

CITY OF JACKSON

MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Michael Daly, City Manager *MD*  
Terry Watson, Public Works Superintendent

DATE: January 28, 2008

SUBJECT: Sewer System Management Plan Development Plan and Schedule

**RECOMMENDATION**

That the City Council adopt a resolution approving the Development Plan and Schedule for the City of Jackson Sewer System Management Plan.

**DISCUSSION**

On May 2, 2006 the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003 (Sanitary Sewer Order); a General Waste Discharge Requirement (WDR) for all publicly owned sanitary sewer collection systems in California with more than one mile of sanitary sewer pipe. The City submitted an application or Notice of Intent (NOI) for coverage under the Sanitary Sewer Order to the SWRCB prior to the November 2, 2006 deadline.

The goal of the Sanitary Sewer Order is to provide a consistent statewide approach for reducing Sanitary Sewer Overflows (SSOs). To help achieve this goal, the Sanitary Sewer Order requires public agencies that own or operate sanitary sewer systems to develop and implement Sewer System Management Plans (SSMPs) and report all SSOs to the SWRCB's online SSO database. Under the order, all agencies with populations between 2,500 and 10,000 must provide a Development Plan and Schedule for the preparation and completion of a Sewer System Master Plan by February 2, 2008.

A Development Plan and Schedule for the Sanitary Sewer Order specifies mandatory elements that must be included in the SSMP as well as timelines for their implementation. As an enrollee under the Sanitary Sewer Order, Jackson is required to certify, via the online SSO database, that its final SSMP and constituent subparts/elements are in compliance with the Order within the timelines established for each. The City is also required to obtain Council approval of its Development Plan and Schedule (attached) and final SSMP (once completed) at a public hearing prior to online certification of these items.

Attached for review and approval is the City's Development Plan and Schedule. Upon approval, via adoption of the attached Resolution, the City will certify completion of this task through the SWRCB's online SSO database.

/attachments

## **Resolution No. 2008-03**

### **A Resolution of the City Council of the City of Jackson Approving a Development Plan and Schedule for the City's Sewer System Management Plan**

**WHEREAS**, on May 2, 2006, the State Water Resources Control Board Order No. 2006-003 (Sanitary Sewer Order) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems was adopted and implemented; and

**WHEREAS**, the purpose of the Sanitary Sewer Order is to develop a regulatory mechanism to provide a consistent statewide approach for reducing sanitary sewer overflows (SSOs); and

**WHEREAS**, the Sanitary Sewer Order requires public agencies that own or operate sanitary sewer systems comprised of more than one mile of pipes or sewer lines which convey wastewater to a publicly owned treatment facility to apply for coverage under the Sanitary Sewer Order, develop and implement sewer system management plans (SSMPs), and report all SSOs to the SWRCB's online SSO database; and

**WHEREAS**, the City of Jackson's sewer collection system is comprised of approximately 31 miles of sewer mains; and

**WHEREAS**, the City's application or Notice of Intent (NOI) for coverage under the Sanitary Sewer Order was submitted to the SWRCB prior to the November 2, 2006 deadline; and

**WHEREAS**, as an enrollee under the Sanitary Sewer Order, the City is required to certify, via the online SSO database, that its final SSMP and constituent subparts/elements are in compliance with the Sanitary Sewer Order within the timelines established for each; and

**WHEREAS**, the City is also required to obtain Council approval of its SSMP Development Plan and Schedule (attached) and final SSMP (once completed) at a public hearing prior to online certification of these items; and

**WHEREAS**, the City must electronically certify that its SSMP Development Plan and Schedule is complete and compliant with the Sanitary Sewer Order by February 2, 2008; and

**WHEREAS**, Council has reviewed the City's attached SSMP Development Plan and Schedule.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF JACKSON DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council of the City of Jackson does hereby approve the attached SSMP Development Plan and Schedule.

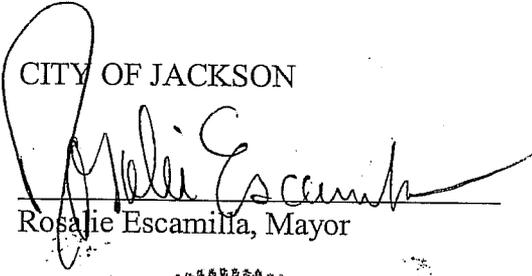
**SECTION 2.** The Public Works Superintendent of the City of Jackson is hereby authorized and directed to certify via the SWRCB's online SSO database that the SSMP Development Plan and Schedule is complete and in compliance with the Sanitary Sewer Order prior to the February 2, 2008 deadline, on behalf of the City of Jackson.

**SECTION 3.** The City Clerk shall certify to the adoption of this Resolution.

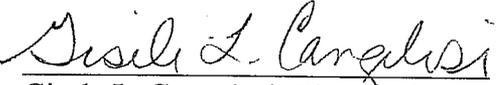
The foregoing resolution was duly passed and adopted by the City Council of the City of Jackson at a regular meeting thereof on the 28<sup>th</sup> day of January 2008, by the following vote:

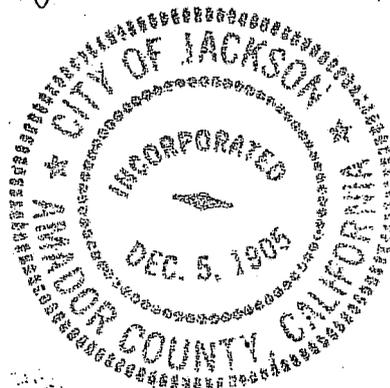
**AYES:** Escamilla, Garibaldi, Gonsalves, Nunes, Rodriguez  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

CITY OF JACKSON

  
Rosalie Escamilla, Mayor

ATTEST:

  
Gisele L. Cangelosi, City Clerk



## Sewer System Management Plan Development Plan and Schedule

Sections	Description of Activities to Achieve Desired Goals	Required Completion Date
	Implement the Electronic Spill Reporting Program	completed
	Develop the SSMP development plan schedule	2/2/2008
Section 1 - Goals	Define the goals of the SSMP	5/2/2008
Section 2 - Organization Structure	<ol style="list-style-type: none"> <li>1) Identify the administrative and maintenance positions for implementations measures in the SSMP program, including lines of authority by organization chart.</li> <li>2) Identify the chain of communication for reporting SSOs, from receipt of a complaint or other information, to RWQCB, SWRCB, County Health Dept, State Office of Emergency Services (OES) etc.</li> </ol>	5/2/2008
Section 3 – Legal Authority	<p>Identify all legal authorities possessed by the City to :</p> <ol style="list-style-type: none"> <li>a) Prevent illegal connection to the sewer system;</li> <li>b) Require that sewers and connections be properly designed and constructed;</li> <li>c) Ensure access for maintenance, inspection, or repairs of mainline sewers;</li> <li>d) Limit the discharge of fats, oil, and grease (FOG) and other debris that may cause blockages, and</li> <li>e) Enforce any violation of its sewer ordinances.</li> </ol>	11/2/2009
Section 4 – Operation and Maintenance Program	<p>Identify procedures in place or to be implemented and the person in the organization responsible for the following:</p> <ol style="list-style-type: none"> <li>a) Providing adequate operation and maintenance of facilities and equipment;</li> <li>b) Maintaining an up-to-date map of the sewer system;</li> <li>c) Maintaining relevant records to establish and prioritize appropriate SSMP activities and show trends in SSO;</li> <li>d) Providing preventative activities and tracking work orders;</li> <li>e) Identifying and prioritizing system deficiencies and implementing short and long term rehabilitation actions;</li> <li>f) Providing training to staff and monitoring contractors activities;</li> <li>g) Providing equipment and replacement part inventories;</li> <li>h) Establishing and implementing public education and outreach program that promotes proper disposal of FOG.</li> </ol>	11/2/2009
Section 5 – Design and Performance Provision	<p>Identify procedures for the following:</p> <ol style="list-style-type: none"> <li>a) Ensuring that sewer systems are properly designed and constructed through establishment of design and construction standards for the systems.</li> <li>b) Ensuring proper inspection and testing for the installation, rehabilitation, or repairs of sewer project.</li> </ol>	5/2/2010

<p>Section 6 - Overflow Emergency Response Plan</p>	<p>Develop or affirm the existence of an overflow response plan that includes the following:  a) Proper and timely notification procedures of SSOs to primary responders;  b) Procedure to ensure timely response and containment of SSOs;  c) Procedures to ensure prompt notification of SSOs to appropriate authorities;  d) Procedures to ensure that staff and contractors are aware of and follow the plan and are appropriately trained.  e) Industry accepted response time for different categories of emergencies.</p>	<p>11/2/2009 (completed)</p>
<p>Section 7 – Fats, Oil, and Grease Control</p>	<p>Develop new or identify existing FOG control Program that includes:  a) Legal authority to prohibit discharges to system and measures to prevent SSOs caused by FOG;  b) Identify sections of the sewer systems subject to grease blockages and establish cleaning maintenance schedule for each section; and  c) Source control measures for all sources of FOG discharge to the sewer systems.</p>	<p>11/2/2009</p>
<p>Section 8 - System Evaluation and Capacity Assurance Plan</p>	<p>Develop or affirm the existence of a Capital Improvement Plan (CIP) that includes the following:  a) Steps to evaluate portions of the sewer system which are experiencing or contributing to SSOs caused by hydraulic deficiencies.  b) Short and long term CIP to address identified hydraulic deficiencies including prioritization, alternative analysis, and schedule. The CIP may include increases in pipe size, plastic lining of sewers, infiltration/inflow reduction, and upgrading of pumping systems for redundancy, reliability, and emergency storage.</p>	<p>5/2/2010</p>
<p>Section 9 - Monitoring, Measurement, and Program Modification</p>	<p>Develop or identify existing system to do the following:  a) Monitor the implementation and where appropriate, measure the effectiveness of each element of the SSMP; and  b) Update program elements as appropriate, based on monitoring or performance evaluations.</p>	<p>5/2/2010</p>
<p>Section 10 – SSMP Program Audits</p>	<p>Develop an internal SSMP periodic audit system that focuses on evaluating the effectiveness and deficiencies of the SSMP and steps to correct them.</p>	<p>5/2/2010</p>
<p>Section 11 - Communication Program</p>	<p>Develop or identify effective means of communicating with the public and stakeholders on the development, implementation, and performance of the SSMP. The communication system shall be open to public and stakeholders input in the development and implementation of the SSMP.</p>	<p>5/2/2010</p>
<p>Complete First Draft</p>	<p>Circulate Draft SSMP to management for review and comment.</p>	<p>2/2/2010</p>
<p>Complete Final SSMP</p>	<p>Prepare SSMP incorporating comments where appropriate, from stakeholders and submit to Administration for approval and to the SWRCB and RWQCB as required and distribute to stakeholders.</p>	<p>5/2/2010</p>