



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of City Council

FROM: Daniel Gho, Public Works Director

MEETING DATE: August 15, 2018

SUBJECT: Adoption of the Sewer System Management Plan Revision 2

CEQA: California Environmental Quality Act (CEQA) Categorical Exemptions Class 8, an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment

RECOMMENDATION

Adopt Sewer System Management Plan (SSMP) Revision #2 and authorize City staff to certify the document in the California Integrated Water Quality System (CIWQS).

DISCUSSION

The City of Pacific Grove (City) owns and operates the sewer collection system, which consists of approximately 58 miles of pipelines, 900 manholes, and 7 pump stations.

The State Water Resources Control Board's (SWRCB) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, and Amended Monitoring and Reporting Program (MRP), Order No. WQ 2008-0002-EXEC, require the City to have and maintain a Sewer System Management Plan (SSMP), which provides a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. The purpose of the SSMP is to help reduce and prevent sanitary sewer overflows and mitigate any sanitary sewer overflows that may occur. The plan achieves these goals by identifying 11 pivotal elements, which are detailed in the executive summary (Attachment 1). The WDR and MRP require all agencies in California that own and operate sanitary sewer systems greater than one mile in length, and which collect or convey untreated or partially treated wastewater to a publicly owned treatment facility, to develop and implement a SSMP and report sanitary sewer overflows using the State's electronic reporting system, CIWQS.

Every five years the City is required to complete an SSMP revision, and every two years the City is required to perform an audit of the of the current SSMP. The original SSMP was developed in 2009. To date, all corresponding audits had been completed. The five-year revision to the SSMP is required to be adopted by the City Council no later than August.

The complete [SSMP Revision 2 \(Part 1, Part 2, Part 3\)](#) document is available on the City's website and at the Public Works Administration office. Upon adoption, all necessary updates required by the WDR will occur through the CIWQS reporting system.

The SSMP is a living document and will be revised as changes in City operation, maintenance, and management practices and SWRCB regulations occur. The SSMP will continue to be formally updated and re-certified every five years, and 2-year audits will continue, as required by SWRCB Order No. 2006-0003-DWQ.

OPTION

1. Do not approve the Revision to the SSMP.

FISCAL IMPACT

Funding for the preparation of the Sewer System Management Plan and subsequent tasks were budgeted in FY 17/18 and in FY 18/19 Sewer Fund, 76.

GOAL ALIGNMENT

Infrastructure

ATTACHMENTS

1. SSMP Revision #2 Executive Summary

RESPECTFULLY SUBMITTED:

REVIEWED BY:



Daniel Gho
Public Works Director

Ben Harvey
City Manager

EXECUTIVE SUMMARY

The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, and Amended Monitoring and Reporting Program (MRP), Order No. WQ 2008-0002-EXEC, require the City of Pacific Grove (City) to have and maintain a Sewer System Management Plan (SSMP), which provides "a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system" in order to "help reduce and prevent sanitary sewer overflows (SSOs), as well as mitigate any SSOs that do occur" [Order No. 2006-0003-DWQ Section D.13(i)].

The SSMP includes the following eleven (11) Elements:

1. Goal

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

- a) Be available and responsive to the needs of the public, and work cooperatively with local, state, and federal agencies to reduce, mitigate, and properly report SSOs.
- b) The Public Works Director will maintain documentation and update each SSMP Element, which contains schedules and plans to complete operations and maintenance tasks, engineering studies, and SSO monitoring, reporting and records keeping requirements, on an annual basis.
- c) Maintain the number of SSOs to less than three (3) in a calendar year.
- d) Have zero (0) capacity-related SSOs except those caused by storm events exceeding the design storm for that section of the collection system.
- e) Have zero (0) SSOs repeated within one (1) year from the same sewer line segment, manhole, or lift station.

2. Organization

The Organization Element of the SSMP identifies the City of Pacific Grove Staff and Contract Staff, who are responsible for implementing the SSMP, responding to SSOs, and meeting the SSO reporting requirements, and identifies the lines of authority of SSO responsibilities and chains of communication for SSO response and reporting.

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

3. Legal Authority

This SSMP Element outlines the City Municipal Code Chapters and Monterey One Water (M1W) Ordinances that provide the City with the legal authority to:

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

4. Operation and Maintenance Program

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

- a. Sanitary sewer system map, which is developed and maintained in GIS;
- b. Preventative Maintenance Program, which consists of activities such as cleaning of sewer lines and other regular maintenance;
- c. Rehabilitation and Replacement Plan, which focuses on sewer pipes at risk of collapse or prone to more frequent blockages due to pipe defects and includes a time schedule for funding and completing the capital improvement plan;
- d. Training program and records for City Staff and Contractor collection system operation and maintenance activities; and
- e. Equipment and replacement part inventory with critical replacement parts and equipment identified.

The Operation and Maintenance Program Element has been updated to include the status of recommended capital improvement plan (CIP), funding mechanisms, and CIP time schedule from the Sewer Collection System Master Plan (SCSMP). Additional updates to this Element include the development of Standard Operating Procedures, a formal sewer collection system training program, and a formal list of critical parts and equipment and descriptions of changes to City O&M practices.

5. Design and Performance Provisions

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

The City has Standard Details for Street Improvements, which includes standard details related to the sanitary sewer system, and the City's Municipal Code Sections 9.20.010, 9.20.030 provide some design specifications. The City also depends on design and construction standards developed for each specific project the City undertakes, such as those used for the City CIP which are adopted each Fiscal Year (FY).

The City plans by the end of 2019 to formalize or incorporate by reference a complete set of design and construction standards, which must include the installation of new sanitary sewer systems, pump stations, and other appurtenances and the rehabilitation and repair of existing sanitary sewer systems. These standards should include the California Department of Public Health's standards for separation requirements and should specify maximum manhole spacing, gravity sewer pipe sizing and velocity criteria, and pipe material requirements.

The City will also develop or incorporate by reference a set of inspection and testing procedures and standards, which can be part of these design and construction standards.

6. Overflow Emergency Response Plan

The Overflow Emergency Response Plan (OERP) contains the following information in order to protect public health and the environment in the event of a SSO:

- a. Notification procedures for primary responders and regulatory agencies;
- b. Notification procedures for regulatory agencies and other potentially affected entities for SSOs that potentially affect public health or reach the waters of the State;
- c. OERP training procedures for City Staff and Contractors responsible for responding to SSOs;
- d. Emergency operations procedures for response activities, such as traffic and crowd control; and
- e. A SSO mitigation and impact assessment program.

This SSMP Element has been updated with a formal Emergency Operating Procedures and a OERP training program. Additional Monitoring and Reporting protocols have been included for compliance with the States 2013 Monitoring and Reporting Requirements.

7. Fats Oil and Grease (FOG) Control Program

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

- a. Public education outreach implementation plan and schedule;
- b. FOG disposal plan and schedule;

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

8. System Evaluation and Capacity Assurance Plan

The System Evaluation and Capacity Assurance Plan consists of a sanitary sewer system hydraulic evaluation, which is used to establish appropriate design criteria and a short- and long-term Capital Improvement Program (CIP) with an implementation schedule and identification of funding sources.

The City of Pacific Grove developed its Sewer Collection System Master Plan (SCSMP) in May 2014 which evaluated the collection system's capacity. Since 2014 the City maintains a CIP and implementation schedule in order to address capacity deficient areas identified in 2014 SCSMP.

9. Monitoring, Measurement, and Program Modifications

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

10. Sewer System Management Plan Program Audits

The SSMP Program Audits Element outlines the audit process and identifies the City Staff responsible for conducting or participating in SSMP Program Audits and generating the required SSMP Program Audit Report. SSMP Program Audits must occur at a minimum of every two (2) years and are required to evaluate the City's SSMP Program, identify program deficiencies, and provide an improvement schedule based on the audit findings.

11. Communication Program

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

This Sewer System Management Plan (SSMP) was developed in compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2006-0003-DWQ, and Amended Monitoring and Reporting Program (MRP) Order No. WQ 2013-0058-EXEC, which are both included in Appendix 0A.