will be included in the Element 10: SSMP Program Audit of this SSMP

ELEMENT X: SSMP PROGRAM AUDITS

This section of the SSMP discusses the District's SSMP auditing program. This section fulfills the SWRCB (Element 10) SSMP Audit requirements.

SWRCB REQUIREMENT

Element 10 SSMP Program Audits

As part of the SSMP, the Enrollee 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 Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

SSMP PROGRAM AUDITS

The Cayucos Sanitary District will produce internal audits every two years to determine the effectiveness of the SSMP elements and programs. The program audit will include a review of relevant data and trends maintained as part of the SSMP Monitoring and Measurements Program to determine opportunities to improve compliance with the SSMP requirements and system performance. A prioritized list of improvements will be updated as part of the audit program. An overview of SSMP related progress between audits will be included in the program audit, and the change log appendices. The audit is performed by the collections lead and district manager.

As part of the audit process, the District will review the SSOs from the previous years and will provide details in the Audit on the causes of the SSOs and what actions were taken to prevent similar SSOs from occurring in the future. As part of the audit the District will compare its performance with similar collection systems. If any deficiencies are determined, the appropriate elements of the SSMP will be updated as well as corresponding reference material.

The program audit will include a final report to the District Board reviewing the District's performance and identifying findings. When major changes are made to the **SSMP** the modified elements may be presented to District Board of Directors to be readopted.

**See Appendix D for Audit Report form*

ELEMENT XI: COMMUNICATION PROGRAM

This section of the SSMP discusses the District's Communication during the development, implementation, and performance of the SSMP. This section also discusses the communication between the Cayucos Sanitary District and systems that fall under the States definition of satellite to the District's sanitary sewer system. This section is to fulfill the Communication Program element of the SWRCB (Element 11) SSMP requirements.

SWRCB REQUIREMENT

The Enrollee shall 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 Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

COMMUNICATION PROGRAM

The SSMP has been and will be discussed and approved at Cayucos Sanitary District Regular and Special Board Meetings. Regular Meetings occur on the third Thursday of each month. Special Meetings are scheduled as necessary. Specific SSMP Elements have been azenized and discussed at monthly Board of Directors Meetings during the development of the SSMP.

In addition to discussions at public meetings, the board approved SSMP have been and continues to be available at the District office. The final adopted SSMP is also available for review on the District's web site.

COMMUNICATION PROGRAM WITH SATELLITE SYSTEMS

The District does not receive flow contributions from any agencies that meet the State Water Boards definition of "Satellite Systems"