



Pursuant to Government Code Section 54953(e), members of the Board of Directors and staff will participate in this meeting via a teleconference. Members of the public can comment when prompted by unmuting their microphone, and allowing access to their webcam is optional.

CAYUCOS SANITARY DISTRICT

200 Ash Avenue
PO Box 333
Cayucos, California 93430-0333
805-995-3290

GOVERNING BOARD

R. Enns, President
D. Chivens, Vice-President
S. Lyon, Director
R. Frank, Director
H. Miller, Director

BOARD OF DIRECTORS REGULAR MEETING AGENDA

THURSDAY, OCTOBER 21, 2021 AT 5:00PM
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430

Please join our meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/AmyLessi/csd-bod-regular-meeting>

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1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENT:

This is the time the public may address the Board on items other than those scheduled on the agenda. By conditions of the Brown Act the Board may not discuss issues not posted on the agenda, but may set items for future agendas. Those persons wishing to speak on any item scheduled on the agenda will be given an opportunity to do so at the time that agenda item is being considered. When recognized by the Board President, please stand up and state your name and address for the record (though not required). While the Board encourages public comment, in the interest of time and to facilitate orderly conduct of the meeting, the Board reserves the right to limit individual comments to three minutes.

3. CONSENT CALENDAR: Recommended to Approve

Consent Calendar items are considered routine and therefore do not require separate discussion, however, any item may be removed from the Consent Calendar by a member of the Board of Directors for separate consideration. Individual items on the Consent Calendar are approved by the same vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

A. Regular Meeting Minutes

1. Approval of minutes for the September 16, 2021 Board of Directors Regular Meeting
2. Approval of minutes for the September 29, 2021 Board of Directors Special Meeting

B. Financial Reports: September 2021

1. Check Register – Mechanics Bank (General Checking Account)
 - a. Check Register – Wells Fargo (CIP/CSWP Checking Account)
 - b. Check Register – Wells Fargo (CSWP Construction Account)
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report **FY 2021-2022**
4. Capital Improvement Projects Report

Pursuant to Government Code Section 54953(e), members of the Board of Directors and staff will participate in this meeting via a teleconference. Members of the public can comment when prompted by unmuting their microphone, and allowing access to their webcam is optional.

4. **STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS: No Action Required**
 - A. **District Manager’s Report: September 2021**
 - B. **Monthly Customer Satisfaction Survey Submissions:**
None
 - C. **New Will-Serves:**
 - 159 H St. / Brindley / 064-126-007 / SFR Remodel
 - 147 Ash Ave. / Mission Acquisitions LLC, C/O: Toman / 064-113-007 / (5) SFR New
 - Extended Will-Serves:**
 - 3444 Studio Dr. / Lojacono / 064-449-035 / SFR Remodel
 - Finalized Will-Serves:**
None
 - Continue to Serves (No Will-Serve Required):**
None
 - Grants of License:**
None
5. **DISCUSSION AND CONSIDERATION TO NOMINATE A SPECIAL DISTRICT ALTERNATE TO THE INTEGRATED WASTE MANAGEMENT AUTHORITY (IWMA)**
6. **DISCUSSION AND CONSIDERATION TO REVISE THE APPROVAL LIMITS FOR THE FINANCIAL POLICY 4150.5**
7. **DISCUSSION AND CONSIDERATION TO APPROVE A PROCUREMENT POLICY**
8. **DISCUSSION AND CONSIDERATION TO RECERTIFY THE CAYUCOS SANITARY DISTRICT’S 2021 SEWER SYSTEM MANAGEMENT PLAN (SSMP)**
9. **BOARD MEMBER COMMENTS** (This item provides the opportunity for Board members to make brief announcements and/or briefly report on their own activities related to District business.)
10. **FUTURE SCHEDULED MEETINGS**
 - November 18, 2021 – Regular Board Meeting
 - December 16, 2021 – Regular Board Meeting
 - January 20, 2022 – Regular Board Meeting
11. **ADJOURNMENT**

This agenda was prepared and posted pursuant to Government Code Section 54954.2. The agenda, staff reports or other documentation relating to each item of business referred to on the agenda can be accessed and downloaded from the District’s website at <https://www.cayucosd.org/board-of-directors-meetings>

All staff reports or other written documentation relating to each item of business referred to on the agenda are on file in the District’s office and are available for public inspection and reproduction at cost. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disability Act. To make a request for disability-related modification or accommodation, contact the District at 805-995-3290 as soon as possible and at least 48 hours prior to the meeting date.



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
PO Box 333
Cayucos, CA 93430-0333
805-995-3290

AGENDA ITEM: 3.A.1

DATE: October 21, 2021

ACTION: _____

GOVERNING BOARD

R. B. Enns, President
D. Chivens, Vice-President
S. Lyon, Director
H. Miller, Director
R. Frank, Director

REGULAR MEETING MINUTES

Thursday, September 16, 2021

5:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:00 p.m.

Board members present via GoToMeeting: President Robert Enns, Vice-President Dan Chivens, Director Robert Frank, Director Shirley Lyon

Staff present via GoToMeeting: District Manager Rick Koon and Admin. Services Manager Amy Lessi

2. PUBLIC COMMENT

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

3. CONSENT CALENDAR: Recommended to Approve

Consent Calendar items are considered routine and therefore do not require separate discussion, however, any item may be removed from the Consent Calendar by a member of the Board of Directors for separate consideration. Individual items on the Consent Calendar are approved by the same vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

A. Regular Meeting Minutes

1. Approval of minutes for the August 19, 2021 Board of Directors Regular Meeting

B. Financial Reports: August 2021

1. Check Register – Mechanics Bank (General Checking Account)
 - a. Check Register – Wells Fargo (CIP/CSWP Checking Account)
 - b. Check Register – Wells Fargo (CSWP Construction Account)
2. Cash, Savings, and Investment Report
3. Budget vs. Actual Status Report FY **2021-2022**
4. Capital Improvement Projects Report

President Enns opened the meeting to Public Comment.

John Curti questioned how the upcoming closure of the Cayucos branch of Mechanic's Bank will affect the District.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon responded that the District does most of its banking online and doesn't often need to visit the bank in-person, but when it is necessary, staff will drive to Morro Bay. Operations staff goes to Morro Bay to purchase less expensive gas anyway and could make another stop at the bank to make a cash deposit when necessary.

MOTION: 1st by Frank, to approve items on the consent calendar as prepared. Motion was seconded by Lyon.

ROLLCALL VOTE: Frank-yes, Lyon-yes, Chivens-yes, Enns-yes

VOTE 4-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS: No Action Required

A. District Manager's Report: August 2021

B. Monthly Customer Satisfaction Survey Submissions:

None

C. New Will Serves:

- 101 N Ocean Ave: 101 N Ocean Properties, LLC / 064-115-023 / CMMCL New
- 164 F St: Pettruci / 064-118-013 / SFR New
- 55 Saint Mary Ave: Pettruci / 064-126-005 / SFR New
- 94 12th St: Wager & McKellop / 064-163-012 / SFR Remodel

Extended Will-Serves: June & July 2021

- 2733 Richard Ave: Allen / 064-211-041 / SFR New
- 188 D St: KBDB Properties, LLC / 064-113-021 / SFR New

Finald Will-Serves: June & July 2021

- 2806 Studio Dr: Britz / 064-274-011 / SFR Remodel

Continue to Serves (No Will-Serve Required):

None

Grants of License:

None

Manager Koon gave a summary of the previous month's activities, noting that Operations staff Nick Lakey completed the required safety course to become a certified Safety Officer, resulting in significant savings on insurance premiums for the District. Another noteworthy achievement took place at 12:00 p.m. on September 14th, when Cayucos officially ceased pumping wastewater to the City of Morro Bay.

President Enns recognized the significance of Cayucos' independence and congratulated Manager Koon for his contributions to this accomplishment.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Items 4 A through C were received and accepted.

5. PUBLIC HEARING #2 TO RECEIVE COMMUNITY INPUT REGARDING THE CREATION OF A DISTRICT-BASED ELECTION SYSTEM

Manager Koon referred the Board to the PowerPoint presentation previously presented by National Demographic Corporation's (NDC) Daniel Phillips, and went on to present proposed divisions as prepared by staff. Vice-President Chivens commented that the proposed divisions seemed reasonable.

Director Frank expressed apprehension with how the law requires that divisions be based on overall population rather than registered voters.

Director Lyon suggested including a note on the monthly bill to raise customer awareness of the redistricting process.

President Enns opened the meeting to Public Comment.

John Curti suggested that the District place an ad in the New Times to raise further awareness of the redistricting process. He also expressed interest in asking Daniel Phillips of NDC about how most of

the homeowners in Cayucos have a primary residence elsewhere, and wondered if scenarios such as this were considered when this law was passed.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon affirmed that the town of Cayucos is primarily a second home population, and hypothesized that this law was meant for cities where the population primarily has one home within the city. He agreed with John Curti about following up with Daniel Phillips of NDC.

President Enns commented that it would be interesting to see where the concentrations of vacation home owners fell on the map that was prepared by District staff.

Item 5 was received, no action required.

6. DISCUSSION AND CONSIDERATION TO ACCEPT A GRANT OF SEWER EASEMENT FOR 199 6TH ST (064-132-037)

Manager Koon recounted a brief history of this parcel and went on to present the proposed Grant of Sewer Easement.

President Enns opened the meeting to Public Comment.

John Curti asked for confirmation that the easement would span both lot 16 and 17.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon clarified and confirmed that the easement would span both lots.

MOTION: 1st by Frank, to accept a Grant of Sewer Easement for 199 6th St. (064-132-037). Motion was seconded by Chivens.

ROLLCALL VOTE: Frank-yes, Chivens-yes, Lyon-yes, Enns-yes

VOTE 4-0 Motion passed

7. CAYUCOS SUSTAINABLE WATER PROJECT STATUS UPDATE

Manager Koon reported that all in all, the new plant is performing well. Some parts are starting to show some wear, so staff is already performing maintenance. The bioassay (related to the recycled water program) needs further attention, as the first round test results were compromised and the second round is waiting on its results.

President Enns asked if the District will need to do ocean monitoring at some point. Manager Koon affirmed that every 3 years the District will be required to perform monitoring and reporting, as well as inspect the buoys at either end of the outfall.

President Enns opened the meeting to Public Comment.

John Curti wondered what kind of back up parts can be kept in stock at the Treatment Plant and what would need to be ordered in the event that something fails and the plant shuts down.

Hearing no further comment, President Enns closed Public Comment.

Manager Koon answered that it would be extremely rare and odd for the plant to shut down. He is currently pushing for warranty parts and the goal is to get spares for critical parts on the shelf. Aside from a pipe bursting unexpectedly, there is no significant risk of the plant shutting down.

8. BOARD MEMBER COMMENTS

This item provides the opportunity for Board members to make brief announcements and/or briefly report on their own activities related to District business.

None.

9. FUTURE SCHEDULED MEETINGS

- October 21, 2021 – Regular Board Meeting
- November 18, 2021 – Regular Board Meeting
- December 16, 2021 – Regular Board Meeting

10. ADJOURNMENT

The meeting adjourned at 5:54 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager

DRAFT



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
PO Box 333
Cayucos, CA 93430-0333
805-995-3290

AGENDA ITEM: 3.A.2

DATE: October 21, 2021

ACTION: _____

GOVERNING BOARD

R. B. Enns, President
D. Chivens, Vice-President
S. Lyon, Director
H. Miller, Director
R. Frank, Director

SPECIAL MEETING MINUTES

Wednesday, September 29, 2021

5:00 p.m.

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:01 p.m.

Board members present via GoToMeeting: President Robert Enns, Vice-President Dan Chivens, Director Robert Frank

Staff present via GoToMeeting: District Manager Rick Koon and Admin. Services Manager Amy Lessi

2. PUBLIC COMMENT

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

Director Lyon joined the meeting at 5:03 p.m.

3. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2021-06 TO AUTHORIZE REMOTE TELECONFERENCING MEETINGS IN ACCORDANCE WITH NEWLY ADOPTED GOVERNMENT CODE SECTION 54953(E) (AB 361)

The Board confirmed that this Resolution only authorizes remote meetings for 30 days and that they will need to pass a new one at each Regular Meeting if they'd like to hold the next month's meeting remotely.

President Enns opened the meeting to Public Comment.

Hearing no comment, President Enns closed Public Comment.

MOTION: 1st by Frank, to adopt Resolution 2021-06 to authorize remote teleconferencing meetings in accordance with newly adopted Government Code Section 54953(E) (AB 361). Motion was seconded by Lyon.

ROLLCALL VOTE: Frank-yes, Lyon-yes, Chivens-yes, Enns-yes

VOTE 4-0 Motion passed

4. ADJOURNMENT

The meeting adjourned at 5:54 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager

**Cayucos Sanitary District
General Checking Account
(Payments Only)
September 2021**

AGENDA ITEM: <u>3.B.1</u>
DATE: <u>Oct. 21, 2021</u>

Date	Num	Name	Amount
09/01/2021	22457	EXXONMOBIL	-743.51
09/01/2021	22458	MINER'S ACE HARDWARE	-233.59
09/01/2021	22459	COASTAL ROLL OFF SERVICE	-4,528.82
09/01/2021	22460	CWEA	-91.00
09/01/2021	22461	KITZMAN WATER	-32.00
09/01/2021	22462	OILFIELD ENVIRONMENTAL & COMPLIANCE, INC.	-365.00
09/01/2021	22463	POSTMASTER	-146.00
09/01/2021	22464	STREAMLINE	-200.00
09/01/2021	22423	POSTMASTER	-675.70
09/02/2021		QuickBooks Payroll Service	-18,642.09
09/02/2021	22465	ABALONE COAST ANALYTICAL, INC.	-1,493.00
09/03/2021	DD09032101	COLLINS, JONATHAN W	0.00
09/03/2021	DD09032103	GOOD, GAYLE	0.00
09/03/2021	DD09032104	HOOPER, SARAH L	0.00
09/03/2021	DD09032105	KOON, RICHARD L	0.00
09/03/2021	DD09032106	LAKEY, NICK E	0.00
09/03/2021	DD09032107	LESSI, AMY M	0.00
09/03/2021	DD09032109	OWENS, JUSTIN D	0.00
09/03/2021	22454	CHIVENS, DAN P	-91.15
09/03/2021	22455	ENNS, ROBERT	-91.15
09/03/2021	DD09032102	FRANK, ROBERT W	0.00
09/03/2021	22456	LYON, SHIRLEY A	-91.15
09/03/2021	DD09032108	MILLER, HANNAH P	0.00
09/03/2021	DD09032110	WINN, CHRISTOPHER M	0.00
09/03/2021	EDD09032021	EDD	-1,647.48
09/03/2021	FED09032021	US TREASURY	-6,820.20
09/03/2021	PERS090321	CALPERS (RETIREMENT)	-2,993.69
09/03/2021	DEF09032021	CALPERS (RETIREMENT)	-1,375.00
09/03/2021	60165921244	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-707.47
09/05/2021	HLTH090521	CALPERS (HEALTH)	-13,233.70
09/07/2021	22466	CAYUCOS SANITARY DISTRICT WELLS FARGO ACT	-1,170.77
09/07/2021	22467	BREZDEN PEST CONTROL	-105.00
09/07/2021	22468	CARMEL & NACCASHA, LLP	-4,957.61
09/07/2021	22469	CAYUCOS SANITARY DISTRICT	-294.00
09/07/2021	22470	CHARTER INTERNET	-934.05
09/07/2021	22471	GRAINGER	-31.68
09/07/2021	22472	HACH	-87.83
09/07/2021	22473	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
09/07/2021	22474	OILFIELD ENVIRONMENTAL & COMPLIANCE, INC.	-636.00
09/07/2021	22475	PG&E LS#1	-444.47
09/07/2021	22476	PG&E LS#4	-405.12
09/07/2021	22477	QUICK TECH COMPUTERS	-2,045.80
09/07/2021	22478	VELODYNE	-212.46
09/07/2021	22479	WELLS FARGO VENDOR FIN SERV	-267.48
09/07/2021	EFT09072021	SLOCTC - LOT 6SW	-272.70
09/08/2021	22481	GEORGE & MARGARITE GOWGANI	-98.00
09/08/2021	22482	RICHARD SMITH TRE	-29.60
09/08/2021	22483	PATHIAN ADMINISTRATORS	-186.15

Date	Num	Name	Amount
09/08/2021	22484	ERNEST PACKAGING SOLUTIONS	-238.98
09/08/2021	22485	MOSS, LEVY & HARTZHEIM LLP	-3,000.00
09/08/2021	22486	PG&E LS#2	-866.70
09/08/2021	22487	PG&E LS#3	-120.86
09/08/2021	22488	PG&E LS#5 - NEW	-1,937.05
09/08/2021	22489	PG&E OFFICE	-176.67
09/08/2021	22490	PG&E TORO - PLANT	-17,832.41
09/08/2021	22491	PG&E WELL	-9.34
09/09/2021	22492	STAPLES ADVANTAGE (Gov. Acct)	-64.98
09/14/2021	22493	CALNET3	-420.23
09/14/2021	22494	DITCH WITCH	-1,257.30
09/14/2021	22495	MINER'S ACE HARDWARE	-111.04
09/14/2021	22496	MISSION UNIFORM SERVICE	-224.40
09/14/2021	22497	OILFIELD ENVIRONMENTAL & COMPLIANCE, INC.	-278.00
09/14/2021	22498	POLYDYNE INC.	-734.06
09/14/2021	22499	STAPLES ADVANTAGE (Gov. Acct)	-85.32
09/16/2021		QuickBooks Payroll Service	-18,701.42
09/17/2021	DD09172101	COLLINS, JONATHAN W	0.00
09/17/2021	DD09172102	GOOD, GAYLE	0.00
09/17/2021	DD09172103	HOOPER, SARAH L	0.00
09/17/2021	DD09172104	KOON, RICHARD L	0.00
09/17/2021	DD09172105	LAKEY, NICK E	0.00
09/17/2021	DD09172106	LESSI, AMY M	0.00
09/17/2021	DD09172107	OWENS, JUSTIN D	0.00
09/17/2021	DD09172108	WINN, CHRISTOPHER M	0.00
09/17/2021	EDD09172021	EDD	-1,652.58
09/17/2021	FED09172021	US TREASURY	-6,734.72
09/17/2021	DEF09172021	CALPERS (RETIREMENT)	-1,375.00
09/17/2021	PERS091721	CALPERS (RETIREMENT)	-3,029.03
09/20/2021	22500	ADVANTAGE ANSWERING PLUS	-83.39
09/20/2021	22501	FIRSTNET (AT&T)	-373.04
09/20/2021	22502	OILFIELD ENVIRONMENTAL & COMPLIANCE, INC.	-138.00
09/20/2021	22503	PRO3 AUTOMATION, INC.	-550.00
09/20/2021	22504	WESTERN ALLIANCE BANK - SERIES B	-151,726.33
09/23/2021	22505	PAMELA LOCKIE	-88.00
09/23/2021	22506	AUTOZONE, INC.	-178.97
09/23/2021	22507	BREZDEN PEST CONTROL	-236.00
09/23/2021	22508	COASTAL COPY, INC	-28.38
09/23/2021	22509	EXECUTIVE JANITORIAL	-225.00
09/23/2021	22510	MISSION UNIFORM SERVICE	-126.72
09/23/2021	22511	NELSON'S GARAGE	-162.82
09/23/2021	22512	SOCAL GAS	-20.99
09/27/2021	22513	COASTAL COPY, INC	-18.76
09/27/2021	22514	POLYDYNE INC.	-734.06
09/27/2021	22515	STAPLES ADVANTAGE (Gov. Acct)	-318.52
09/27/2021	22516	WATER SYSTEMS CONSULTING, INC.	-13,310.00
09/29/2021	22520	BUSINESS CARD 4841	-297.97
09/29/2021	22521	BUSINESS CARD 8913	-1,171.33
09/29/2021	22522	OILFIELD ENVIRONMENTAL & COMPLIANCE, INC.	-303.00
09/29/2021	22523	WELLS FARGO VENDOR FIN SERV	-174.00
09/30/2021	35199560903	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
09/30/2021		QuickBooks Payroll Service	-18,657.78
Total Operating Expenses			-\$314,290.83

**Cayucos Sanitary District
CIP/CSWP Account
(Payments Only)
September 2021**

AGENDA ITEM: <u>3.B.1a</u>
DATE: <u>Oct. 21, 2021</u>

Date	Num	Name	Amount
09/07/2021	11483	CARMEL & NACCASHA, LLP	-957.18
09/07/2021	11484	FIRMA CONSULTANTS, INC	-12,724.13
09/13/2021		Wells Fargo Bank Fees	-16.72
09/23/2021	11485	MBS LAND SURVEYS	-3,500.00
09/23/2021	11486	WATER SYSTEMS CONSULTING, INC.	-8,230.00
09/27/2021	11487	FILIPPIN ENGINEERING, INC.	-1,050.00
09/27/2021	11488	WATER SYSTEMS CONSULTING, INC.	-19,303.75
		Total CIP Expenses	-\$45,781.78

**Cayucos Sanitary District
CSWP Construction Account
(Payments Only)
September 2021**

AGENDA ITEM: 3.B.1b

DATE: Oct. 21, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/13/2021		Wells Fargo Bank Fees	-43.14
		Total CSWP Construction Expenses	-\$43.14

Cayucos Sanitary District Cash, Savings and Investment Report September 2021

AGENDA ITEM: 3.B.2

DATE: Oct. 21, 2021

Bank Accounts	Current Balance	
Mechanic's Bank Checking	\$177,608	
Wells Fargo CIP	\$613,962	
Wells Fargo Savings (CFF)	\$204,119	
Mechanic's Bank - USDA	\$260,920	
Petty Cash	\$175	
LAIF	\$8,464	
Total	\$1,265,248	
CSWP Project/Asset Accounts		
WF CSWP Constr. Oper. Acct.	\$19,910	
WF CSWP Constr. Impound Acct.	\$141,787	
Total	\$161,697	
Investments		
CalTrust	\$1,686,307	
Cetera Cash/MM	\$746,285	
Cetera Treasury/Securities	\$70,495	(Fixed Income)
Total	\$2,503,086	
Grand Total	\$3,930,031	
MCD Rabobank Deposit CD	\$25,000	Franchise Deposit on Hold

**Cayucos Sanitary District
FY 21/22 Financial Report
September 2021**

AGENDA ITEM: 3.B.3

DATE: Oct. 21, 2021

	Current Month	YTD Actual Rev/Exp	YTD Budget	Approved Budget 21/22	% of Budget
Ordinary Income/Expense					
Income					
4000 · SEWER INCOME	245,748	780,085	765,288	3,061,150	25%
4100 · WILL SERVE INCOME	200	25,030	8,800	35,200	71%
4200 · RENTAL INCOME			9,700	38,800	0%
4300 · SOLID WASTE INCOME	12,967	28,323	22,400	89,600	32%
4400 · SLOCO TAX ASSESSMENTS	1,547	22,329	254,600	1,018,400	2%
4500 · SAVINGS INTEREST INCOME	2	14	25	100	14%
4600 · INVESTMENT INTEREST	729	2,268	4,625	18,500	12%
4700 · OTHER INCOME			1,150	4,600	0%
Total Income	261,193	858,050	1,066,588	4,266,350	20%
Expense					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL	27,242	80,918	87,725	350,900	23%
5200 · COLLECTIONS PAYROLL	10,704	32,032	48,863	195,450	16%
5300 · TREAT PAYROLL	18,677	54,783	50,063	200,250	27%
5400 · DIRECTOR PAYROLL	500	1,000	2,000	8,000	13%
5500 · VESTED PAYROLL BENEFITS	429	1,287	1,350	5,400	24%
5600 · ADMIN PAYROLL TAXES & BENEFITS	7,818	44,799	34,675	138,700	32%
5700 · COLL PAYROLL TAXES & BENEFITS	7,410	40,097	28,425	113,700	35%
5800 · TREAT PAYROLL TAXES & BENEFITS	4,512	31,257	18,375	73,500	43%
5900 · DIRECTOR PAYROLL TAXES & BENEFITS	38	77	125	500	15%
Total 5000 · PAYROLL EXPENSES	77,330	286,250	271,600	1,086,400	26%
6000 · OPERATING EXPENSES					
6050 · SPECIAL PROJECTS	-	-	3,250	13,000	0%
6100 · ADMIN OPERATING EXPENSES	9,030	345,571	328,050	1,312,200	26%
6500 · COLLECTIONS OPERATING EXPENSES	6,648	24,697	53,300	213,200	12%
7000 · TREATMENT OPERATING EXPENSES	53,595	157,794	359,575	1,438,300	11%
Total 6000 · OPERATING EXPENSES	69,273	528,062	744,175	2,976,700	18%
Total Expense	146,604	814,312	1,015,775	4,063,100	20%
Net Ordinary Income	114,590	43,738	50,813	203,250	22%
Net Income	114,590	43,738	50,813	203,250	22%

**Cayucos Sanitary District
Capital Improvement Projects Report
FY 21/22
September 2021**

AGENDA ITEM: <u>3.B.4</u>
DATE: <u>Oct. 21, 2021</u>

	Current Month	YTD Actual Rev/Exp	Approved Budget 21/22 Amended Aug 19, 2021	Percent Used YTD
CAPITAL IMPROVEMENTS				
1601 - Sewer Main Replacements	0.00	0.00	25,000.00	0%
1601.02 - Chaney to LS #5	0.00	0.00	35,000.00	0%
1615 - Outfall Tie-In	2,882.50	3,932.50	45,000.00	9%
1616 - RWQCB Recycled Water Program	0.00	0.00	20,000.00	0%
1650 - WRRF Improvements				
1650.1 - Forklift	0.00	0.00	75,000.00	0%
Total 1600 CAPITAL IMPROVEMENTS	\$2,882.50	\$3,932.50	\$200,000.00	2%



CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

SUBJECT: MONTHLY MANAGERS REPORT: SEPTEMBER 2021

DATE: OCTOBER 12, 2021

ADMINISTRATIVE:

- The District continues with the COVID-19 protection protocols for all employees as required by Cal-OSHA, state and local directives.
- We now have 496 customers using ACH.
- Staff is continuing to research ways to handle easement encroachments.
- The District has received \$1,000 from SDRMA as reimbursement for the District's safety item purchases.
- Staff is researching how the new California ADU bill affects the District's Connection Fee Schedule and EDUs.
- In order to comply with AB 361 the Board will need to pass another resolution at its November meeting to continue with remote meetings.

CAPITAL PROJECTS:

- Work on the Outfall Tie-In was completed on September 14th.
- Knowles Construction is preparing to do a maintenance repair on Hacienda Dr. to replace a section of broken pipe.

OPERATIONS AND MAINTENANCE

September 2021

CIP:

Daily Operations of Note:

- Pump down, scrape, and bleach wet wells, test backup generators
- Wash bio basins, clean screw press
- Test all alarms at pump stations
- Exercise generators
- Target Solutions Training for SDRMA
- Respond to 59 Underground Service Alerts
- Jet 3250'
- Destroy old documents
- Find and repair water leak at Lift Station 1
- Clean up Lift Station 5
- Reseal manhole that services Lift Station 2 force main
- Landscaping around downtown office
- Mount address at downtown office
- WRRF tied into ocean outfall
- Assist Pro3Automation with ongoing Lift Station 1-4 SCADA troubleshooting
- Complete 6-month ACIP for MOS tanks
- New battery for generator at Lift Station 1
- Update USA North service area to reflect ocean outfall rather than MB

Call Outs:



AGENDA ITEM: 5

DATE: October 21, 2021

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: OCTOBER 13, 2021

**SUBJECT: DISCUSSION AND CONSIDERATION TO NOMINATE A
SPECIAL DISTRICT ALTERNATE TO THE INTEGRATED
WASTE MANAGEMENT AUTHORITY (IWMA)**

DISCUSSION:

The local CSDA chapter has received two nominations for the Special District Alternate Representative to the Integrated Waste Management Authority (IWMA).

The Alternate Representative will serve until their current term expires at the end of 2022.

The nominee's brief statements of their qualifications and why they should be elected are included for consideration.

RECOMMENDATION:

Staff recommends that the Board consider nominating a Special District Alternate to the IWMA.

Please Elect

Daniel Burgess, HRCSD Director

term of 2020 through 2024

For

IWMA Alternate Director Seat

Dear Fellow Directors,

With the up-coming selection for the IWMA Alternate Director seat position just a few weeks away, I ask that you please vote for me, **Daniel Burgess**. I have served on the HRCSD Board diligently for the past thirteen and a half years. I am on my fourth term (3 years left on the 4th term) and plan to maybe run for a fifth. I have attended 150 of my last 158 meetings and I make it a point to go to the CSD office at least once a week, so I am always fully aware of the issues. This shows the commitment that I will also have if selected to IWMA.

I feel that I have the valued experience that's needed for this position. I have been a General Contractor for 35 years. As a self-employed contractor, I have done small housing projects, large scale housing tract projects, large commercial buildings, road and bridge retrofit projects, and large underground utility projects. With that experience I do understand Waste Management well. I now work for PG&E as an IT Infrastructure and Operations Supervisor. In my current position I am in charge of all the Computer Field analysts, Engineers, Desktop support, all computing hardware, emergency back-up systems for IT and Plant communications. This involves direct actions with DCP Plant Control, SLO county Sheriff 911, CDF Fire, SLO IT, Office of Emergency Services, PGE Emergency Planning, and all other utilities like Verizon etc. I have been an elected Director of the HRCSD for the past thirteen years, serving four times as President. I have also sat on the Board of Directors of Heritage Ranch HOA. We work closely with Public officials, and all county Departments. We are now currently working on three new tract developments and a spillway project. So, I understand the most complex issues with the construction, real estate development, the utility industry, and the community safety aspect. I understand the business end of a CSD, I understand the business end of a large utilities company, and most of all I understand the needs of the people impacted with real estate development and landfill issues. With that said, I feel that I'm completely qualified for this position on the IWMA Board of Directors.

My family and I have resided in the county since 2000 and have been property owners in SLO County since 1996; we have a stake in the wellbeing of the community, and the growth of the County. I'm writing this letter not as a politician, but as just a regular person like you. I am married 31 years, father of two, my son is a fireman, and my daughter is a teacher. So, you see, I have the regular concerns like everybody else.

So, with your vote, please let me represent you.

Thank you

Daniel Burgess

HRCSD Director

Tom Gray

Mr. Gray and his wife, Barbara, have been Cambria homeowners since 2005 and full-time residents since 2009. He is now retired from a career in journalism and communications consulting, including editorial positions at the Daily News of Los Angeles and Investor's Business Daily. He holds degrees from Stanford University (B.A.), UCLA (M.A.) and California Lutheran University (M.B.A.).

Tom has been active in a number of advisory roles concerning land-use planning, water supply and infrastructure. He has served as chair of the North Coast Advisory Council (NCAC), chair of the NCAC's Land Use Committee and co-chair of its transportation committee. He has also been a member of the Cambria Community Services District's Resources & Infrastructure Committee. He is currently the chairman of the Finance Committee at CCSD. On a regional level, he has been the Second Supervisorial District representative on the San Luis Obispo County Water Resources Advisory Committee.



AGENDA ITEM: 6

DATE: October 21, 2021

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

FROM: RICK KOON
DISTRICT MANAGER

DATE: OCTOBER 13, 2021

SUBJECT: DISCUSSION AND CONSIDERATION TO REVISE THE APPROVAL LIMITS FOR THE FINANCIAL POLICY 4150.5

DISCUSSION:

Due to the recent increase in the costs of materials and services, staff requests that the Board consider revising the District Manager's spending authority by revising the policy as follows:

1. Preparation and implementation of the budget once adopted by the Board.
2. Approval of contracts, agreements and expenditures up to ~~\$20,000~~ **\$40,000** for items previously approved by the Board in the budget.
3. Execution of a contract or agreement of up to ~~\$20,000~~ **\$35,000** (~~not to exceed \$60,000 in fiscal year aggregate~~ **(not to exceed fiscal year budgeted allocation)**) for emergency, unbudgeted expenditures with the ~~expressed~~ understanding that the District Manager will notify the Board of Directors of such action within forty-eight (48) hours of occurrence.
4. Payment of intermediate and progress payments on all Board approved contracts and obligations.
5. Transfer of funds for investment purposes between funds and investment institutions based upon District Investment Policy and Board direction.
6. Implementation of policies and procedures adopted by the Board of Directors.
7. Approval of individual change orders to construction projects not exceeding ~~\$10,000~~ **\$20,000** based upon the Professional Engineer of Record concurrence and approval, and not totaling cumulatively more than 20% of the approved construction contract to a maximum of ~~\$25,000~~ **\$50,000**. ~~For projects in excess of \$250,000, the change order limit will be established by the Board at the time of the award of the contract.~~ **Any change orders exceeding these limits must be approved by the Board of Directors.**

RECOMMENDATION:

Staff recommends that the Board approve the revisions to the Approval Limits for the Financial Policy 4150.5.

Cayucos Sanitary District

POLICY HANDBOOK

Financial Management

POLICY TITLE: Financial Management and Capital Program
POLICY NUMBER: 4150.5
REVISION DATE: October 21, 2021

4150.5 The District Manager shall have the following authorities:

1. Preparation and implementation of the budget once adopted by the Board.
2. Approval of contracts, agreements and expenditures up to \$40,000 for items previously approved by the Board in the budget.
3. Execution of a contract or agreement of up to \$35,000 (not to exceed fiscal year budgeted allocation) for emergency, unbudgeted expenditures with the express understanding that the District Manager will notify the Board of Directors of such action within forty-eight (48) hours of occurrence.
4. Payment of intermediate and progress payments on all Board approved contracts and obligations.
5. Transfer of funds for investment purposes between funds and investment institutions based upon District Investment Policy and Board direction.
6. Implementation of policies and procedures adopted by the Board of Directors.
7. Approval of individual change orders to construction projects not exceeding \$20,000 based upon the Professional Engineer of Record concurrence and approval, and not totaling cumulatively more than 20% of the approved construction contract to a maximum of \$50,000. Any change orders exceeding these limits must be approved by the Board of Directors.
8. Management of long-term debt obligations based upon the approved contracts and obligations by the Board.
9. Establishment of accounts and methods to properly account and manage District funds.
10. Maintain salary and classification plan, position allocations, and employee benefit programs.
11. Authorization to pay time-sensitive invoices for budgeted services and supplies, payroll and related taxes, and employee benefit program contributions (retirement, deferred compensation and insurance) in cases where delay until a regularly scheduled Board meeting would subject the District to interest, penalties or regulatory violations. A monthly report to the Board of all such payments made during the previous month will be reported on at the next scheduled regular Board meeting.
12. Reallocation of funds between line items in the budget categories that do not result in an increase in the approved budget.



AGENDA ITEM: 7

DATE: October 21, 2021

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: OCTOBER 13, 2021

**SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE A
PROCUREMENT POLICY**

DISCUSSION:

With the operation of the new WRRF and increase in staff, the District has seen an increase in supply and material purchases and the need to define how those items shall be purchased. The Administrative Accounting Manager has done extensive research into how other Districts and agencies procure their supplies. Staff has come up with the attached Procurement Policy.

This policy was reviewed by staff for consistency with existing District policies and SB 1383 requirements and was reviewed by District Legal Counsel for compliance with Public Contract Codes.

This policy is to be used as a guideline for all purchasing activities, some of which include:

- Purchase Orders for equipment, material, supplies or services
- Receiving of equipment, material, supplies or services
- Emergency purchasing procedures
- Use of charge accounts with vendors
- Use of District credit card
- Contract documents
- Professional and technical consultants
- Special services and equipment through RFP/RFQ process
- Public projects subject to the UPCCAA
- Asset management
- Environmental preferable purchasing

RECOMMENDATION:

Staff recommends that the Board approve the Procurement Policy.

Cayucos Sanitary District

POLICY HANDBOOK

Financial Management

POLICY TITLE: Procurement Policy
POLICY NUMBER: 4175
ADOPTION DATE: October 21, 2021

4175.1 Purpose: The purpose of this Procurement Policy (“Policy”) is to provide guidelines that may arise in the course of purchasing activities and to supplement and expand upon the guidelines in §4140 “Expense Disbursements” of the Employee Handbook.

4175.2 Policy: The basic standard that shall always prevail when engaged in purchasing activities is to exercise sound business judgement in the use and stewardship of Cayucos Sanitary District resources within the budget authorized by the Board of Directors. It is the intent of this policy to ensure that District purchases are cost effective, encourage competition, and follow all applicable laws.

4175.3 Conflict of Interest/Ethics: All purchasing activities shall always be conducted with absolute integrity and in compliance with all applicable laws, rules and regulations. The very highest ethical standards will be maintained. No District employee or Director who participates in purchasing activities shall have a material financial interest that in any respect relates to the purchasing activities or any person or entity involved in them. District employees shall neither solicit nor accept gratuities, favors or anything of material monetary value from existing or potential vendors or contractors involved in any purchasing activities.

4175.4 Purchasing Authority: It shall not be permissible to split any purchasing activity into smaller orders or projects for the purpose of evading the dollar limits established by this Policy. The purchasing authority is established by the dollar amount of the purchase and includes sales tax and shipping.

4175.4.1 District Manager: The District Manager shall have responsibility and authority in connection with purchasing supplies, approving Public Works and other contracts, and approving other expenditures in accordance with this Policy.

The District Manager is responsible for administering the internal financial policies and procedures of the District and assuring budget accountability.

The District Manager may delegate to other District employees the authority to make purchases and perform other duties in accordance with this Policy. The District Manager may adopt rules and procedures to implement and supplement these regulations so long as they are consistent with this Policy.

PURCHASING

4175.5 Purchase Orders for Equipment, Material, Supplies or Services

4175.5.1 Except as exempted by this Policy, a purchase order is required for all purchases over \$500.00 prior to requesting the goods or services from the vendor unless it is an emergency. The request must contain sufficient information to insure acquisition of the correct item(s). Original quotes or bids, specifications and other documentation are to accompany the request, if applicable, utilizing the approved Requisition Form

(Exhibit A). All requisitions must be approved and signed by the District Manager.

4175.5.2 Purchases greater than five thousand dollars (\$5,000) require three (3) quotes.

4175.5.3 Purchases greater than thirty-five thousand dollars (\$35,000.00) require a formal bidding procedure before the purchase order requisition is issued.

4175.6 Receiving for Equipment, Material, Supplies or Services

4175.6.1 All goods or services procured by the District shall be subject to inspection and/or testing upon receipt or completion to assure conformance with the specifications set forth in the order. If a product or service fails to meet specifications or is determined to be unusable, it shall be rejected and returned to the vendor as the vendor directs, and at their expense, for credit or replacement.

4175.6.2 When goods or services are received, the employee receiving the goods or services must acknowledge receipt by signing the packing slips or other shipping documents provided by the vendor and forwarding these documents to the Administrative Accounting Manager to be processed with the invoice for payment.

4175.6.3 Information to be noted on the packing slip must include at least the legible signature of the person accepting the goods or services and the date the goods were received or the services were rendered. Any deviation of the goods or services from the exact ordering specifications must be noted on the packing slip. If a partial shipment is received, the employee should note the items received on the packing slip and forward it to the Administrative Accounting Manager.

4175.6.4 All goods shall be purchased in compliance with this Policy. Exceptions may be made only with the prior approval of the District Manager, or their designee.

4175.7 Emergency Purchasing Procedures for Non-Construction Purchases

4175.7.1 Purchases defined as “emergency” include those purchases for unplanned, sudden and unexpected events of a serious nature requiring immediate furnishing of equipment, material, supplies or services and where a purchase order is necessary within a period of time that does not allow for its processing

4175.7.2 If this situation arises, the District Manager or their designee shall either issue “direction to proceed” or an emergency purchase order number. At the earliest convenience, a requisition will be prepared for the emergency purchase including all the following information: emergency purchase order number (if available), description of and reason for the emergency purchase, vendor information and dollar amounts. All purchase orders for emergency needs must be submitted to the District Manager for approval as quickly as possible. If the purchase order exceeds the District Manager’s authority, at the earliest opportunity, the District Manager shall inform the Board of Directors of the emergency, the steps they have taken, and the expenditures incurred as outlined in §4150.5 of the Financial Management and Capital Program.

4175.8 Blanket Purchase Orders

4175.8.1 Blanket purchase orders may be used with vendors that are expected to supply repetitive-use products or services to the District on an ongoing and/or regular basis throughout the year. Blanket purchase orders are closed at the conclusion of each fiscal year. Examples of open purchase orders may include contract services such as maintenance, landscaping, janitorial services, uniforms or supplies and materials including polymer chemicals and similar items.

4175.8.2 Blanket purchase orders shall include:

- a description of the supplies or services that may be incurred
- the period of time the order will remain open (not to exceed one fiscal year)
- the maximum total amount which may be charged on the purchase order
- agreed upon prices or pricing structure
- items excluded from the purchase, if applicable

4175.8.3 Blanket purchase orders may not exceed budgeted amount without prior approval by the Board of Directors.

4175.9 Purchase Order Exceptions

The following allowable exemptions do not require purchase orders:

- Utilities such as water, garbage, telephone, gas, electricity, and similar services
- Medical, dental, vision, life, workers compensation, and similar health insurances, liability, property, and other insurance premiums, and insurance claims
- Debt service and land acquisition
- Petty cash replenishments
- Miscellaneous charges such as advertisements and notices, taxes, banking services, memberships and dues, postage, shipping, delivery and messenger services, subscriptions, trade circulars or books, and other similar items
- Items that utilize other forms of District authorization
- Purchases where petty cash or a District credit card are utilized, under \$500.00

4175.10 Charge Accounts Established with Vendors

4175.10.1 The District Manager must approve all requests to establish charge accounts with vendors. Once the accounts are approved and established, employees may purchase items on account up to \$500.00. A paid invoice or receipt shall be obtained, and the employee shall acknowledge receipt of the items by signing the invoice. The receipt shall be forwarded to the Administrative Accounting Manager.

4175.10.2 A purchase requisition form (Exhibit A) shall be completed for approval by the District Manager for any purchase over \$500.00 as provided in the terms of this Policy.

4175.11 District Credit Card

4175.11.1 Under certain circumstances, the use of a District credit card may be the most appropriate method for certain purchases such as:

- Purchase for materials and supplies when vendors will not accept District purchase orders or when there is an emergency, as defined in this Policy
- Purchases for materials, supplies and services when it is not practical to use other authorized purchasing methods (i.e. car rental, registration for seminars, internet purchasing, etc.)

4175.11.2 Various positions are eligible to receive a District credit card pursuant to the Credit Card Policy §4120. The credit card is authorized for District-related expenditures only. Card holders are prohibited from charging non-District-related expenditures.

4175.11.3 The District Manager or President of the Board of Directors shall review all charges and approve

credit card payment to the vendor. Employees must obtain a detailed receipt for all credit card purchases. Employees shall endeavor to utilize vendors located within the United States and ensure that all applicable sales tax is correctly collected and reported. The receipt shall be forwarded to the Administrative Accounting Manager.

4175.11.4 Due to Internal Revenue Service (IRS) tax reporting requirements, except in case of extreme emergency, District credit cards may not be used to purchase services provided by vendors who are doing business as partnerships or sole proprietors. Examples of this include, but are not limited to, labor charges for auto repair, plumbers and construction contractors.

4175.12 Contract Documents

4175.12.1 The contract documents shall consist of such documents as the District Manager, District Legal Counsel, or their designee may deem desirable in addition to those required by law.

4175.12.2 The contract documents may consist of, among others, a notice inviting bids, instructions to bidders, the proposal, bid sheets, contractor's licensing and qualifications statement, list of subcontractors, bidder's bond, certificates of insurance, form of agreement, performance bond, payment bond, non-collusion affidavit, notice to proceed, general conditions, specifications and drawings.

4175.12.3 Whenever a contract is awarded by District, such award shall constitute approval of the contract documents and the District Manager, or their designee, shall be authorized to carry out the powers described in the contract agreements on behalf of Cayucos Sanitary District.

4175.13 Professional and Technical Consultants

The District Manager, or their designee, may exercise without restriction contractual powers conferred by this Policy, up to the authorized purchasing limits, including the power to contract for professional and consulting services.

4175.13.1 Professional Service Contracts

1. Professional Services – General. Professional service contracts are used to procure consulting or professional/ technical services not provided by District employees.

The following is a partial list of consultant or professional services: financial, economic, accounting, legal, maintenance, medical, therapeutic and administrative services.

These and other professional services, with the exception of the services itemized in subsection (2) of this section, may be obtained through competitive procurement methods or by waiver of competitive bidding and sole source award as outlined below.

2. Professional Services – Architectural, Landscape Architectural, Engineering, Environmental, Land Surveying, or Construction Project Management Services. Per Cal. Gov't Code § 4526:

“Selection by a state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.”

3. Vendor Selection – Miscellaneous or “Special Services.” Vendor selection shall be based on a competitive process whenever reasonably feasible. Professional services may be competitively solicited through informal requests for quotes (RFQ) and informal requests for proposals (RFP) or through formal sealed competitive bids or formal sealed competitive proposals – invitations for bids (IFB) and requests for proposals (RFP) respectively. The type of service to be contracted for, the anticipated award amount, and the potential risks involved affect the decision whether to use informal or formal purchasing procedures.

Professional service contracts may be awarded without competitive solicitation when there is only one person or vendor available or capable of providing the required service, when there are limitations in the availability of potential contractors, when the services required are of such a specialized nature that precludes competitive solicitation, or when other conditions exist such that the District Manager determines that it is in the District’s best interest to waive competitive solicitation for the required professional services.

4. Vendor Selection – Cal. Gov’t Code §§ 4525 through 4529.5. Vendor selection for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms may follow the procedure outlined below:

(a) Step 1. Prospective contractors are requested to submit statements of qualifications to the District for the required services or proposed project. Statements of qualifications may be solicited through trade publications and by other methods of advertisement.

(b) Step 2. The District shall evaluate current statements of qualifications and performance data on file with the agency, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with no less than three firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services and then shall select therefrom, in order of preference, based upon criteria established by the District Manager, no less than three of the firms deemed to be the most highly qualified to provide the services required. (Cal. Gov’t Code § 4527).

Typically, each request for proposals will have its own unique requirements. Thus, an RFP’s evaluation criteria will be determined by the scope of work to be performed, the services to be provided, and any other relevant factors that may influence the decision to award a contract. The following nonexclusive list of possible evaluation criteria has been presented below to provide examples of criteria that may be useful for evaluating proposals.

- (1) The quality, viability, and suitability of the solution offered, or of the goods or services offered, when compared with the requirements and specifications of the RFP
- (2) Overall responsiveness of the proposal and whether the proposal adequately addressed the scope of work, specifications, and other requirements of the RFP
- (3) The offeror’s technical capability, expertise, or skill to provide the required goods or services, including the offeror’s past experience providing similar goods or services
- (4) The offeror’s ability to perform the contract or provide the required services promptly, or within the specified time without delay or interference
- (5) The offeror’s reputation as determined by references and documented past performance history
- (6) The sufficiency of the offeror’s financial resources
- (7) Price

(c) Step 3. The District Manager shall negotiate a contract with the most highly qualified individual or firm as

established by the evaluation procedure in subsection (2)(b) of this section, Step 2, for service at a price determined to be fair and reasonable. Should the District Manager be unable to successfully negotiate a contract with the most highly qualified individual or firm at a price deemed fair and reasonable, then negotiations with that individual or firm shall be terminated, and the District shall negotiate a contract with the second most highly qualified individual or firm.

Failing accord with the second most qualified individual or firm, the District Manager shall terminate the negotiations, and then undertake negotiations with the third most qualified firm. Should the District be unable to negotiate a satisfactory contract with any of the selected firms, the District Manager shall select additional firms in order of their competence and qualification and continue negotiations until an agreement is reached.

4175.13.2 In structuring an RFP/RFQ, the RFP/RFQ should include all of the legal, boilerplate, minimum requirements, and evaluation criteria necessary to the process. The draft may include some or all of the following as tailored to the specific project:

- (1) Background discussion of the Cayucos Sanitary District – population demographics, local economy, etc.
- (2) General discussion of the scope of the services to be provided and minimum qualifications for participation.
- (3) Discussion of current work method or services being provided.
- (4) Description of the RFP procurement and award process.
- (5) Identification of the proposal evaluation criteria and a clear statement that low bid will not be the sole basis of award.
- (6) General Information. This will include the format to be followed in submitting proposals; a statement of the minimum qualifications required to participate in the RFP process; the name, address, and telephone number of the Sanitary District’s official contact for the RFP; the location, date and time proposals are due; and instructions to submit one original signed proposal and at least three copies of the proposal prior to the final closing date and time.
- (7) Special provisions, including any bid bond and performance bond requirements that may be required.
- (8) General provisions, standard District insurance requirements with minimum limits as determined by the District.
- (9) A draft copy of the District’s professional services contract for review by prospective offerors.

PUBLIC PROJECTS SUBJECT TO UPCCAA GUIDELINES

4175.14 Contracts for Construction of Public Works and Facilities

4175.14.1 The process for construction of public works and facilities must comply with all required State and federal bidding and contract requirements and in accordance with the State of California Public Contract Code and Uniform Public Construction Cost Accounting Act (UPCCAA). The Cayucos Sanitary District Board of Directors unanimously passed Ordinance No. 29 on April 15, 2009, establishing informal bidding procedures under the guidelines established by the UPCCAA under Public Contract Code §§22010-22045,

et seq.

4175.14.2 Pursuant to Public Contract Code §22032:

- (a) *Public projects of sixty thousand dollars (\$60,000*) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.*
- (b) *Public projects of two hundred thousand dollars (\$200,000*) or less may be let to contract by informal procedures as set forth in this article.*
- (c) *Public projects of more than two hundred thousand dollars (\$200,000*) shall, except as otherwise provided in this article, be let to contract by formal bidding procedure.*
**Effective January 1, 2019. Please review these limits before proceeding as they are adjusted periodically.*

4175.14.3 “Public project” does not include maintenance work. For purposes of this policy, maintenance work includes all of the following:

- Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
- Minor repainting.
- Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
- Work performed to keep, operate, and maintain publicly owned waste disposal systems.

4175.15 Competitive Bids

4175.15.1 Before entering into a contract for the construction of public works and facilities or for the furnishing of equipment, materials, supplies or services, the District must demonstrate that the vendor is the best source of supply. In obtaining the best source of supply, the District Manager, or their designee, may determine, in their discretion, that competitive bidding should be utilized pursuant to a bid package developed for the particular project.

4175.15.2 The following situations will not require competitive bidding:

- Contracts for miscellaneous services, such as telephone, light, power and water, where rates or prices are fixed by legislation or by federal, state, county or municipal regulations.
- Emergency contracts for construction of public works or facilities, as defined by Public Contract Code §22035 and §22050(b)(1).
- If the articles are patented, copyrighted or otherwise unique.
- If within one year previous to the date of execution of a proposed contract, advertising or posting for identical articles, or articles of the same general character, has failed to secure responsive proposals, and in the opinion of the authorized agent, further advertising or posting will not alter this result.
- When the District Manager determines that a competitive market does not exist and/or when the needed supplies, services or equipment are proprietary and can only be provided by one source.
- If the purchase is with any governmental agency or vendor utilizing government pricing. This includes the State Contract Vehicle Procurement Program and National Joint Powers Alliance (NJPA).

4175.16 Formal Bidding Procedures

4175.16.1 The following provisions shall apply in establishing contracts through formal bidding procedures:

1. **Notices Inviting Bids.** Notices inviting bids shall be prepared describing the bid items in general terms; referencing how to obtain more detailed information about the bid items; stating that the conditions and

schedule may be found in the District office; mentioning that the supplies and equipment are to be delivered at such times, in such quantities, and in such a manner as the Board may designate; and stating the time, date, and place for the submission of sealed bids.

2. **Material Changes to the Bid.** If a material change to the bid specification is issued by the District later than seventy-two (72) hours prior to the opening of bids, the date and time shall be extended by no less than seventy-two (72) hours. The term “material change” means a change with a substantial cost impact on the total bid as determined by the District.
3. **Base Contract.** Bid specifications which include one or more alternative bid schedules, shall identify and define the base bid for the purpose of awarding to the lowest responsive and responsible bidder.
4. **Bid Opening Procedure.** Sealed bids shall be submitted to the District Manager or their designee and shall be identified as bids on the envelope. Such bids shall be opened in public at the time and place stated in the notice inviting bids, in the presence of all bidders who attend. A tabulation of all bids received shall be open for public inspection during regular business hours until award of the contract. Any bids received after the bid receipt deadline will be returned to the bidder unopened.
5. **Records of Bid Documents.** Bid documents received by the District shall be maintained in accordance with the District’s Record Retention Schedule.
6. **Bid Award.** At the next Board meeting following the bid opening, the District Manager will present the bids to the Board and make a recommendation concerning an award to the lowest responsible bidder. In its discretion, the Board may: (i) award the purchase to the lowest responsible bidder; (ii) reject all bids and re-advertise for bids; (iii) reject all bids and not proceed with the purchase or contract; or (iv) reject all bids and direct that an open market or Internet purchase be made by the District Manager if the price to be paid on the open market or Internet is less than the low bid. The Board may waive any irregularity, informality or minor error in any bid that does not affect the bid price. Upon Board award to the lowest responsible bidder, the purchase or award will be confirmed by a written invoice, purchase order or contract. If no responsive bids are received by the bid deadline, the Board may authorize the District Manager to approve the purchase on the open market or through the Internet by seeking the most favorable terms and price through negotiation, comparative pricing or informal competitive bidding or through such other methods as may be specified by the Board.
7. **Rejection of Bids.** The District may elect to reject all bids. In the event all bids are rejected, the District shall have the option of any of the following:
 - Abandon the purchase or service
 - Re-bid the purchase or service
 - Perform the project by force account without further complying with Public Contract Code § 22020 et seq., after the Board passes a resolution by a majority vote of its governing body declaring that the project can be performed more economically by District employees.
8. **Tie Bids.** If two (2) or more bids are received from responsive and responsible bidders for the same total amount or unit price, and are the lowest, the District may accept the bid it chooses.
9. **Written Contracts.** Written contracts in the form approved by the District Legal Counsel shall be used in the award of bids.
10. **Sending, Mailing and Publishing of Notices.** Notices inviting formal bids shall be published, sent and mailed as follows:
 - a) Sent by electronic mail or mailed to all prospective vendors and firms at least fifteen (15) calendar days before the date of the bid opening
 - b) Published at least once in a newspaper of general circulation, published in the District, at least fourteen (14) calendar days before the date of the bid opening
 - c) Other mailings, advertisements, and notifications deemed appropriate by the District Manager.
11. **Exceptions.** A separate formal bidding process is not required when purchases are made through a

cooperative purchasing agreement or “piggy backing” with another public agency whose procurement process is substantially consistent with the provisions of this policy.

4175.17 Work by District

Nothing in this policy prohibits the Board from doing, or causing to be done directly by the District, and without any contract, any or all work necessary or proper in or about the making of all current and ordinary repairs, upkeep, or maintenance.

ASSETS

4175.18 Fixed Assets

4175.18.1 In general, all fixed assets, including land, buildings, machinery and equipment, with an original cost of \$5,000 or more, will be subject to capitalization. All costs associated with the purchase or construction will be capitalized, including ancillary costs such as freight and transportation charges, site preparation expenditures, professional fees and legal claims directly attributable to asset acquisition. Specific capitalization requirements are described below.

- a) For purposes of capitalization, the threshold will generally not be applied to components of fixed assets. For example, the base, desktop and bookshelf purchased as components of a modular desk unit will not be evaluated individually against the capitalization threshold. The entire modular unit will be treated as a single fixed asset.
- b) Repairs to existing fixed assets will generally not be subject to capitalization unless it extends the useful life of the asset. If the repair extends the useful life of the fixed asset, it represents an improvement and is subject to the requirements described below.
- c) Improvements to existing fixed assets will be presumed (by definition) to extend the useful life of the related fixed asset and will be subject to capitalization only if the cost of the improvement meets the fixed asset threshold.
- d) Capital projects will be capitalized as “Construction in Progress” until completed. Costs to be capitalized include direct costs, such as labor and materials, as well as ancillary costs and any construction period interest costs as may be required.

4175.19 Surplus Property

4175.20.1 The District Manager, or their designee, is responsible for the transfer and disposition of surplus District property. The Board of Directors has the authority to declare Fixed Assets surplus.

4175.20.2 Under no circumstances shall any District property, capitalized or non-capitalized, be sold or given to anyone unless approved by the District Manager, or their designee, nor shall any employee personally benefit from the disposition of any District property.

4175.20.3 Methods of Disposition

The District Manager, or their designee, shall determine the appropriate method of disposition that is in the best interests of the District.

- a) **Trade-In:** Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property. If surplus property is to be applied to a purchase order, the trade-in value shall be itemized on the purchase order. The amount charged against the expenditure account will be the value of the purchase before application of the trade-in credit.
- b) **Return to Manufacturer:** Surplus property may, when possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.
- c) **Disposal:** Surplus property may be offered for sale or donation by the Administrative Accounting Manager upon approval by the District Manager or their designee. All surplus property is for sale or donation “as is” and “where is”, with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the property offered for sale. Appropriate methods of sale are as follows:
 - **Public Auction:** Surplus property may be sold at public auction. Public Auctions may be conducted by District staff, or the District may contract with a professional auctioneer including professional auction services, such as GovDeals.
 - **Sealed Bids:** Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
 - **Selling for Scrap:** Surplus property may be sold as scrap if the District Manager, or their designee, determines that the value of the raw material exceeds the value of the property as a whole.
 - **Negotiated Sale:** Surplus property may be sold outright if the District Manager, or their designee, determines that only one known buyer, or non-profit recipient for a donation, is available or interested in acquiring the property.
 - **No Value Item:** Where the District Manager, or their designee, determines that specific supplies or equipment are surplus and of minimal value to the District due to spoilage, obsolescence or other cause or where the cost of disposal of such supplies or equipment would exceed the recovery value. The Administrative Accounting Manager, or their designee, shall dispose of these items in such a manner as they deem appropriate and in the best interest of the District.

4175.20 Environmentally Preferable Purchasing

4175.20.1 In accordance with SB 1383, these guidelines provide direction to ensure that products purchased by the District include recycled content, reduced toxicity and increased durability. Employees are required, when feasible, to select products according to these guidelines.

1. General Office Supplies

Printer/Copier Paper. Buy with at least 30% post-consumer content and no chlorine bleach. Reduce overall paper use by:

- Using duplex printing
- Printing on previously used paper
- Scanning (rather than faxing) documents to send
- Using smaller fonts and margins that are within ADA recommended guidelines
- Reusing office paper as scratch paper
- Using central or master hard copy files, not multiple personal copies

Notepads: Buy with at least 30% post-consumer content.

Binders and dividers: Buy items made from biodegradable materials. Employees are encouraged to reuse binders from project to project.

2. Office Equipment

Purchase equipment (computers, monitors, copiers, printers & faxes) with the following features:

- Consume as little power as possible during operation
- Have the function of automatically switching into low-power or power-off mode (for all machines, the "Energy Star" logo helps indicate the machine has such a function)
- Be Energy Star, and preferably EPEAT rated (for computers and monitors)
- Have the capacity for upgrading or expanding functions for long use
- Reuse equipment by giving to local schools and organizations

3. Employees are encouraged to help save energy by:

- Turning off equipment and printers at night
- Enabling all equipment with sleep mode capability, and reducing the interval used to trigger sleep mode

4. Break room Supplies

- Dishes and Utensils: Use washable dishes and utensils or disposable dishes and utensils with recycled content, no chlorine bleaching, or from alternative, such as plant-based, materials.
- Paper products: Buy products with recycled content and no chlorine bleach. Buy paper towels with smaller sheets.
- Water: Single use bottles of water, preferably made from plant-based or other biodegradable material, may be purchased for special events use only. Staff and Directors will use pitchers and cups.

4175.21 Reservation of Rights

The District reserves the right to utilize any other legally-authorized methodology for construction contracting, including without limitation design-build contracting in accordance with Public Contract Code §§22160, et seq.



AGENDA ITEM: 8
DATE: October 21, 2021

CAYUCOS SANITARY DISTRICT

TO: BOARD OF DIRECTORS

**FROM: RICK KOON
DISTRICT MANAGER**

DATE: OCTOBER 13, 2021

**SUBJECT: DISCUSSION AND CONSIDERATION TO RECERTIFY THE
CAYUCOS SANITARY DISTRICT'S 2021 SEWER SYSTEM
MANAGEMENT PLAN (SSMP)**

DISCUSSION:

Every two years the District is required to recertify the SSMP. Staff held off on the last recertification until the WRRF was completed so that any additions from the WRRF could be incorporated into the final SMMP document.

Items that were added include the description of the WRRF plant components and a response plan for the WRRF.

The new SMMP document is attached for review.

RECOMMENDATION:

Staff recommends that the Board recertify the Cayucos Sanitary District's 2021 Sewer System Management Plan (SSMP).



SEWER SYSTEM MANAGEMENT PLAN

Board Approved April 21, 2010
Revised October 21, 2021

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 Resource Recovery Facility, 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 pump and above-ground control panel variety.

Wastewater Collections Staff

Collections staff operate under the general supervision of the District Manager. Collections staff includes one lead worker and two collections 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 for maintaining or replacing 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) inspections and records historical data about the system to prioritize maintenance activities.

Wastewater Treatment Plant

The Cayucos Sanitary District's Water Resource Recovery Facility is a newly constructed wastewater treatment

plant, completed in 2021. It has a maximum capacity of 1.2 MGD, an average capacity of 0.340 MGD, and consists of headworks with both coarse and fine screens and grit removal, a membrane bio reactor (MBR) with two (2) aeration tanks as well as two (2) pre-anoxic and two (2) post-anoxic tanks, three (3) membrane tanks with ultrafiltration, a screw press for dewatering solids, and two (2) ultra-violet vessels for disinfection of effluent water.

Wastewater Treatment Staff

Treatment plant staff operate under the general supervision of the District Manager. Treatment plant staff includes one Chief Plant Operator, one full-time Operator, and one part-time OIT (Operator-in-Training). Staff responds to any emergency calls for spills or other issues at the plant 7 days a week, 24 hours per day.

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 initiated. 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 and 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)

Upon establishment, 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) website. 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 started on May 2, 2007. This reporting of Category 1, 2 and 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) for both the collection system and the WRRF. An LRO is a principal executive officer, ranking elected official, or their written designee responsible for the overall operation of the system.

COLLECTIONS SYSTEM

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

WATER RESOURCE RECOVERY FACILITY

LRO NAME AND TITLE	PHONE #
Rick Koon , District Manager	805-995-3290 ext. 101
Sarah L. Hooper , Plant Operator	805-995-3290 ext. 201

Collection System Assessment

The District has conducted a sewer system assessment to identify activities that the District needs to meet the requirements of the WDR. This assessment has shown which of the District's activities meet the requirements of the WDR, and which need to be created, modified, or expanded. This program is 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 SSOs. 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 initial 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	2022	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 (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.

Lamp Hole - 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 ensure 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 (WRRF)

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 from 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. No. 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

WRRF – Water Resource Recovery Facility

ELEMENT I: GOALS

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 (SSMP). 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.

Maintaining and improving 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.

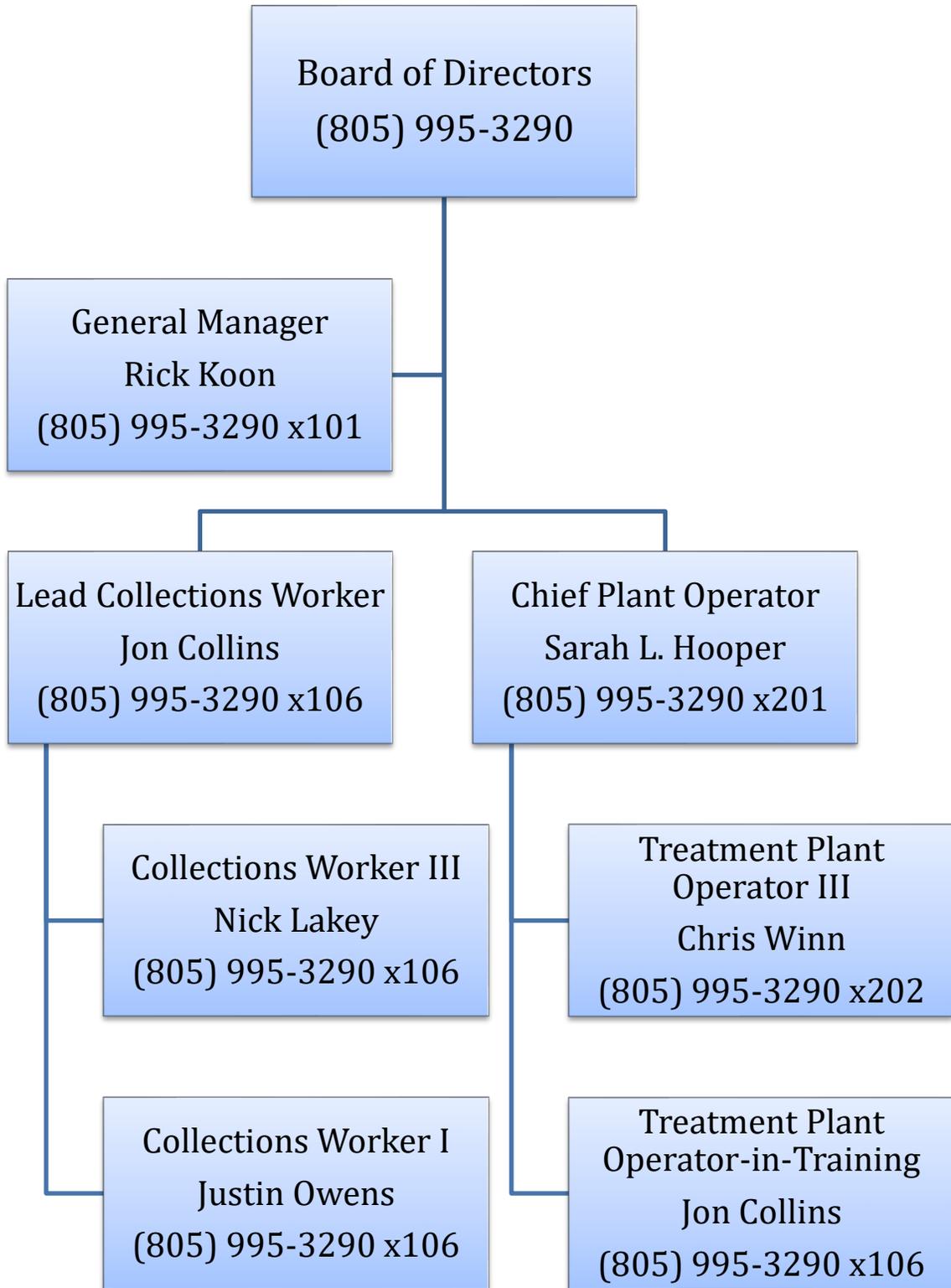
Cost-effectively minimizing inflow and infiltration (I/I) and providing adequate sewer capacity to accommodate design storm flows.

Controlling source discharges to the Cayucos WWTP in accordance with State and Federal regulations.

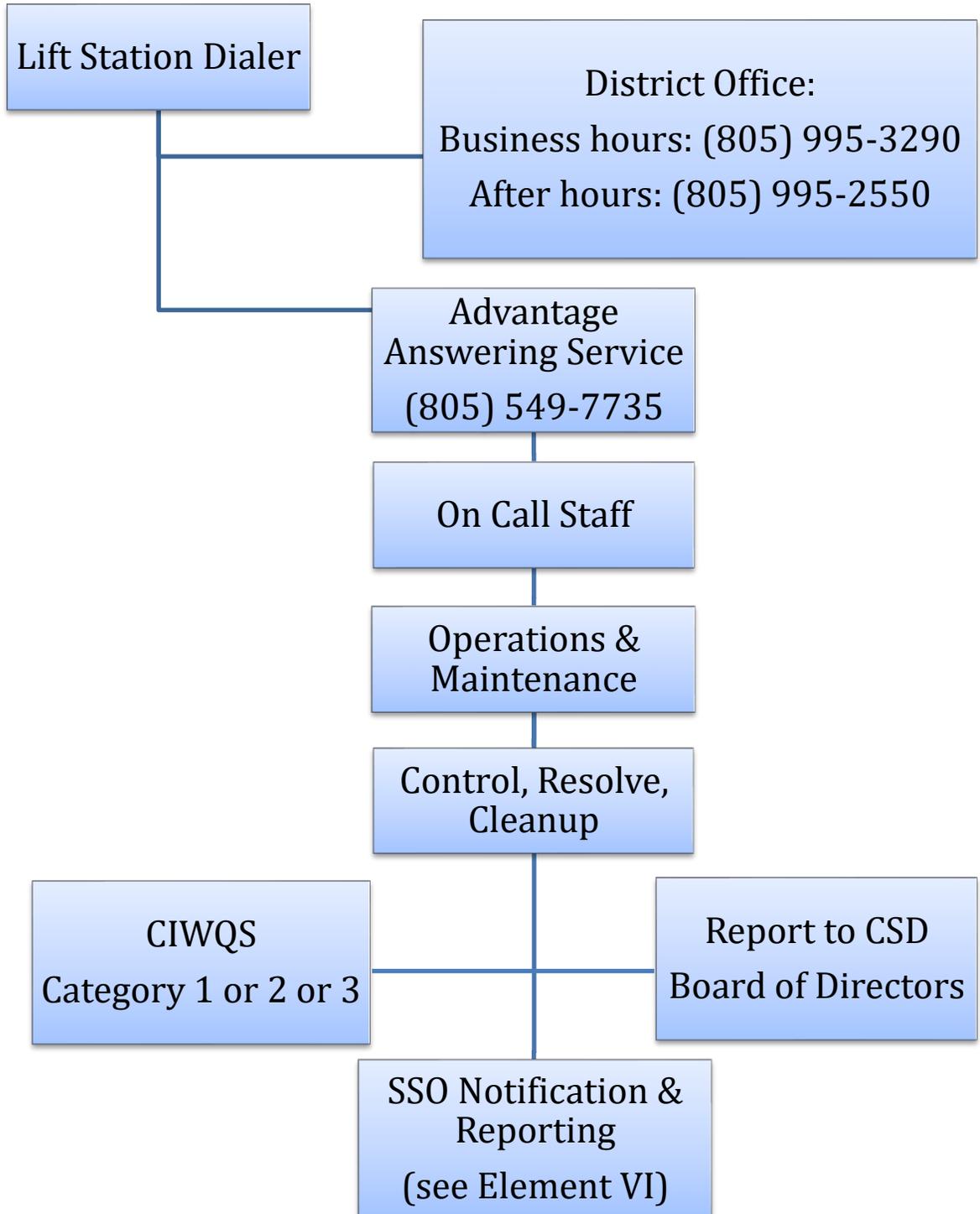
Developing and implementing programs necessary to comply with State and Federal mandates, rules, and regulations.

Developing 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



CSD SSO REPORTING CHAIN



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 provides that 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 available in the District office. Segments of these documents 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.

3A. 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:** 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.

The District's Standard Construction Specifications are based upon the standards of the San Luis Obispo County Department of Public Works and the California Uniform Plumbing Code (CUPC). These standards will be reviewed, assessed, and revised as necessary with periodic SSMP audits as required by the State Water Board.

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 No. 26). The District has a map of the District maintained sanitary sewer system, including lateral locations.

General Ordinance No. 5, Part V, Section 18, cites 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 29B 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 addressed 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 Nos. 5 and 26 give 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.

3F. SATELLITE COLLECTION SYSTEMS

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

ELEMENT IV: OPERATION AND MAINTENANCE

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, and 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, and 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 lines 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, both in the Collection system and at the Water Resource Recovery Facility.

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

District treatment plant staff are responsible for operating and maintaining all equipment in the WRRF. Operators closely monitor biological activity in the treatment system by means of observation and laboratory testing and make any appropriate changes in the treatment process as needed. Treatment staff are responsible for maintenance on all equipment in the plant, from cleaning and inspection through oil changes, greasing, repairs and replacement. Staff is currently transitioning all assets into our Computerized Maintenance Management System (CMMS) to more easily schedule and track all maintenance.

4A. COLLECTION SYSTEM MAPS

The District has and maintains plans and as-built maps of the wastewater collection system and Cayucos WRF used in the field for maintenance and line cleaning. This set of maps divides the District into five 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 continues to work on updating maps for these areas.

The San Luis Obispo County Public Works Department maintains the storm drain system in Cayucos. County Public Works maintains and possesses maps of the storm drain system.

4B. PREVENTATIVE 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
- Weekly
- Monthly
- Quarterly
- Annually
- Other

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, 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 30 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. 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 out cleaning 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)

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. 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.

As of 2021, the District has performed CCTV inspections on all of the District lines, with the exception of the force mains. 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. 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 (computerized maintenance management system, or CMMS). 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, and will be used both in the collection system and at the Water Resource Recovery Facility.

Daily

The following tasks are completed on a daily basis:

- a. Vehicle inspections
- b. USA marking
- c. Lift station checks and inspections of known problem areas
- d. Inspection of the plant and dewatering system
- e. Review of the SCADA (Supervisory Control and Data Acquisition) system
- f. Collection of effluent samples
- g. Testing and recording of the effluent water temperature
- h. Completion of daily logs

Weekly Tasks

The District performs the following tasks on a weekly basis:

- a. Testing of lift station alarms.
- b. Testing of safety equipment, cleaning of analyzers and probes, and odor control performance testing.
- c. Monitoring of hydrogen sulfide levels.
- d. Collection of samples of influent and effluent waters which are sent to a local approved lab for State-required testing.

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.
- d. File monthly reports to the State Water Resources Control Board.

- e. Test run generators, perform laboratory checks on in-line analyzers, clean screw press.
- f. Check fire extinguishers and eyewash stations.

Quarterly Tasks

The following tasks are completed on a quarterly basis:

- a. Perform laboratory tests as required by the State Water Resources Control Board permit (R3-2020-0004)

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.
- 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 ensure 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.

Other Intervals

Benthic Sediment Monitoring and Reporting is required once during each permit term for our SWRCB permit, which is renewed every five years.

These lists are not all-inclusive, as numerous additional tasks are completed by District staff throughout each year including:

- a. Certification testing
- b. Specialty training (utility locating, trenching and shoring training, First Aid/CPR, safety, fire suppression, and other industry related training)
- c. Emergency operations and assisting with neighboring agencies
- d. Will-Serve and tie-in inspections
- e. Monitoring contract work
- f. FOG issues and source control

4C. REHABILITATION AND REPLACEMENT PLAN

COLLECTIONS SYSTEM

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 tasks assigned.

Table 1-1 Priority Determination

Priority	Description
1	Tasks to mitigate threats to the public health or environment are the first priority
2	Tasks to mitigate threats to 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 and WRRF inspections with ranked priority levels and are addressed during development of 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:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

WATER RESOURCE RECOVERY FACILITY

The WRRF is a newly constructed facility completed in 2021, and as such, does not currently need any major repairs. Preventative maintenance will be accomplished as outlined in the various Operation and Maintenance manuals for each piece of equipment in the plant.

Headworks

Headworks consists of screening and grit removal. There are two coarse screens, two fine screens, with conveyors for each set of screens and a washer press for the coarse screens. The grit removal system includes a mixer, grit pump and grit classifier.

Equalization Basins

There are two equalization basins at the plant which can hold a combined volume of just over 400,000 gallons. Associated with these are a wet well and two submersible pumps.

Membrane Bioreactor and Associated Equipment

The MBR system is comprised of an influent feed channel, a feed channel ahead of the membrane tanks, two pre-anoxic basins, two aeration basins, two post-anoxic basins, several monitoring instruments, three membrane tanks fitted with Evoqua B40 N+ Mempulse membranes, three aeration blowers, three air scour blowers, four mixers, two air compressors, three rotary lobe permeate pumps and three centrifugal sludge pumps, along with associated valving and piping.

Chemical Area

The Chemical area contains three different peristaltic chemical pumps for sodium hypochlorite and one peristaltic pump for citric acid, as well as associated valving and piping and one 3,000-gallon tank for sodium hypochlorite.

Ultra-Violet (UV) Disinfection

The UV Disinfection area consists of two UV vessels, each with 60 UV bulbs, two turbidimeters, two UV intensity probes, one UV transmittance analyzer and all associated valving and piping.

Dewatering

The solids handling system consists of two sludge grinder pumps, one FKC screw press, a polymer blending unit and three conveyors.

Effluent Pump Station

The effluent area has two vertical turbine pumps, a wet well, and three valves, two of which are automatic.

Plant Water System

The plant water system has a welded steel recycled water tank with a capacity of 120,000 gallons. There are three pumps associated with it; an emergency fire pump, a large pump, and a jockey pump.

Potable Water System

The potable water system has a submersible well pump, a chemical feed pump and storage tank for sodium hypochlorite, a pressure tank and two booster pumps. There is also a 3,000-gallon storage tank.

Emergency Generator

One 1,270kW Kohler emergency diesel generator.

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 Pathogens	Initial then Annually	Title 8 Section 5193(g)(2)
Carcinogens as Listed	Initial	Title 8 Section 209(e)(5)
Confined Spaces	Initial	Title 8 Section 5157(g)
	Program Update Changes	Title 8 Section 5158(c)(2)
Emergency Action Plan	Initial Plan Update	Title 8 Section 3220(e)
Excavation/ Trenching/Shoring		Title 8 Section 1541
Fall Protection, First Aid & CPR	Initial, Changes Every 2 years	Title 8 Section 1671.1 Title 8 Section 3469(b) 6251(d)(2) 3400(b) 5157,5158,5193
Flaggers (Traffic)	Initial	3421,605 Title 8 Section 1599(f)&(g)
Hazardous Waste Hearing (Noise)	Initial Annual Refresher Initial	Title 8 Section 5192(e) 5192(q)(6) Title 8 Section 5098(a)(4)
Protectors	Retraining	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)
	New Hazards	1510(a)&(c)
Lockout/Blockout	Initial	Title 8 Section 3314
Machinery and Equipment	When Updated and Before Use	33140 Title 8 Section 1510(b)
Noise Exposure	Initial	Title 8 Section 5099(a)
Openings/Holes- Floors and Roofs	Annually	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 and a trailer mounted vacuum 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
- Wyes
- Seals
- Flanges
- Valves
- Jetter & CCTV parts
- Sewer pipe & couplings
- Complete pumps

Spare parts are kept on hand at the Water Resource Recovery Facility as well. Many manufacturers of treatment plant equipment have proprietary parts which need to be ordered in advance. When the plant was constructed, manufacturers of each system (for example, the UV system or the dewatering system) provided spare parts of the most commonly used items for their systems. These are listed and are stored at the Facility. Unfortunately, it does not include every part for every system. As we perform maintenance in the next few years, we will learn which additional items we need to keep on hand and will inventory and stock these parts as well.

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

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 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 are 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 are conducted by District staff, District consultants, or private contractors.

Testing and startup occur 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 are 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. These procedures apply both to the Collection System and to the Cayucos Water Resource Recovery Facility.

6A. 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).

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

6B. CATEGORIES OF SEWER SYSTEM OVERFLOWS (SSO)

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 an 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 drainpipe that was not fully captured 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.

6C. 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.

- 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. Additional numbers for both State and local agencies may be found on the District's Emergency Notification Numbers sheet.

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

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.

6D 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.

SSO Water Resource Recovery Facility:

At the WRRF, the site is sloped in such a way that overflows and spills would be contained on the property, thus reducing the likelihood of a sewage spill reaching surface waters from the Facility. Follow the same procedures as above for reporting.

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 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.

6E. 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.

6F. 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 and 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 (normally automotive-related) 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 part of this program.
2. Animal and vegetable-based fats, oils, and grease (polar concentrations) 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 does not 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.

7A. FOG CONTROL DISCUSSION

The District has determined that a FOG control program is necessary per the SSMP requirements. There is an average of between twelve and fourteen 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.

7B. 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 has established 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 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.

7C. 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 5(c) and (d), and Section 13C 6(a) and (c) provide 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 5 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 this 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 torn 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 all times.
- 2. Inspections should be performed at times other than a facility rush hour.
- 3. The facility owner/contact or representative will open the trap or interceptor.
- 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 interceptors found to have more than 25% solids (POOR condition) after an initial site visit will receive a notice of violation.

Establishments with interceptors shall keep a cleaning log along with receipts from the agency contracted for service. These should be checked for frequency of cleaning.

Public Outreach

The District posts information on our website which discusses the District's accomplishments and difficulties along with educational information including suggestions on specific ways to keep FOG from entering the collection system.

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 (805) 995-3290.

ELEMENT VIII: 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 VIII) 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.

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. 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 remains a priority for the District.

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 2020 based on daily flow averages recorded at Lift Station 5 over the course of 2018-2020. Flow estimates are 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 2020 based on average daily flows seen at Lift Station 5. These flows are displayed on the table below.

Collection System Average Daily Flows	
Average Flow	0.227 mgd
Ultimate Flow	0.330 mgd

*Source: Lift Station 5 Average Daily Flow Report 2018-2020

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 2021-2022 CAPITAL IMPROVEMENT PROJECTS

- **Sewer Main Repairs:** \$25,000

These are areas of sewer mains that our camera has identified in need of repair. These projects consist 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 replacements.

- **Design of the Chaney to Toro Main Line Replacements:** \$35,000

This project will look at replacing the two 12" VCP lines between Chaney and Toro Creek Road with a single larger PVC pipe to allow for temporary storage of sewage prior to Lift Station 5.

ELEMENT IX: MONITORING, MEASUREMENT, AND PROGRAM MODIFICATION

9A. MAINTAIN RELEVANT INFORMATION

The District monitors several performance measures through tracking logs and annual reports. Tracking tools include:

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Monthly Annual Reports ▪ Asset Management Software ▪ SSO Reporting and Tracking ▪ Staff Training Records ▪ Flow Monitoring Reports | <ul style="list-style-type: none"> ▪ System Modeling and Capacity ▪ SSMP Audit Program ▪ Video Inspection Results ▪ FOG Inspection Log ▪ Hydrogen Sulfide Production |
|--|---|

9B. MONITOR AND MEASURE 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 X) 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 X 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 may be 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: Fat, Oil and Grease (FOG) Control Program

The FOG 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 FOG on the system. The District has had a fairly mature FOG 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 infiltration and inflow 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 posts 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 X: 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 X : SSMP Program Audit of this SSMP.

ELEMENT X SSMP PROGRAM AUDITS

10A. 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 Worker, Chief Plant Operator, 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 the District Board of Directors to be readopted.

ELEMENT XI: COMMUNICATION PROGRAM

11A. 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 agendaized 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 continues to be available at the District office. The final adopted SSMP is also available for review on the District's web site.

11B. 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"