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I. Weather conditions

**2. Cautions**

1. Ensure that all equipment is used correctly. If the City has a SOP for using that equipment, it must be followed.
2. Ensure that the SSO response activities are sufficiently documented through written documentation and photographs.

**3. Interferences**

1. Equipment must be used according to the manufacturer's standards and to the City's SOPs in order to obtain accurate results.
2. The SSO Report submitted in CIWQS must be supported by documentation if it is to be considered accurate and defensible. Documentation for why certain response activities could not be accomplished is also imperative for reporting the SSO. Therefore, City Staff must ensure that the SSO response activities are sufficiently documented through written documentation and photographs.

**4. Personnel Qualifications and Responsibilities**

1. Wastewater Field Supervisor
  - a. Responsible for the SSO response, mitigation, and cleanup activities.
  - b. Responsible for training all City Staff and contractors responsible for SSO Response are trained on this EOP annually.
  - c. Responsible for managing, maintaining, and updating this EOP.
2. First Responder
  - a. Responsible for the SSO response, mitigation, and cleanup activities until the Wastewater Field Supervisor arrives to the SSO site or for the entire duration of the SSO if the Wastewater Field Supervisor is unable to respond.
3. City Staff and Contractors Responsible for SSO Response, Mitigation, and Cleanup
  - a. Required to be trained on this EOP annually.
4. Legally Responsible Official (LRO)
  - a. Responsible for review, certifying, and submitting any reports regarding the SSO response, mitigation, and cleanup activities to the SWRCB, RWQCB, and EPA.
  - b. Can also be responsible for entering the SSO information, including the SSO response, mitigation, and cleanup activities, into the SSO Report in CIWQS.
  - c. Required to be trained on this EOP annually.
5. Data Submitter
  - a. Responsible for entering the SSO information, including SSO response, mitigation, and cleanup activities, into the SSO Report in CIWQS.
  - b. Required to be trained on this EOP annually.
6. Fire Department
  - a. Responsible for ensuring that their Staff is training in SSO response, mitigation, and cleanup.
  - b. Responsible for ensuring that their Staff is trained on and employs all of the health and safety requirements and precautions during SSO response, mitigation, and cleanup activities.

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## 5. Equipment and Supplies

1. Personal Protective Equipment (PPE):
  - a. Gloves
  - b. Rubber Boots
  - c. Safety Glasses
  - d. Flashlights
  - e. Safety Vest
2. SSO Cleanup Equipment:
  - a. Hydrovac Truck
  - b. Sewer Bypass Pump
  - c. Bleach
  - d. Shovels
  - e. Rakes
  - f. Sandbags
  - g. Plugs
  - h. Plastic Tarps
  - i. Visqueen
3. Attachment 1 of this EOP, SSO Response Field Checklist
4. SS-EOP-05: SSO Volume Estimation
5. SS-EOP-07: Water Quality Monitoring and SSO Impact Assessment

## 6. Procedure

### SSO Mitigation and Cleanup

1. Assess the conditions surrounding and involving the SSO event.
  - a. Determine if additional staff will be necessary to contain, mitigate, and clean the SSO while maintaining safe and secure SSO response activities.
  - b. If City Staff needs assistance, Vince Gentry, the Wastewater Field Supervisor, or the first responder will call County Com at (831) 647-7911, which contacts dispatch for the Police and Fire Departments.
  - c. If City Staff needs further assistance, Vince Gentry or the first responder calls Green Line at (831) 422-3279 per the City's contract with Green Line for Emergency Call Out Services.
2. Take photographs of the SSO site if possible for use in SSO calculations and reporting and to document all of the City's SSO response activities.
3. Document SSO characteristics and mitigation activities in Attachment 1 of this EOP, SSO Response Field Checklist.
4. If the SSO is flowing at a high rate and is of large volume, it may be necessary to use the Hydrovac truck or bypass pump to clear the downstream manhole.
5. Contain the SSO as much as possible using sandbags, tarps, visqueen, etc.
6. Plug upstream and downstream portions of impacted stormdrains when applicable and recover any sewage for disposal to the sewer system.
7. Estimate the volume of the SSO as outlined in SS-EOP-05: SSO Volume Estimation and monitor the SSO flow rate.
8. Troubleshoot the cause of the SSO by going to downstream manholes to establish the location of the cause of the SSO, such as a blockage.

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9. Clear any blockages by jetting the lines using the appropriate cleaning tools. City Staff should set up a jetter downstream of the blockage and hydroclean upstream from a clear manhole. Flows should be observed to ensure a blockage does not occur downstream. Capture as much of the material causing the blockage as possible.
10. Vacuum or pump up any spilled sewage and discharge it back to the sanitary sewer system
11. When the lines are clear, apply a weak, 10% bleach to the area to disinfect the area. Let the bleach dry and sweep/shovel any residual materials. Bleach should not be applied during wet weather.
12. Rake or sweep up and properly dispose of solids to the extent possible.
13. Estimate the volume of the SSO as outlined in SS-EOP-05: SSO Volume Estimation if the SSO volume was not estimated earlier, and complete the SSO Response Spill Estimation Form as described and provided in SS-EOP-05: SSO Volume Estimation.
14. Complete Attachment 1 of this EOP, SSO Response Field Checklist.
15. If the SSO reaches a waterbody, refer to SS-EOP-07: Water Quality Monitoring and SSO Impact Assessment.

## **Lift Station SSOs**

1. Containment
  - a. The following methods can be used to mitigate/contain SSOs:
    - i. Dikes can be constructed of dirt, sand bags or pump hoses.
      1. The purpose of using dikes is to prevent the spill from entering either a storm drain or surface waters.
      2. The diverted spill can be directed to either a downstream manhole for a sewage spill or to a natural spill containment area such as a low spot in a field, parking lot or roadway where the spilled material can be collected and later vacuumed up.
    - ii. Blocking off the entrances is a quick, effective method for protecting storm drain channels, catch basins or surface waters.
      1. Dirt, sandbags, pig style barriers or pipe plugs can be used to block off these entrances.
2. Recovery and Cleanup
  - a. Once the source of the SSO has been stopped, all efforts must be made to recover as much of the spilled contents as possible.
    - i. The sewer spill may be returned back into a sewer manhole.
    - ii. If wastewater has entered the storm drain system efforts should be made to capture this material by plugging the downstream line and

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pumping with a trailer mounted pump or VacCon unit. Wastewater should be returned to sanitary sewer system once recovered.

- b. The area of the SSO will need to be cleaned up.
  - i. Sodium hypochlorite may be used as a disinfectant as long as there is minimal chance of contact with people and if the spill has no chance of reaching a storm drain or body of water.
    1. A 10:1 ratio of water and sodium hypochlorite may be applied by using a small handheld sprayer.
  - ii. If chemical disinfection is not used, the area may be cleaned using water from a fire hydrant or hose bib and then vacuumed up and returned to the collection system.
3. Storm Drain Locations – Lift Station SSO
  - a. The following are a list of potential storm drain locations to consider when attempting to contain a Lift Station SSO. The following information is referenced in City GIS Maps. *See Maps for the following Lift Stations; Lift Station 12, Arena Lift Station, Lift Station 17, Lift Station 18, Crespi Lift Station, Eardley Lift Station, Lovers Point Lift Station locations in Attachment #2.*

### **Force Main SSOs**

1. If a SSO resulting from a leak or break in a force main, containment and SSO response activities should proceed as described above.
2. The lift station connected to the leaking force main should be turned off and bypass procedures should be implemented until the leak can be repaired.
3. The Hydrovac truck and bypass pump should be used to either begin removing wastewater from the SSO site, discharging the wastewater back into the sanitary sewer system, or assisting with lift station bypass procedures.

### **Prolonged SSO Response**

1. If normal mitigation efforts are unsuccessful and the source of the SSO cannot be cleared by standard Hydrovac jetting, other methods may be necessary to stop the SSO.
2. If excavation is identified as the only method of clearing the blockage, Staff should contact the Wastewater Field Supervisor to implement a plan to excavate and take additional steps as necessary.
3. Depending on the volume of the SSO, additional pumper trucks or portable bypass pumping may be necessary to keep the SSO containment area from breaching the contained area.

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## 7. Data and Records Management

1. SSO response, mitigation, and cleanup activities must be documented in Attachment 1 of this EOP, SSO Response Field Checklist.
2. Individual SSO records shall be maintained for a minimum of five (5) years from the date of the SSO. This period may be extended when requested by a RWQCB Executive Officer.
3. All records shall be made available for review upon SWRCB or RWQCB Staff's request.
4. Individual SSO records shall be maintained for a minimum of five (5) years from the date of the SSO. This period may be extended when requested by RWQCB.
  - a. SSO records must include, but are not limited to the following:
    - i. Record of Drafts and Certified reports, as submitted to CIWQS;
    - ii. All original recordings for continuous monitoring instrumentation;
    - iii. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps;
    - iv. Work orders, work completed, and any other maintenance records from the previous five (5) years which are associated with responses and investigations of system problems related to SSOs;
    - v. Documentation of performance and implementation measures from the previous five (5) years.
5. SSO records: The City, and the SSS contractor(s), shall maintain records for each SSO event, including but not limited to:
  - a. Complaint records documenting how the City responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
    - i. Date, time and method of notification
    - ii. Date and time the complainant or informant first noticed the SSO.
    - iii. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
    - iv. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
    - v. Final resolution of the complaint.
  - b. Records documenting steps and/or remedial actions undertaken by the City, using all available information, to comply with section D.7 of the SSS WDRs
  - c. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
6. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
7. Electric monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
  - a. Supervisory Control and Data Acquisition (SCADA) systems
  - b. Alarm system(s)

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- c. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.
8. If water quality samples are required as a result of any SSO, records of monitoring information shall include the:
  - a. Date, exact place, and time of sampling measurements;
  - b. Individual(s) who performed the sampling or measurements;
  - c. Date(s) analyses were performed;
  - d. Individuals who performed the analyses;
  - e. Analytical technique or method used; and
  - f. Results of such analyses.

**8. Quality Control and Quality Assurance**

1. The Wastewater Field Supervisor reviews all SSO Field Reports.
2. The Data Submitter will enter and save the SSO Report in CIWQS as a Draft Report.
3. The LRO will review the SSO Report, make any needed changes, and certify the final SSO Report in CIWQS.

**9. References**

1. SS-EOP-05: Volume Estimation
2. SS-EOP-07: Water Quality Monitoring and SSO Impact Assessment
3. WDR: Order No. 2006-0003-DWQ

**10. Attachments**

1. SSO Response Field Checklist
2. Lift Station and associated Storm Drain Location Maps

<p style="text-align: center;"><b>Standard Operating Procedure</b></p>  <p style="text-align: center;">City of Pacific Grove</p>		<p>Document No.:</p> <p style="text-align: center;">SS-EOP-06</p> <p>Attachment No.: 1</p>
<p>Title:</p> <p style="text-align: center;"><b>SSO MITIGATION AND CLEANUP ATTACHMENT 1: SSO Field Response Checklist</b></p>		<p>Revision:</p> <p style="text-align: center;">1</p>
<p>Issued by:</p> <p>Daniel Gho <i>Public Works Director,</i> City of Pacific Grove</p>	<p>Prepared by:</p> <p>Bill Callahan <i>Senior Environmental Compliance Specialist,</i> Wallace Group</p>	<p>Page:</p> <p style="text-align: center;">1 of 6</p> <hr/> <p>Effective Date:</p> <p style="text-align: center;">8/31/2018</p>



# City of Pacific Grove SSO Response Field Checklist

## REPORTED BY

Call Address: \_\_\_\_\_

Caller Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Receipt of Call: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_  AM  PM Call Received By: \_\_\_\_\_

## SPILL START TIME NOTES

Caller Interview: Is sewage spilling?  Yes  No  
If Yes, From: Manhole  PLCO  Two-Way C/O

Inside Building  Wet Well

Time Caller noticed spill: \_\_\_\_:\_\_\_\_  AM  PM  N/A

Comments: \_\_\_\_\_

If spill is Yes: Last time Caller observed NO Spill occurring: \_\_\_\_:\_\_\_\_  AM  PM Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_

Ask Caller to describe spill: \_\_\_\_\_

*Suggested Questions: Is it currently spilling? How would you compare it to a garden hose running full? How big would you say the wet stain is – compared to your driveway? What else can you tell me?*

Arrival Time: \_\_\_\_:\_\_\_\_  AM  PM

SSO Discovery \_\_\_\_:\_\_\_\_  AM  PM



On Site Interview 1: Name/Address: \_\_\_\_\_

Observation Description: \_\_\_\_\_

\_\_\_\_\_ Time Observed Spill: \_\_\_\_:\_\_\_\_  AM  PM  N/A

On Site Interview 2: Name/Address: \_\_\_\_\_

Observation Description: \_\_\_\_\_

\_\_\_\_\_ Time Observed Spill: \_\_\_\_:\_\_\_\_  AM  PM  N/A

**\*\* Attempts should be made to interview at least two (2) others in addition to the Caller.  
If nobody is available, document attempts (by address or passer-by) \*\***



City of Pacific Grove
SSO Response Field Checklist

SPILL LOCATION



Observed: Spill from: [ ] Manhole ID [ ] Lift Station ID

[ ] Clean Out Address

Comments:

[ ] Building Address

Comments:

Spill Destination: [ ] Building [ ] Paved Surface [ ] Storm Sys [ ] Street/Curb/Gutter [ ] Unpaved [ ] Water

Did spill reach: [ ] Drainage Channel [ ] Surface Water [ ] Exceed 1000 Gals [ ] ++Storm System

(If Yes, this is a Category 1 Spill, ++ unless fully captured/returned)

Discovered Enter Waterway \_\_\_:\_\_\_ AM PM [ ] N/A

Determined Spill Category to be: \_\_\_:\_\_\_ AM PM \*\* If Cat.,1 Contact Supervisor \*\*

SPILL RATE NOTES



If Currently Spilling: Complete the "Active" Spill Estimation Worksheet

NOTE: This must be performed prior to clearing the blockage or removing the MH lid.

\*\*\* If Mainline blockage - inspect first MANHOLE DOWNSTREAM of blockage and note flow rate below \*\*\*

[ ] No Flow in Channel [ ] Trickle flow in Channel [ ] Depth of flow in Channel \_\_\_ inches

Time: \_\_\_:\_\_\_ [ ]AM [ ]PM Describe how measurement was taken:

CAUSE OF SPILL

Failed at: [ ] Mainline [ ] Lower Lat. [ ] Upper Lat. [ ] Force Main [ ] Lift Station Wet Well [ ]

Spill Cause: [ ] Roots [ ] Grease [ ] Debris [ ] Vandalism [ ] Capacity [ ] Design [ ] Lift Sta. Fail [ ]

[ ] Spill cause to be determined by CCTV inspection (Attach TV Report to this form)



# City of Pacific Grove SSO Response Field Checklist

## SPILL CONTAINMENT



Containment Implemented: \_\_\_\_\_:\_\_\_\_\_ AM PM

Containment Measures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CLEAN UP



Clean Up begin: \_\_\_\_\_:\_\_\_\_\_ AM PM      Gallons Used for Clean Up \_\_\_\_\_ Gallons Retrieved \_\_\_\_\_

Clean Up Complete: \_\_\_\_\_:\_\_\_\_\_ AM PM      Water De-Chlorinated     Yes     No

Describe Clean Up Operations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OTHER IMPORTANT MILESTONES

Contacted Supervisor: \_\_\_\_\_:\_\_\_\_\_ AM PM \_\_\_\_\_

Requested Additional Men/Equip: \_\_\_\_\_:\_\_\_\_\_ AM PM \_\_\_\_\_

Spill End Time: \_\_\_\_\_:\_\_\_\_\_ AM PM \_\_\_\_\_

Departure Time: \_\_\_\_\_:\_\_\_\_\_ AM PM \_\_\_\_\_

\_\_\_\_\_:\_\_\_\_\_ AM PM \_\_\_\_\_

\_\_\_\_\_:\_\_\_\_\_ AM PM \_\_\_\_\_

\_\_\_\_\_:\_\_\_\_\_ AM PM \_\_\_\_\_



City of Pacific Grove  
SSO Response Field Checklist

REGULATORY AGENCY NOTIFICATION

Report to Cal OES: \_\_\_\_\_:\_\_\_\_ AM PM (Category 1 Only) **(800) 852-7550** By: \_\_\_\_\_

→ Control Number provided by Cal OES: \_\_\_\_\_

→ Name of Person Contacted: \_\_\_\_\_ or Left Message:

Report to RWQCB: \_\_\_\_\_:\_\_\_\_ AM PM (Optional) **(805) 549-3147** By: \_\_\_\_\_

→ Name of Person Contacted: \_\_\_\_\_ or Left Message:

Report to Monterey Co. Env. Health \_\_\_\_\_:\_\_\_\_ AM PM (Category 1, 2, or 3) **(800) 253-2687** By: \_\_\_\_\_

→ Name of Person Contacted: \_\_\_\_\_ or Left Message:

Report to CDFW \_\_\_\_\_:\_\_\_\_ AM PM (Category 1 Only) **(831) 649-2817** By: \_\_\_\_\_

→ Name of Person Contacted: \_\_\_\_\_ or Left Message:

Report to M1W \_\_\_\_\_:\_\_\_\_ AM PM (Category 1 Only) **(831) 422-1001** By: \_\_\_\_\_

→ Name of Person Contacted: \_\_\_\_\_ or Left Message:

Report to US Coast Guard \_\_\_\_\_:\_\_\_\_ AM PM (Category 1 Only) **(831) 647-7300** By: \_\_\_\_\_

→ Name of Person Contacted: \_\_\_\_\_ or Left Message:

Report to NOAA \_\_\_\_\_:\_\_\_\_ AM PM (Category 1 Only) **(831) 902-2778** By: \_\_\_\_\_

→ Name of Person Contacted: \_\_\_\_\_ or Left Message:

Report to MBNMS \_\_\_\_\_:\_\_\_\_ AM PM (Category 1 Only) **(831) 647-4217** By: \_\_\_\_\_

→ Name of Person Contacted: \_\_\_\_\_ or Left Message:

Report to Monterey Bay Aquarium \_\_\_\_\_:\_\_\_\_ AM PM (If SSO @ Intake) **(831) 648-4974** By: \_\_\_\_\_

→ Name of Person Contacted: \_\_\_\_\_ or Left Message:

Report to Hopkins \_\_\_\_\_:\_\_\_\_ AM PM (If SSO @ Intake) **(831) 655-6245** By: \_\_\_\_\_

→ Name of Person Contacted: \_\_\_\_\_ or Left Message:

Report to \_\_\_\_\_:\_\_\_\_ AM PM Phone: \_\_\_\_\_ By: \_\_\_\_\_

→ Name of Person Contacted: \_\_\_\_\_ or Left Message:

Notes: \_\_\_\_\_



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<p>Title:</p> <p style="text-align: center;"><b>SSO MITIGATION AND CLEANUP ATTACHMENT 2: Lift Station and Associated Storm Drain Maps</b></p>		<p>Revision:</p> <p style="text-align: center;">1</p>
<p>Issued by:</p> <p>Daniel Gho <i>Public Works Director,</i> City of Pacific Grove</p>	<p>Prepared by:</p> <p>Bill Callahan <i>Senior Environmental Compliance Specialist,</i> Wallace Group</p>	<p>Page:</p> <p style="text-align: center;">1 of 6</p>
		<p>Effective Date:</p> <p style="text-align: center;">8/31/2018</p>

**Arena Lift Station: SSO Response - Anticipated Spill Routes**

**Legend**

- Sewer Pipeline
- Storm Water Pipeline

**Structures**

- Manhole
- Lift Station
- Storm Water Catch Basin



1 inch = 41 feet



**Anticipated direction of Flow to Pacific Ocean during Lift Station SSO**

**Lift Station  
12: SSO  
Response -  
Anticipated  
Spill Routes**

- Legend**
- Sewer Pipeline
  - Storm Water Pipeline
- Structures**
- Manhole
  - Outfall
  - Lift Station
  - Storm Water Catch Basin



1 inch = 42 feet



Potential discharge points for SSO reaching Storm Drain from LS #12

Anticipated direction of Flow to Pacific Ocean during Lift Station SSO

Storm Drains which may be impacted by significant SSO from LS #12 with discharge to Pacific Ocean

Lift Station # 12

OCEAN VIEW

10TH

PEA

9TH

8TH

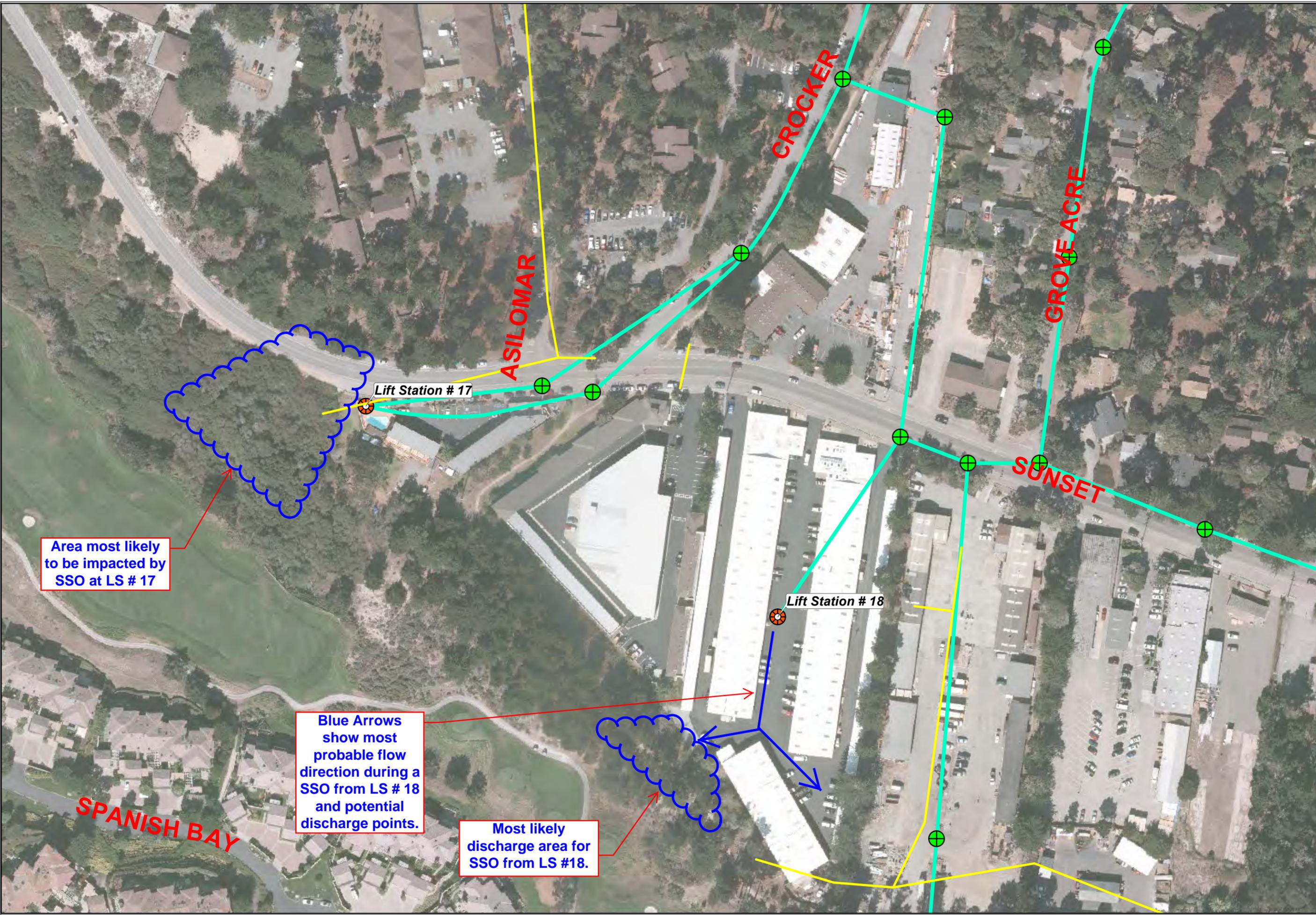


**Lift Stations  
# 17 & #18 :  
SSO  
Response -  
Anticipated  
Spill Routes**

- Legend**
- Sewer Pipeline
  - Storm Water Pipeline
- Structures**
- Manhole
  - Lift Station



1 inch = 126 feet



Area most likely to be impacted by SSO at LS # 17

Blue Arrows show most probable flow direction during a SSO from LS # 18 and potential discharge points.

Most likely discharge area for SSO from LS #18.

SPANISH BAY

ASILOMAR

CROCKER

GROVE ACRE

SUNSET

Lift Station # 17

Lift Station # 18

**Crespi  
Pond Lift  
Station:  
SSO  
Response -  
Anticipated  
Spill Routes**

**OCEAN VIEW**

**Crespi Pond  
Discharge Point  
to Pacific Ocean**

**Lift Station # 15.5**

**Anticipated  
direction of Flow  
to Crespi Pond  
and Pacific Ocean  
during Lift Station  
SSO**

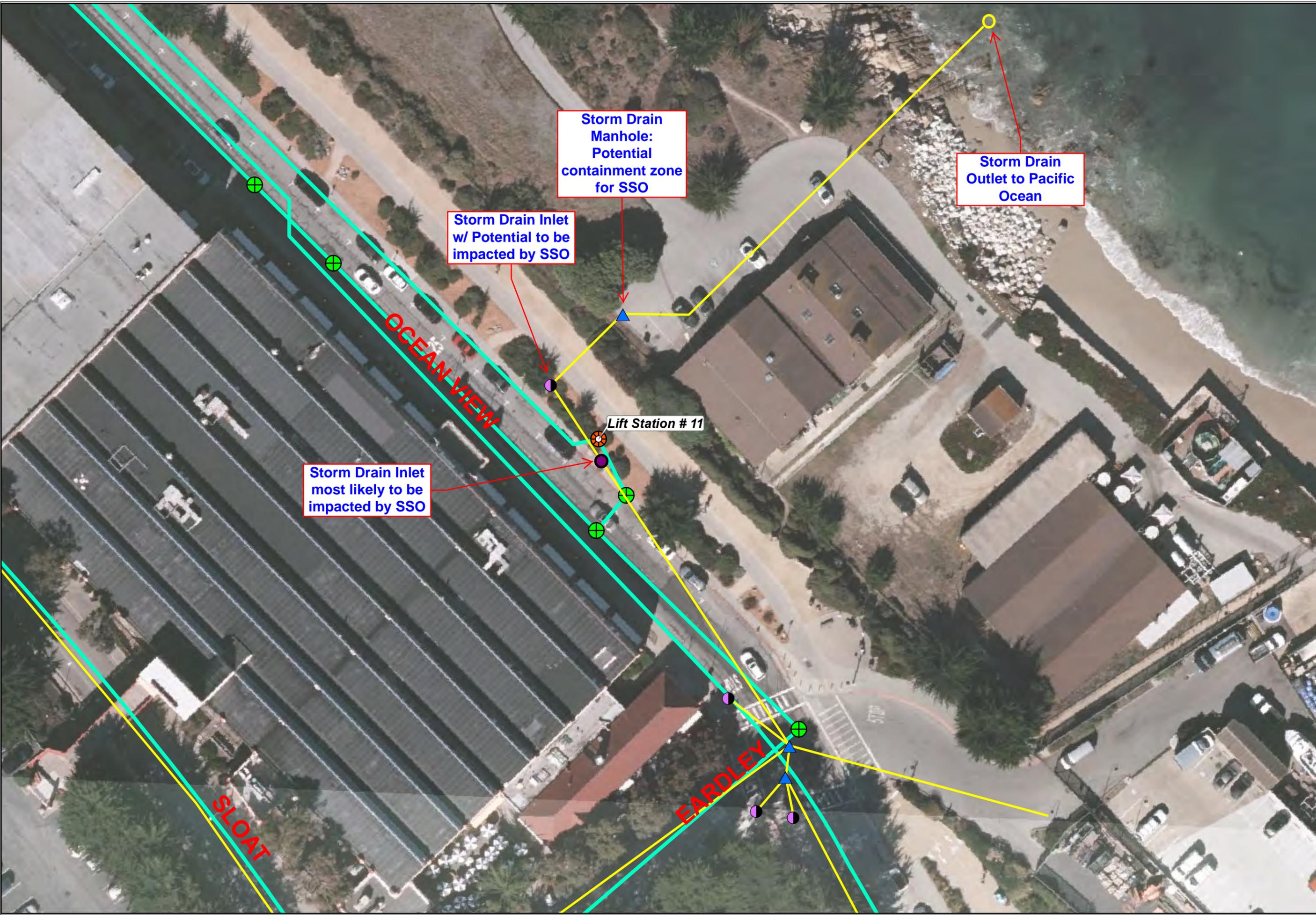
- Legend**  
**Structures**
-  Lift Station
  -  Sewer Pipeline
  -  Storm Water Pipeline



1 inch = 46 feet



**Eardley Lift Station: SSO Response - Anticipated Spill Routes**



- Legend**
- Sewer Pipeline
  - Storm Water Pipeline
- Structures**
- Manhole
  - Lift Station
  - Storm Water Manholes
  - Storm Water Catch Basin



1 inch = 42 feet



**Lovers Point: Lift Station: SSO Response - Anticipated Spill Routes**



- Legend**
- Sewer Pipeline
  - Storm Water Pipeline
- Structures**
- END
  - Manhole
  - Lift Station
  - Storm Water Catch Basin



1 inch = 40 feet



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<p>Title:</p> <p style="text-align: center;">WATER QUALITY MONITORING AND SSO IMPACT ASSESSMENT</p>		<p>Revision:</p> <p style="text-align: center;">1</p>
<p>Issued by:</p> <p>Daniel Gho <i>Public Works Director,</i> City of Pacific Grove</p>	<p>Prepared by:</p> <p>Bill Callahan <i>Senior Environmental Compliance Specialist,</i> Wallace Group</p>	<p>Page:</p> <p style="text-align: center;">1 of 10</p> <p>Effective Date:</p> <p style="text-align: center;">8/31/2018</p>

## 1. Health and Safety Warnings

1. Review the local sea/swell and weather report for local ocean conditions.
2. Always take two (2) people to the beach when coming into contact with the Pacific Ocean.
3. One person should always be faced toward the ocean to watch for rip currents, hazardous surf, and sneaker waves.
4. Do not enter surf to take samples if it is too hazardous to do so and/or the beach is posted as unsafe due to hazardous surf conditions.
5. Sample when it is safe to do so. If that means delaying the sampling, document that it was unsafe to sample with photographic evidence if possible and wait until it is safe.
6. Wear appropriate personal protective equipment (PPE) and disinfect waders or boots with a weak bleach solution if they come into contact with the water.

## 2. Cautions

1. Do not enter the Pacific Ocean to sample under hazardous surf or high swell conditions.
2. Do not sample during or immediately after a rain event. The results will be inconclusive.
  - a. Sampling can occur after the rain event once Monterey County Environmental Health Services Staff has determined that the rain event will no longer cause inconclusive sample results.

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### **3. Interferences**

1. Samples must be collected in a sterile sample bottle. Do not use a reusable sample bottle.
2. Always sample in knee-deep water and take the sample at mid-depth. Avoid surface scum.

### **4. Personnel Qualifications and Responsibilities**

1. Public Works Superintendent and LRO
  - a. Responsible for the oversight and management of the water quality monitoring and SSO impact assessment.
  - b. Required to be trained on this EOP annually.
2. Wastewater Field Supervisor
  - a. Responsible for the overall implementation of the water quality monitoring and SSO impact assessment.
  - b. Responsible for training all City Staff, including himself, responsible for SSO Response on this EOP annually.
  - c. Responsible for ensuring that all contractors responsible for SSO response train their Staff on this EOP annually.
3. City Maintenance Worker and Contractors Responsible for SSO Response
  - a. Required to be trained on this EOP annually.
4. Monterey County Environmental Health Services Staff
  - a. Responsible for ensuring that their Environmental Health Staff is trained in all water quality monitoring activities they conduct.
  - b. Responsible for ensuring that their Environmental Health Staff is trained on and employs all of the health and safety requirements and precautions during water quality sampling activities.
5. Monterey Bay National Marine Sanctuary
  - a. Responsible for ensuring that their Monterey Bay National Marine Sanctuary Staff is trained in all water quality monitoring activities they conduct.
  - b. Responsible for ensuring that their Monterey Bay National Marine Sanctuary Staff is trained on and employs all of the health and safety requirements and precautions during water quality sampling activities.
6. Laboratory Requirements
  - a. Water quality samples must be analyzed by a State Certified Laboratory.

### **5. Equipment and Supplies**

1. Beach Warning and/or Closure Signs
2. Cell Phone

### **6. Procedure**

#### **Beach Warnings and Closures**

1. City Staff is responsible for posting the beach warning or closure signs when there is a beach advisory or closure due to a SSO.
2. The beach advisory or closure pertains to the area where the SSO discharged into the Pacific Ocean and 1000 yards in each direction along the beach.

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3. The signs are posted at all beach public access points within this 2000 yard window.
4. The Monterey County Environmental Health Services' beach advisory and closure signs utilized by the City are illustrated in Figure 7-2.

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Figure 7-1: Beach Warning and Closure Signs

- The signs are posted using the barricade illustrated in Figure 7-3.



Figure 7-2: Beach Warning and Closure Sign Display

- When Monterey County informs City Staff that the beach is no longer under an advisory or closure, City Staff is responsible for removing the signs and barricades.

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## Water Quality Monitoring Program

1. Water quality monitoring and testing is required when a SSO reaches the Pacific Ocean to determine the extent and impact of the SSO.
2. Public Works Director shall contact RWQCB staff by phone and follow-up email to communicate what the City plans to sample for in the Water Quality Monitoring Program outlined below and request additional direction.
3. Public Works Director shall contact one of the following State Certified Laboratories in Monterey County and hire them to collect and analyze samples as City staff are not trained and do not have the equipment to perform this type of work. One of the two State Certified Laboratories is private, and one is public.
  - a. Monterey Bay National Marine Sanctuary
    - i. Address: 99 Pacific Street, Bldg. 455A, Monterey, CA
    - ii. Phone Number: (831) 647-4201
    - iii. This is not a lab, but City plans in FY 2013/14 to amend their contract to collect water quality samples after SSOs.
  - b. Monterey Bay Analytical Services
    - i. Address: 4 Justin Court, Suite D, Monterey, CA
    - ii. Phone Number: (831) 875-6227
  - c. MOW
    - i. Address: 14811 Del Monte Avenue, Marina, CA
    - ii. Phone Number: (831) 883-6121
4. Public Works Director shall direct the state certified laboratory to collect samples, as soon as possible given safety considerations at the following locations, which must be documented on a map:
  - a. SSO point of entry
  - b. One hundred (100) feet downstream of the SSO
  - c. One hundred (100) feet upstream of the SSO
5. If it is not possible to collect samples due to ocean conditions and/or the location of the SSO into the Pacific Ocean, document site conditions with photographs and label the photographs with the time, date, location, and name of the person taking photograph.
6. Ensure sampling is conducted as soon as site conditions allow and continue to document by photographing twice a day if they do not.
  - a. The goal is to re-open the beach and/or intertidal area as soon as possible if it has been posted and closed by Monterey County Environmental Health due to the SSO.
  - b. If the City is fined by the SWRCB as a result of the SSO, the penalty calculation includes the number of days the public could not access the beach and/or intertidal area, so the City must document that it has worked closely with Monterey County to re-open the area as soon as possible.

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7. Samples collected are to be analyzed for the following ecological impact and public health pollutants of concern, which are not endorsed by the SWRCB, but are recommended:
  - a. pH
  - b. Temperature
  - c. Dissolved Oxygen
  - d. Ammonia
  - e. Total Phosphorus
  - f. Total Nitrogen
  - g. Total Coliform
  - h. Bacterial Indicators:
    - i. Fecal Coliform
    - ii. Enterococcus
    - iii. E. Coli
8. City Staff may be able to rely on Monterey County Environmental Health Services Staff to conduct bacterial water quality monitoring in the event of a SSO. The Public Works Superintendent or Environmental Programs Manager shall work with Monterey County to ensure monitoring is conducted, either by the City or the County for the bacterial indicators listed above in 7.h.
9. Indicator bacterial samples are to be evaluated against the 2009 California Ocean Plan Surface Water Recreational Contact Bacteriological Standards for total coliform, fecal coliform, and enterococcus.
  - a. A single sample exceeds the single sample maximum standard if:
    - i. Total coliform is greater than 10,000 MPN per 100 mL;
    - ii. Fecal coliform is greater than 400 MPN per 100 mL;
    - iii. Enterococcus is greater than 104 MPN per 100 mL; or
    - iv. Total coliform is greater than 1,000 per 100 mL when the fecal coliform/total coliform ratio exceeds 0.1.
  - b. A mean value of at least five weekly consecutive samples during any 30-day sampling period exceeds the standards if:
    - i. Total coliform is greater than 1,000 MPN per 100 mL;
    - ii. Fecal coliform is greater than 200 MPN per 100 mL; or
    - iii. Enterococcus is greater than 35 MPN per 100 mL.
10. At this time the State does not have a limit for E. Coli.
11. Water quality sampling results must be reported as identified in SS-EOP-03: SSO Reporting and documented as outlined in SS-EOP-08: Response Documentation and Records.

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## **SSO Ecological and Public Health Impact Assessment**

1. A SSO impact assessment is recommended for a SSO greater than 50,000 gallons that reaches the Pacific Ocean, and a SSO impact assessment should be strongly considered by the Public Works Director in the event of a SSO less than 50,000 gallons.
  - a. The decision to not conduct an SSO impact assessment in that event should be thoroughly documented.
2. When the decision is made to conduct a SSO impact assessment, a public or private firm experienced in ecological impact assessments must be hired to evaluate the impacts of the SSO on plants, animals, ecosystems, and ideally humans immediately after the SSO in no more than eight (8) hours and again six (6) months after the end of the SSO.
  - a. The following list of public and private biological consultants have experience and have performed ecological assessments in the Monterey Bay area. The provided list is not in order of preference.
    - i. Kinnetic Laboratories
      1. Address: 307 Washington St, Santa Cruz, CA
      2. Phone Number: (831) 457-3950
    - ii. Tenera Environmental
      1. Address: 141 Suburban Rd., Suite A2, San Luis Obispo, CA
      2. Phone Number: (805) 541-0310
    - iii. Moss Landing Marine Laboratories
      1. Address: 8272 Moss Landing Road, Moss Landing, CA
      2. Phone Number: (831) 771-4400
3. An initial ecological impact assessment should be completed at the most appropriate location for sampling transects, which will be used in future quantitative assessments of the SSO area, and should consist of visually checking for and assessing the following SSO impact factors:
  - a. Water clarity;
  - b. Unusual odor;
  - c. Unusual floating organic matter;
  - d. Discolored sand and/or soil;
  - e. Discolored vegetation;
  - f. Algae;
  - g. Fish;
  - h. Amphibians;
  - i. Birds; and
  - j. Mammals.
4. The ecological impact assessment area must be mapped to show the locations of the sampling transects.
5. A second, follow-up short-term impact assessment should be completed and should include any observations of unusual coloration at the distal ends of emergent vegetation.
6. The City's Public Works Director must work with Monterey County to assess the human health impacts of the SSO.

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7. The decision to conduct a long-term human health impact assessment will be made by the Public Works Director, Monterey County, and the RWQCB Staff responsible for the City of Pacific Grove.
8. Write a report or direct the hired firm to submit a report to keep with the City's SSO records, which includes the following:
  - a. Documentation and evaluation of the cause of the SSO and the corrective actions taken.
  - b. Evaluation of the water quality samples taken after the SSO and comparison of these sample results against the limits provided in the 2009 California Ocean Plan and the constituent base line developed through Monterey County's regular water quality monitoring.
    - i. Monterey County Environmental Health Services' ocean water quality sampling is available on their website at the following link:  
[http://www.mtyhd.org/index.php?option=com\\_content&view=article&id=853&Itemid=522](http://www.mtyhd.org/index.php?option=com_content&view=article&id=853&Itemid=522).
    - ii. Monterey Bay Sanctuary also assists with creating a database of base line data through their Urban Water Pacific Grove Reports, which are available on their Citizen Watershed Monitoring Network website at the following link:  
<http://montereybay.noaa.gov/monitoringnetwork/reports.html>
  - c. Evaluation of the short- and long-term ecological and human health impacts, which includes the following sections:
    - i. Background
    - ii. Methods
    - iii. Results
    - iv. Conclusions
    - v. Recommendations
    - vi. References

## 7. Data and Records Management

1. Individual SSO records shall be maintained for a minimum of five (5) years from the date of the SSO. This period may be extended when requested by a RWQCB Executive Officer.
2. All records shall be made available for review upon SWRCB or RWQCB Staff's request.
3. Individual SSO records shall be maintained for a minimum of five (5) years from the date of the SSO. This period may be extended when requested by RWQCB.
  - a. SSO records must include, but are not limited to the following:
    - i. Record of Drafts and Certified reports, as submitted to CIWQS;
    - ii. All original recordings for continuous monitoring instrumentation;
    - iii. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps;
    - iv. Work orders, work completed, and any other maintenance records from the previous five (5) years which are associated with responses and investigations of system problems related to SSOs;
    - v. Documentation of performance and implementation measures from the previous five (5) years.

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4. SSO records: The City, and the SSS contractor(s), shall maintain records for each SSO event, including but not limited to:
  - a. Complaint records documenting how the City responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
    - i. Date, time and method of notification
    - ii. Date and time the complainant or informant first noticed the SSO.
    - iii. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
    - iv. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
    - v. Final resolution of the complaint.
  - b. Records documenting steps and/or remedial actions undertaken by the City, using all available information, to comply with section D.7 of the SSS WDRs
  - c. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
5. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
6. Electric monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
  - a. Supervisory Control and Data Acquisition (SCADA) systems
  - b. Alarm system(s)
  - c. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.
7. If water quality samples are required as a result of any SSO, records of monitoring information shall include the:
  - a. Date, exact place, and time of sampling measurements;
  - b. Individual(s) who performed the sampling or measurements;
  - c. Date(s) analyses were performed;
  - d. Individuals who performed the analyses;
  - e. Analytical technique or method used; and
  - f. Results of such analyses.

## **8. Quality Control and Quality Assurance**

1. Public Works Director and LRO
  - a. Responsible for the oversight, management, review, and finalization of the water quality monitoring and SSO impact assessment.
2. Wastewater Field Supervisor
  - a. Responsible for reviewing the water quality monitoring and SSO impact assessment.
3. Monterey County Environmental Health Services Staff
  - a. Responsible for ensuring that water quality samples are taken accurately and are analyzed by a State Certified Laboratory.

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**9. References**

1. SS-EOP-03: SSO Reporting
2. SS-EOP-08: Response Documentation and Records
3. WDR: Order No. 2006-0003-DWQ
4. Adopted Amended MRP for the WDR: Order No. WQ 2013-0058-EXEC
5. 2009 California Ocean Plan

**10. Attachments**

1. This section is not applicable to this EOP.

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<p>Title:</p> <p style="text-align: center;">SSO RESPONSE DOCUMENTATION AND RECORDS</p>		<p>Revision:</p> <p style="text-align: center;">1</p>
<p>Issued by:</p> <p>Daniel Gho <i>Public Works Director,</i> City of Pacific Grove</p>	<p>Prepared by:</p> <p>Bill Callahan <i>Senior Environmental Compliance Specialist,</i> Wallace Group</p>	<p>Page:</p> <p style="text-align: center;">1 of 4</p> <p>Effective Date:</p> <p style="text-align: center;">8/31/2018</p>

**1. Health and Safety Warnings**

1. There are no health and safety warnings for this EOP.

**2. Cautions**

1. The validity of reported results depends on the quality and extent of the documentation taken and maintained by City Staff.
2. Ensure that all SSO response activities are documented in order to verify and support SSO response activities, such as water quality sampling result validity and applicability and SSO volume estimation.
3. Ensure that the SSO volume estimate being provided in the reporting is defensible and have the documentation needed to support the estimate.
4. Review SWRCB and RWQCB records requirements annually in order to ensure the required information, documents, and records are being maintained by the City.

**3. Interferences**

1. SSO response and mitigation activities supersede documentation in cases with insufficient staffing levels. This requires the documentation to occur after the SSO is contained and its effects are mitigated, which could result in less extensive documentation of the SSO response activities.

**4. Personnel Qualifications and Responsibilities**

1. Legally Responsible Official (LRO)

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- a. Responsible for ensuring that all required records and documents are maintained by the City and available upon request from or inspection by SWRCB, RWQCB, or EPA.
  - b. Required to be trained on this EOP annually.
2. Wastewater Field Supervisor
  - a. Responsible for managing and maintaining all required records and documents are maintained by the City and available upon request from or inspection by SWRCB, RWQCB, or EPA.
  - b. Required to be trained on this EOP annually.
3. City Staff and Contractors Responsible for SSO Response
  - a. Required to be trained on this EOP annually.

## 5. Equipment and Supplies

1. SS-EOP-03: SSO Reporting
2. SS-EOP-05: SSO Volume Estimation
3. SS-EOP-06: SSO Mitigation and Cleanup
4. SSO Binder

## 6. Procedure

### SSO Response Field Checklist

1. Responsible Party:
  - a. Wastewater Field Supervisor; or
  - b. First Responder.
2. Complete all of the required information and photographs in the SSO Response Field Checklist as described in SS-EOP-06, SSO Mitigation and Cleanup. This information will be utilized to complete the SSO Report in CIWQS as described in SS-EOP-03, SSO Reporting.
3. Reported Volume Estimate
  - a. The SSO Response Field Checklist attached to SS-EOP-06, SSO Mitigation and Cleanup, requires a SSO volume estimate.
  - b. Utilize SS-EOP-05, SSO Volume Estimation, to complete the appropriate spill estimation method worksheet and calculate this estimate.
  - c. This spill estimation worksheet is the City's documentation of how the SSO volume was evaluated and calculated.
  - d. The estimate developed will be reported in CIWQS as described in SS-EOP-03, SSO Reporting.

### Historical SSO Records

1. Responsible Party:
  - a. LRO
  - b. Wastewater Field Supervisor
  - c. Any Duly Authorized Representative
2. Keep all SSO records, including reports, photographs, supporting information, documents, or calculations in the SSO binder.

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## 7. Data and Records Management

The following records shall be maintained in the SSO binder, which is kept in the City of Pacific Grove Public Works Office:

1. Individual SSO records shall be maintained for a minimum of five (5) years from the date of the SSO. This period may be extended when requested by a RWQCB Executive Officer.
2. All records shall be made available for review upon SWRCB or RWQCB Staff's request.
3. Individual SSO records shall be maintained for a minimum of five (5) years from the date of the SSO. This period may be extended when requested by RWQCB.
  - a. SSO records must include, but are not limited to the following:
    - i. Record of Drafts and Certified reports, as submitted to CIWQS;
    - ii. All original recordings for continuous monitoring instrumentation;
    - iii. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps;
    - iv. Work orders, work completed, and any other maintenance records from the previous five (5) years which are associated with responses and investigations of system problems related to SSOs;
    - v. Documentation of performance and implementation measures from the previous five (5) years.
4. SSO records: The City, and the SSS contractor(s), shall maintain records for each SSO event, including but not limited to:
  - a. Complaint records documenting how the City responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
    - i. Date, time and method of notification
    - ii. Date and time the complainant or informant first noticed the SSO.
    - iii. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
    - iv. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
    - v. Final resolution of the complaint.
  - b. Records documenting steps and/or remedial actions undertaken by the City, using all available information, to comply with section D.7 of the SSS WDRs
  - c. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
5. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
6. Electric monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
  - a. Supervisory Control and Data Acquisition (SCADA) systems
  - b. Alarm system(s)

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- c. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.
7. If water quality samples are required as a result of any SSO, records of monitoring information shall include the:
  - a. Date, exact place, and time of sampling measurements;
  - b. Individual(s) who performed the sampling or measurements;
  - c. Date(s) analyses were performed;
  - d. Individuals who performed the analyses;
  - e. Analytical technique or method used; and
  - f. Results of such analyses.

## **8. Quality Control and Quality Assurance**

1. LRO
  - a. Responsible for the final review, revision, certification, and submission of documents and reports related to SSOs.
2. Wastewater Field Supervisor
  - a. Responsible for reviewing and approving all SSO related reports and documents before they are reported or submitted.

## **9. References**

1. SS-EOP-03: SSO Reporting
2. SS-EOP-05: SSO Volume Estimation
3. SS-EOP-06: SSO Mitigation and Cleanup
4. Adopted Amended MRP for the WDR: Order No. WQ 2013-0058-EXEC

## **10. Attachments**

1. This section is not applicable to this EOP.

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<p>Title:</p> <p style="text-align: center;">SSO TRAINING REQUIREMENTS</p>		<p>Revision:</p> <p style="text-align: center;">1</p>
<p>Issued by:</p> <p>Daniel Gho <i>Public Works Director,</i> City of Pacific Grove</p>	<p>Prepared by:</p> <p>Bill Callahan <i>Senior Environmental Compliance Specialist,</i> Wallace Group</p>	<p>Page:</p> <p style="text-align: center;">1 of 4</p>
		<p>Effective Date:</p> <p style="text-align: center;">8/31/2018</p>

## 1. Health and Safety Warnings

1. All field SSO training exercises must be conducted in a safe manner that protects City Staff, the City's contractors, and the public.
2. Employees are required to follow the City's or contractor's safety practices and procedures, whichever is more stringent. These procedures must establish guidelines in compliance with the:
  - a. Occupational Health and Safety Administration (OSHA);
  - b. California Division of Occupational Safety and Health (Cal/OSHA);
  - c. City of Pacific Grove's Illness and Injury Prevention Program (IIPP); and
  - d. City of Pacific Grove requirements and standards.
3. Multiple hazards exist in the performance of field SSO training. The following are some of the more common hazards to be aware of:
  - a. Traffic in the vicinity of field SSO training exercises
  - b. Distracted drivers
  - c. Members of the public interested in field SSO training exercises
  - d. Slips, trips, and falls
  - e. Falling objects
  - f. Infections and disease
  - g. Strains and back injuries
  - h. Bites (insects, bugs, rodents, etc.)
  - i. Noise
  - j. Weather conditions
4. WDR: Order No. 2006-0003-DWQ

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5. Adopted Amended MRP for the WDR: Order No. WQ 2013-0058-EXEC

## **2. Cautions**

1. Ensure that all equipment is used correctly and as outlined in the City's SOPs.

## **3. Interferences**

1. Schedule training when City Staff schedules are relatively free in order to ensure that training exercise can be completed with minimal or no interruptions.
2. Require contractors responsible for assisting the City with SSO response to train on the OERP and associated EOPs as part of their contracts and agreements with the City.

## **4. Personnel Qualifications and Responsibilities**

1. Wastewater Field Supervisor
  - a. Responsible for training all City Staff and contractors responsible for SSO Response are trained on this EOP annually.
  - b. Responsible for documenting all training associated with the OERP and the EOPs referenced in the OERP.
  - c. Responsible for maintaining all training records and documents.
  - d. Responsible for managing, maintaining, and updating this EOP.
2. City Staff and Contractors Responsible for SSO Response
  - a. Required to be trained on this EOP annually.
3. Public Works Director
  - a. Responsible for the overall management of the training program.
  - b. Responsible for ensuring that the Environmental Programs Manager and Wastewater Field Supervisor are implementing the training program.

## **5. Equipment and Supplies**

1. Personal Protective Equipment (PPE):
  - a. Gloves
  - b. Rubber Boots
  - c. Safety Glasses
  - d. Flashlights
  - e. Safety Vest
2. SSO Cleanup Equipment:
  - a. Hydrovac Truck
  - b. Sewer Bypass Pump
  - c. Bleach
  - d. Shovels
  - e. Rakes
  - f. Sandbags
  - g. Plugs
  - h. Plastic Tarps
  - i. Visqueen
3. City SSO Records Binder
4. The City's OERP

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## 5. The City's EOPs

### 6. Procedure

City Staff and contractors responsible for any activities included in the OERP and associated EOPs must be trained at a minimum of once per a year. Training must cover the following activities at a minimum:

- OERP Overview
- Regulatory Notification Requirements
- Regulatory Reporting Requirements
- Traffic and Crowd Control
- SSO Volume Estimation
- SSO Mitigation and Cleanup
- Water Quality Monitoring and Impact Assessment
- Response Documentation
- Records Requirements

City Staff must read and discuss all EOPs in order to insure the procedures are thoroughly understood, agreed upon, and accurate. Each EOP, which can be tested with a field training exercise, should be practiced and evaluated through a field training exercise.

After a SSO occurs, all implemented procedures must be evaluated to determine whether the procedures are effective or if there is room for improvement. If it is determined that a procedure needs to be revised or updated, City Staff and contractors, who are responsible for SSO response activities, must review and be trained on the revised or updated procedures to ensure that input is received on the changes made and that the current version of the procedure will be utilized the next time it is needed.

### 7. Data and Records Management

1. All SSO training records must be maintained in a City training binder, which is located in the City Public Works Office, for at least five (5) years. This period may be extended when requested by a RWQCB Executive Officer.
2. All records shall be made available for review upon SWRCB or RWQCB Staff's request.

### 8. Quality Control and Quality Assurance

1. The Wastewater Field Supervisor reviews all training records and procedures and is responsible for maintaining, revising, and updating these documents.
2. The Public Works Director will review training records semiannually.

### 9. References

1. The City's OERP
2. The City's EOPs
3. WDR: Order No. 2006-0003-DWQ
4. Adopted Amended MRP for the WDR: Order No. WQ 2013-0058-EXEC

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**10. Attachments**

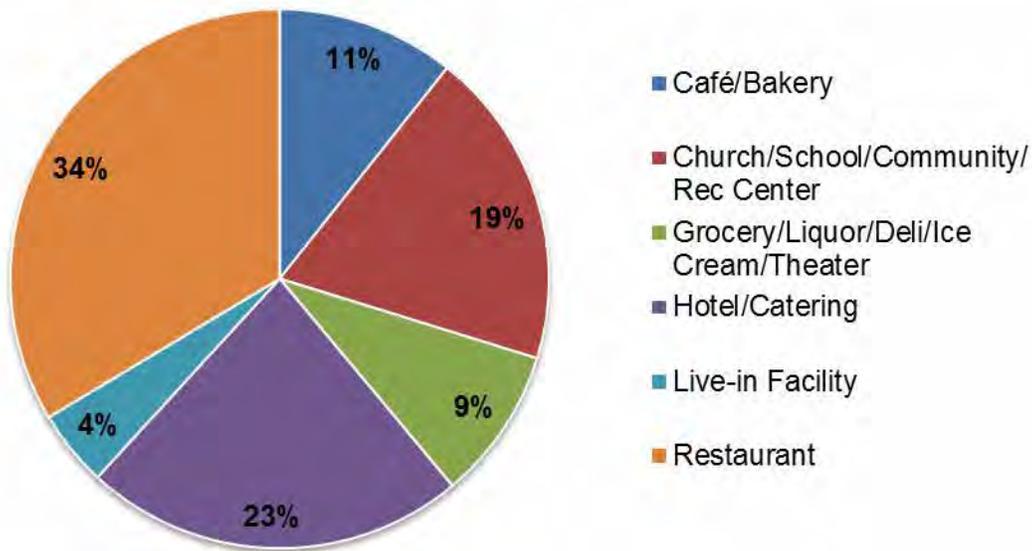
1. This section does not apply to this EOP.

## ELEMENT 7 - FATS, OILS, AND GREASE CONTROL PROGRAM

The City of Pacific Grove has over one hundred food service establishments (FSEs) within its jurisdiction. The breakdown of types of FSEs is graphically portrayed below in Figure 7-1. The City implemented a Grease Source Control Program in 1997; nine years before the adoption of the WDR. The management and implementation of the Grease Source Control Program, which is also known as the Fats, Oils, and Grease (FOG) Control Program, has been jointly implemented under contract with the Monterey One Water (M1W), formally *Monterey Regional Water Pollution Control Agency (M1W)* since 1997.

The metrics that the City uses to monitor the effectiveness of the FOG Control Program are presented in Element 9 – Monitoring, Measurement, and Program Modifications.

The primary goal of the City of Pacific Grove’s FOG Control Program is to decrease the amount of FOG entering the sanitary sewer system to minimize the risk of SSOs.



**Figure 7-1: Types of Businesses Enrolled in the FOG Control Program in 2017**

### 7.1 Regulatory Requirements

WDR Order No. 2006-0003-DWQ Section D.13(vii) states:

Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification as to why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

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

## **7.2 FOG Control Program Public Education and Outreach [WDR D.13(vii)(a)]**

The City is part of the Southern Monterey Bay Dischargers Group (SMBDG), which is comprised of the following members:

1. City of Salinas
2. Seaside County Sanitation District
3. Marina Coast Water District
4. City of Monterey
5. City of Pacific Grove
6. Castroville Community Services District
7. California American Water
8. Pebble Beach Community Services District
9. Carmel Area Wastewater District
10. County of Monterey

Each member within the SMBDG began contracting with M1W in 2000 to implement a FOG public education outreach program. The public education campaign has historically consisted of eight months of outreach, which has included and continues to include television, local newspaper, and on-line advertisements, a Facebook page, and a dedicated website, [www.ClogBusters.org](http://www.ClogBusters.org).

The contract and WDR Grease Public Outreach Plan is re-negotiated by the City with M1W each fiscal year and adopted by the City. A copy of the 2017-18 memorandum of understanding and 2017-18 WDR Grease Public Outreach Plans are included in Appendix 7A.

### **7.3 FOG Disposal Facilities [WDR D.13(vii)(b)]**

The City does not own or operate a FOG disposal facility; however, FOG is received for disposal at the M1W plant.

FOG generated by the FSEs is required to be appropriately disposed of periodically at a frequency that meets the City Municipal Code Chapter 18.08, Section 18.08.050(l)(1). This section of the code specifically requires that no collected grease be introduced into any public or private drainage piping. This entire Chapter 18.08, entitled Grease Traps, is available in Appendix 7B.

One seasonal source of FOG is turkey fryer grease during the Thanksgiving and Christmas holidays. M1W distributes flyers and communicates on the Clog Busters website the locations that will receive the turkey fryer grease for proper handling and disposal. An image of this webpage and Facebook page are included in Appendix 7C.

A list of pumping and/or waste hauling contractors in Monterey County that haul FOG to facilities' such as M1W for disposal is available from the California FOG Tri-Technical Advisory Committee (AC) Workgroup webpage ([www.calfog.org/Hauler.html](http://www.calfog.org/Hauler.html)), is included as Appendix 7D.

### **7.4 Discharge Prohibition Legal Authority and SSO Prevention Measures [WDR D.13(vii)(c)]**

The legal authority to prohibit discharges to the collection system and identify measures to prevent FOG-caused SSOs is a joint effort between the Pacific Grove Municipal Code and the M1W Ordinances.

The City developed and adopted a separate chapter in its Municipal Code in 1997. The purpose of Chapter 18.08, Grease Traps, is to establish requirements which govern the installation, maintenance, and use of grease interception devices for FSEs in the City.

The City's Municipal Code in Chapter 9, Section 9.20.185 M1W, incorporates all the terms, conditions, and requirements of M1W Ordinance 92-02 (as amended time to time by M1W, most recently amended and codified as M1W 2008-01) which governs the discharge of any waste in any part of the City. Below is this section of the City Code:

#### **9.20.185 Monterey One Water provisions incorporated.**

There is incorporated as a part of this chapter, as if the same were set forth herein verbatim, all of the terms, conditions, and requirements of Monterey One Water (M1W) Ordinance No. 92-02, passed April 27, 1992, as amended by M1W Ordinance No. 93-

03 on October 25, 1993, and as may be further amended by time to time by Monterey One Water in with respect to any discharge of any waste in any part of the city. Any violation of any provision thereof shall constitute a misdemeanor, and may be enforced pursuant to Chapter 1.16 PGMC, in addition to any penalty or remedy which may be available to said agency under said ordinance(s). Said agency shall be authorized on behalf of the city to enforce said ordinance(s) in any part of the city. The city reserves unto itself the power to enforce each and every term, condition, and requirement thereof in the event said agency fails or ceases to enforce the same or in the event of an emergency. [Ord. 08-006 § 20, 2008; Ord. 06-017 § 7, 2006; Ord. 1321 N.S. § 1, 1982].

For reference, Appendix 7B contains a copy of Chapter 18.08, Grease Traps in its entirety. Appendix 7E contains a copy of M1W Ordinance No. 2008-01, which is not titled but states that it is an Ordinance establishing regulations for the interception, treatment, and disposal of sewage and wastewater, etc. in its entirety.

Table 7-1 summarizes where the City and M1W have jointly established the legal authorities to prohibit FOG discharges and where measures are identified to prevent SSOs and blockages caused by FOG.

**Table 7-1: City of Pacific Grove and M1W FOG Legal Authority**

<b>WDR Requirement</b>	<b>Pacific Grove City Municipal Code Section or M1W 2008-01 Ordinance Section</b>	<b>Specific Language</b>
Prohibit FOG discharges to collection system	City - 18.08.050(l)(1)	No collected grease shall be introduced into any public or private drainage piping.
Prohibit FOG discharges to collection system	M1W – 2.10.2(f)	No person shall discharge any wastewater containing oil and grease of animal, vegetable, petroleum or mineral origin in such quantities to cause or to contribute significantly to: 1) disruptions in sewer lines and other collection system components; 2) interference with treatment plant operations; or 3) exceedances for plant NPDES permit limitations. Significant dischargers of oil and grease shall implement best practicable technologies for reducing the oil and grease content of their discharges.

<b>WDR Requirement</b>	<b>Pacific Grove City Municipal Code Section or M1W 2008-01 Ordinance Section</b>	<b>Specific Language</b>
Prohibit FOG discharges to collection system	M1W – 2.01.2.8	The following pollutants shall not be introduced to the Treatment Works or community sewer: any trucked or hauled pollutants (residential septage, chemical toilet wastes, dilute oily wastes, and salt brine solutions are accepted at the Treatment Plant and are jointly regulated under M1W Liquid Waste Ordinance 88-3 [as amended by Ordinance 93-1] and this Ordinance).
Identify measures to prevent SSOs and blockages caused by FOG	City - 18.08.040(a)	Requirement for grease trap, grease interceptor, or other device. A food service establishment or any other business discharging grease, oil, or other similar material shall have an operable grease trap, grease interceptor or other comparable device(s) as determined by M1W and the city’s chief building inspector to be an adequate substitute for a grease trap or grease interceptor.
Identify measures to prevent SSOs and blockages caused by FOG	M1W – 2.01.2.3	Specific Prohibitions: 3. The following pollutants shall not be introduced into the Treatment Works or community sewer: solid or viscous pollutants in amounts which will cause obstruction to the flow in the Treatment Works resulting in interference.
Identify measures to prevent SSOs and blockages caused by FOG	M1W – 2.10.2.f	No person shall discharge any wastewater: containing oil and grease of animal, vegetable, petroleum or mineral origin in such quantities to cause or to contribute significantly to: 1) disruptions of sewer lines and other collection system components; 2) interference with treatment plant operations; or 3) exceedances of plant NPDES discharge limitations. Significant dischargers of oil and grease shall implement best practicable technologies for reducing the oil and grease content of their discharges.

**7.5 Grease Removal Devices Design, Installation, and Maintenance Requirements  
 [WDR D.13(vii)(d)]**

The table below summarizes where the City and M1W have jointly established the legal authorities to meet the above FOG Program requirements.

**Table 7-2: Grease Removal Device Design, Installation, and Maintenance Requirements  
 [WDR D.13(vii)(d)]**

<b>WDR Requirement</b>	<b>Pacific Grove City Municipal Code Section or M1W 2008-01 Ordinance Section</b>	<b>Specific Language</b>
FSE to Install Grease Removal Device	City - 18.08.040(a)	A food service establishment or any other business discharging grease, oil or other similar material shall have an operable grease trap, grease interceptor or other comparable device(s) as determined by M1W and the city's chief building inspector to be an adequate substitute for a grease trap or grease interceptor. A properly sized interceptor or trap shall be considered first, in conformity with the sizing chart set forth in the M1W Regional Grease Program of M1W. Should space limitations or other exceptional circumstances prevent their installation, M1W may grant exceptions to the requirement of grease traps or grease interceptors in this section.
Grease Removal Devices – Design Standards	City – 18.08.020 18.08.040(c) 18.08.050.e(3)	<p><i>18.08.020 Conflict between these provisions and Uniform Plumbing Code.</i> In the event of any conflict between the provisions of this chapter and the Uniform Plumbing Code, the provisions of this chapter shall prevail.</p> <p><i>18.08.040 (c) Sizing Formula.</i> The size of a grease trap or grease interceptor shall be as determined by the M1W. Notwithstanding the foregoing, grease traps required by this chapter shall be no smaller than an 80-gallon capacity trap with a 75-gallon per minute flow rate.</p> <p><i>18.08.050.e.(3) General regulations and procedures. Location of Grease Traps and Grease Interceptors.</i> If they are not designed in accordance with Uniform Plumbing Code (UPC) Section 711 and/or Appendix H, they must be designed by a professional engineer,</p>

WDR Requirement	Pacific Grove City Municipal Code Section or M1W 2008-01 Ordinance Section	Specific Language
		must be consistent with the standards of this chapter, and must be approved by M1W.
Grease Removal Devices – Maintenance	City - 18.08.050(I)(1)	Maintenance. Traps and interceptors shall be maintained in efficient operating condition by periodic removal of the accumulated grease. No collected grease shall be introduced into any public or private drainage piping.
Grease Removal Devices – Best Management Practices (BMPs)	<i>Not Addressed</i>	<i>Not Addressed</i>
Grease Removal Devices – Record Keeping and Reporting	City - 18.08.050(I)(3)	All food service establishments or businesses required under this chapter to install and maintain a grease trap or grease interceptor shall maintain a maintenance record for the grease trap or grease interceptor, which shall be transmitted to city of Pacific Grove on a quarterly basis. This record shall include the date, the name of the person who performed cleaning and the disposal site of the waste. The record shall be posted in a conspicuous location and be available for review by the city’s inspector at each routine inspection and at such other time as necessary for the city to determine whether a particular establishment may be performing maintenance contrary to the provisions of this chapter.

**7.6 FOG Control Program Inspection, Enforcement, and Staffing [WDR D.13(vii)(e)]**

The City of Pacific Grove’s FOG Control Program Inspection and Enforcement legal authorities are described in Section 7.6.1 below and FOG Control Program staffing is described in Section 7.6.2 below.

**7.6.1 FOG Control Program Inspection and Enforcement**

Table 7-3 summarizes where the City and M1W have jointly established the legal authorities to inspect grease producing facilities. The City is responsible for enforcement as outlined by City Municipal Code, Chapter 1.19 entitled Municipal Code and Ordinance Enforcement. Appendix 7F contains Chapter 1.19 in its entirety.



**Table 7-3: FOG Control Program Inspection and Enforcement Legal Authorities**

<b>WDR Requirement</b>	<b>Pacific Grove City Municipal Code Section or M1W 2008-01 Ordinance Section</b>	<b>Specific Language</b>
Authority to inspect grease producing facilities	City - 18.08.050(l)(4)  M1W – 4.07	<p><i>18.08.050(l)(4)</i> -The city or its designee shall perform grease trap and grease interceptor inspections bi-annually, or more often at the discretion of the city should maintenance reports not be received, or should a grease trap or grease interceptor fail to operate properly.</p> <p><i>4.07 - Inspection and Sampling</i> – The Agency shall inspect the facilities of any user to ascertain whether the purpose of this Ordinance is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the Agency's representative ready access at all reasonable times to all parts of the premises for the purposes of inspection or sampling or in the performance of any of their duties. The Agency shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards, that upon presentation of suitable identification, personnel from the Agency will be permitted to enter without delay for the purpose of performing their specific responsibilities.</p>
Authority to enforce FOG Program Requirements	City – 1.19	See Appendix 7F for entire Chapter 1.19, Municipal Code and Ordinance Enforcement.



7.6.2 FOG Control Program Staffing

Table 7-4 names the City and M1W Staff involved in the City’s FOG Control Program and outlines their FOG Program roles and responsibilities. Appendix 7G is a copy of the contract the City has with M1W for Grease Source Control (aka FOG) Program Services executed in 2017.

**Table 7-4: City of Pacific Grove FOG Program Staffing**

Name and Title	FOG Program Responsibilities	Contact Information
Daniel Gho  Public Works Director  <i>City of Pacific Grove</i>	<ul style="list-style-type: none"> <li>▪ The Public Works Director is responsible for implementation of the City FOG Program.</li> </ul>	(831) 648-5722 x203 Office  E-Mail: dgho@cityofpacificgrove.org
Daniel Gho  Public Works Director  <i>City of Pacific Grove</i>	<ul style="list-style-type: none"> <li>▪ The Public Works Director is responsible for receiving reports from the M1W Source Control Supervisor and/or the Source Control Inspector summarizing the results of the annual FOG inspections.</li> </ul>	831) 648-5722 x203 Office  E-Mail: dgho@cityofpacificgrove.org
Vince Gentry  Wastewater Field Supervisor  <i>City of Pacific Grove</i>	<ul style="list-style-type: none"> <li>▪ The Wastewater Field Supervisor is responsible for coordinating with the M1W Source Control Supervisor and/or Source Control Inspector to follow the City Municipal Code enforcement process.</li> <li>▪ Preparing and sending Public Notification Letters re: new FSE inspection, upcoming inspections, M1W role, etc.</li> <li>▪ The Wastewater Field Supervisor is responsible for the management of FOG High Maintenance Areas if and when future FOG HMAs are identified.</li> </ul>	(831) 648-5722 x213 Office  E-Mail: VGentry@cityofpacificgrove.org

Name and Title	FOG Program Responsibilities	Contact Information
<p>Juan Arreguin</p> <p>Source Control Inspector</p> <p><i>Monterey One Water</i></p>	<p>The Source Control Inspector is contractually responsible for:</p> <ul style="list-style-type: none"> <li>▪ Implementation of the contract between the City and M1W to conduct annual grease trap or interceptor inspection of all commercial properties and public education.</li> <li>▪ Assisting the City in the design, planning and setup of the FOG Program;</li> <li>▪ Updates to the FSE Business Location List;</li> <li>▪ Directing the Source Control Inspector in conducting initial, annual and compliance re-inspections;</li> <li>▪ Notifying and resolving the City FOG Program Compliance issues by drafting violation letters, attending non-compliance meetings, and updating the files for each FSE.</li> <li>▪ Conducting FSE initial, annual, and compliance re-inspections.</li> <li>▪ Inspections include proper grease trap/interceptor cleaning and maintenance, and review of maintenance records/log sheets.</li> <li>▪ Answering FOG Program questions.</li> </ul>	<p>(831) 883-6173 Office</p> <p>E-Mail: <a href="mailto:Juan@mrwpca.com">Juan@mrwpca.com</a></p>
<p>John Kuehl</p>	<ul style="list-style-type: none"> <li>▪ The Building Official is responsible for inspecting newly</li> </ul>	<p>(831) 648-3183 Office</p>

Name and Title	FOG Program Responsibilities	Contact Information
Building Official  <i>City of Monterey</i>	installed grease traps and interceptors to ensure that the grease trap or interceptor is the correct size and is installed properly.	Email: kuehl@monterey.org

**7.7 Grease Problem Area Identification and Sewer Cleaning [WDR D.13(vii)(f)]**

The City cleans the entire collection system annually, as described in Element 4 – Operation and Maintenance Program. Since the inception of the FOG Program in 1997, the areas of the City that require more frequent cleaning (High Maintenance Areas (HMAs)) due to FOG have been eliminated. As a result, the City does not currently clean any section of the sanitary sewer system at a frequency greater than annually because of FOG.

**7.8 Source Control Measure Development and Implementation [WDR D.13(vii)(g)]**

The City has not had to identify and implement additional FOG source control measures due to the current lack of FOG HMAs.

## **APPENDIX 7A**

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### MOU with Monterey One Water for Conducting a Public Education Program



# Monterey One Water

## Providing Cooperative Water Solutions

ADMINISTRATION OFFICE: 5 Harris Court, Bldg D, Monterey, CA 93940  
MAIN: (831) 372-3367 or (831) 422-1001 FAX: (831) 372-6178  
WEBSITE: [www.montereyonewater.org](http://www.montereyonewater.org)

December 27, 2017

Mr. Dan Gho  
Director of Public Works  
CITY OF PACIFIC GROVE  
300 Forest Avenue  
Pacific Grove, CA 93950

Dear Mr. Gho:

**SUBJECT: WASTEWATER DISCHARGE REQUIREMENTS — PUBLIC  
EDUCATION FOR GREASE FY 17/18**

Enclosed are two original copies of the Memorandum of Understanding (MOU) for Conducting a Public Education Program for the Southern Monterey Bay Dischargers' Group. Please execute both copies and return one copy to my attention at our Agency.

In addition, an invoice will follow under separate cover for the CITY OF PACIFIC GROVE's cost (per MOU) for the public education program as described in Attachments A & B.

If you have any questions or need additional information, you can contact Michelle Bumgardner at 645-4629 or me at 645-4600.

Sincerely,

Paul A. Sciuto  
General Manager

PS/mlb

Enclosures: MOU with Attachments A & B

**MEMORANDUM OF UNDERSTANDING**  
**for**  
**Conducting a Public Education Program**  
**for the**  
**Southern Monterey Bay Dischargers Group**

**THIS MEMORANDUM OF UNDERSTANDING** is made and entered into on January 2, 2018, between **MONTEREY ONE WATER** (the "Agency"), and the **CITY OF PACIFIC GROVE** (the Discharger"), as follows:

**Recitals**

1. The Discharger has been issued Waste Discharge Requirements (WDR) by the California Regional Water Quality Control Board. One of the WDR requirements is for the Discharger to conduct a public education program to promote the proper disposal of grease and fats.
2. The Agency has the staff and resources to conduct a public education program as described in Attachment A to this Agreement.
3. The Discharger desires to have the Agency conduct this public education program.

**Terms and Conditions**

In consideration of the mutual promises contained herein, the Agency and the Discharger hereby agree to the following terms and conditions:

1. Over the remainder of fiscal year 2017-2018 on behalf of the Southern Monterey Bay Dischargers Group the Agency will conduct the public education program described in Attachment A.
2. The Discharger will compensate the Agency the amount shown in Attachment B as its share of the overall cost of conducting this public education program.
3. The Agency will invoice the Discharger for its share of these costs, and the Discharger will pay the Agency this amount within ninety (90) days of receipt of the invoice.

MONTEREY ONE WATER

CITY OF PACIFIC GROVE

By   
\_\_\_\_\_  
Paul A. Sciuto, General Manager  
Print Name/Title

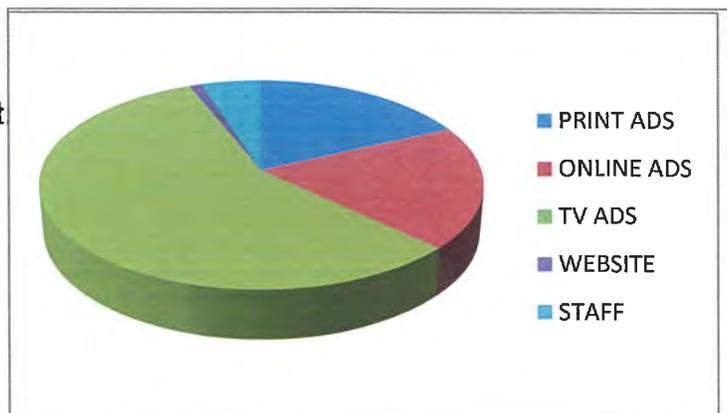
By   
\_\_\_\_\_  
Dan Gho, Director of Public Works  
Print Name/Title

**Attachment A**  
**WDR Grease Public Outreach Plan**  
**FY 17/18**

Media Type	Budget Detail Summary
<b>TV</b>  KSBW TV, Channel 8 KSMS TV, Channel 67 (Univision)	<b>(57%)</b>  Nov/Dec, 48 ads, 0:15 Nov/Dec, 80 ads, 0:15 (128 total ads)
<b>Print</b>  Carmel Pine Cone, Fri Monterey County Weekly, Thu	<b>(18%)</b>  2 ads* (1/5 pg, b/w) 7 ads (1/6 page, color)
<b>Internet Website – ClogBusters.org</b>  Hosting, backups, archiving, 2 website updates	<b>(1%)</b>  12 months
<b>Online Ads &amp; Search Marketing</b>  KSBW TV Channel 8 1 month  KSMS TV Channel 67 (Univision) 2 months  Monterey County Weekly 2 months	<b>(19%)</b>  40,000 impressions/mo  Unlimited impressions/mo  Web Banners
<b>Staff/Misc.</b>  Program management; Clogbusters	<b>(5%)</b>
<b>Total Budget</b>	<b>\$12,361.00 Group</b>

Note: expense percentage for each media type is percentage of \$12361.00 shared group budget

\* CAWD and PBCSD contributing \$792.00 to run 4 additional biweekly ads through Dec 29, 2017 (6 ads total).



## Attachment B

### Southern Monterey Bay Dischargers Grease Outreach Partnership

#### SHARED COSTS FOR FY 17/18 PUBLIC EDUCATION PROGRAM ON GREASE DISPOSAL PRACTICES

**PUBLIC EDUCATION PROGRAM BUDGET = \$18,000**

ENTITY	POPULATION WITHIN AREA TO BE COVERED BY REGIONAL WDR PROGRAM	PERCENTAGE OF BUDGET TO BE PAID BY THIS ENTITY	CONTRIBUTION TOWARD FY 2016/2017 BUDGET
City of Salinas	150,441	52.756%	\$6521.20
Seaside County Sanitation District <sup>(1)</sup>	34,983	12.268%	\$1516.50
Marina Coast Water District <sup>(2)</sup>	33,364	11.700%	\$1446.25
City of Monterey	27,810	9.752%	\$1205.45
City of Pacific Grove	15,041	5.275%	\$ 652.05
Castroville Community Services District <sup>(3)</sup>	7,204	2.526%	\$ 312.25
California American Water <sup>(4)</sup>	6,380	2.237%	\$ 276.50
Pebble Beach Community Service District	4,509	1.581%	\$ 195.43*
Carmel Area Wastewater District	3,722	1.305%	\$ 161.32*
County of Monterey	1710	0.599%	\$ 74.05
<b>TOTAL</b>	<b>285,164</b>	<b>100.00%</b>	<b>\$12,361.00</b>

**Notes:**

- (1) Combined 2010 Census population of Seaside, Sand City, and Del Rey Oaks.
- (2) Combined 2010 Census population of City of Marina and Ord Community population provided by MCWD
- (3) Combined 2010 Census population of Castroville and Moro Cojo area population reported by Castroville Community Service District. Revised to include Moss Landing 2010 Census population.
- (4) Combined population of Oak Hills, Indian Springs, Las Palmas, Spreckels, Pasadera, White Oaks, Village Green, Carmel Valley Ranch provide by Cal-Am September 2011.

\* PBCSD and CAWD contribution would increase \$396.00.00 ea for additional Carmel Pine Cone ads through DEC 2017.

## **APPENDIX 7B**

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City of Pacific Grove Municipal Code Chapter 18.08

*Grease Traps*

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## Chapter 18.08 GREASE TRAPS

### Sections:

- [18.08.010](#) Purpose.
- [18.08.020](#) Conflict between these provisions and Uniform Plumbing Code.
- [18.08.030](#) Definitions.
- [18.08.040](#) Requirement for grease trap, grease interceptor, or other device.
- [18.08.050](#) General regulations and procedures.

#### **18.08.010 Purpose.**

The purpose of this chapter is to set forth policies, procedures, and requirements for food service establishments governing the installation, maintenance, and use of grease traps, grease interceptors or other comparable devices which represent the best practicable control technology for oil/grease removal, and to establish procedures regarding implementation and enforcement of the regulations set forth in this chapter. [Ord. 01-21 § 1, 2001; Ord. 1957 N.S. § 1, 1994].

#### **18.08.020 Conflict between these provisions and Uniform Plumbing Code.**

In the event of any conflict between the provisions of this chapter and the Uniform Plumbing Code, the provisions of this chapter shall prevail. [Ord. 01-21 § 1, 2001; Ord. 1957 N.S. § 1, 1994].

#### **18.08.030 Definitions.**

“Food service establishment” means an establishment that prepares and/or sells food for consumption either on or off the premises, including, but not limited to, restaurants, sandwich shops, delicatessens, bakeries, or pizzerias. The term, as used in this chapter, does not refer to food stores or establishments that do not prepare food on premises or process food in a manner so as to contribute grease to the sewer system.

“Grease interceptor” means a device designed and installed to separate and retain deleterious, hazardous, or undesirable matter from normal wastes and to permit normal sewage or liquid wastes to discharge into the disposal terminal by gravity.

“Grease trap” means a device designed to retain grease from one to a maximum of four fixtures.

“MRWPCA” means the Monterey Regional Water Pollution Control Agency. [Ord. 01-21 § 1, 2001; Ord. 1957 N.S. § 1, 1994].

#### **18.08.040 Requirement for grease trap, grease interceptor, or other device.**

(a) A food service establishment or any other business discharging grease, oil or other similar material shall have an operable grease trap, grease interceptor or other comparable device(s) as determined by MRWPCA and the city’s chief building inspector to be an adequate substitute for a grease trap or grease interceptor. A properly sized interceptor or trap shall be considered first, in conformity with the sizing chart set forth in the MRWPCA Regional Grease Program of MRWPCA. Should space limitations or other exceptional circumstances prevent their installation, MRWPCA may grant exceptions to the requirement of grease traps or grease interceptors in this section.

(b) All drains from food preparation and cleanup areas including, but not limited to, prewash sinks, floor drains, food waste disposal units, pots and pans sinks, scullery sinks, and garbage can wash areas shall be connected to such trap or interceptor.

(c) Sizing Formula. The size of a grease trap or grease interceptor shall be as determined by the MRWPCA. Notwithstanding the foregoing, grease traps required by this chapter shall be no smaller than an 80-gallon capacity trap with a 75-gallon per minute flow rate.

(d) Existing grease traps, grease interceptors or similar devices.

(1) Any food service establishment or other business that, on or after January 1, 1997, installed grease traps, grease interceptors, or other grease pretreatment equipment to comply with the requirements of the MRWPCA Regional Grease Program, shall not be required to upgrade such equipment until January 1, 2002, so long as such equipment remains in good working order. Should the grease trap, grease interceptor or other grease pretreatment equipment become nonoperational or fail to operate in good working order, a grease trap or grease interceptor meeting the standards set forth in this chapter shall be immediately installed.

(2) Notwithstanding the foregoing subsection (a)(1) of this section, any food service establishment or other business that, on or after, January 1, 1997, installed grease traps, grease interceptors, or other grease pretreatment equipment to comply with the requirements of the MRWPCA Regional Grease Program, shall upgrade such equipment to meet the standards set forth in this chapter upon the change of ownership of the business in which the equipment is located, or upon the remodeling of the business in which the equipment is located. Remodeling of the business not requiring a building permit shall be exempted from the upgrade requirement. The remodeling shall not be separated into phases for the purpose of avoiding the requirement of a building permit. [Ord. 01-21 § 1, 2001; Ord. 98-34 § 3, 1998; Ord. 97-15 § 1, 1997; Ord. 1957 N.S. § 1 1994].

#### **18.08.050 General regulations and procedures.**

(a) When waste treatment is required pursuant to this chapter, an approved grease trap or grease interceptor complying with the provision of this chapter shall be installed in the waste line leading from sinks, drains, and other fixtures or equipment.

(b) A plumbing permit shall be obtained from the chief building inspector prior to the installation of a grease trap or grease interceptor.

(c) Each trap, interceptor, or comparable device required by this chapter shall have an approved volume not less than required by this chapter.

(d) Toilets, lavatories, and other sanitary fixtures shall not be connected to any grease trap, grease interceptor, or comparable device.

(e) Location of Grease Traps, and Grease Interceptors.

(1) They shall be located outside buildings, unless a finding is made by the chief building inspector that the location of the building on the site or some other aspect of the use prevents an outside location and that placement within a building is not hazardous to public health and safety;

(2) They shall be located and maintained at all times so as to prevent the entrance of foreign materials, shall be easily accessible for cleaning inspection and removal of intercepted grease, and shall pose no hazard to public health or safety;

(3) If they are not designed in accordance with Uniform Plumbing Code (UPC) Section 711 and/or Appendix H, they must be designed by a professional engineer, must be consistent with the standards of this chapter, and must be approved by MRWPCA.

(f) Related Equipment.

(1) They shall be fitted with a standard service access cover or manhole. If a manhole is required, it shall be brought to grade and finished with standard manhole cover and ring;

(2) A sampling box shall be located on the discharge side.

(g) All discharging fixtures shall be individually trapped and vented in accordance with the UPC.

(h) They shall be constructed of durable materials and shall have a full-size gas-tight cover which can easily be removed.

(i) They shall not be installed until the type and/or model has been subjected to, and has fully complied with, tests acceptable to the chief building inspector. Where an existing grease trap or grease interceptor is found acceptable by the chief building inspector, such equipment will be allowed to remain in use. Whenever a grease trap or grease interceptor does not comply with the provisions of this chapter, the chief building inspector shall require corrective measures.

(j) Prohibited and/or Restricted Equipment.

(1) The installation and use of garbage grinders (disposals) in commercial-food establishments is prohibited, except where a 1,000-gallon-plus interceptor is in use;

(2) The connection of high-temperature/high-flow dishwashers to a grease trap or grease interceptor is prohibited;

(3) The use of enzymes or bacterial cultures designed to disperse grease is prohibited unless specifically approved in writing by the Monterey County health department and the MRWPCA.

(k) After the effective date of the ordinance codified in this chapter, all establishments covered by this chapter shall install an approved grease trap or grease interceptor of sufficient size to prevent discharges into the sewer system.

(l) Maintenance.

(1) Traps and interceptors shall be maintained in efficient operating condition by periodic removal of the accumulated grease. No collected grease shall be introduced into any public or private drainage piping.

(2) Any grease trap or grease interceptor required by this chapter shall be readily accessible for inspection and properly maintained to assure that accumulations of grease or oil do not impair its efficiency or transport grease or oil into the sewer system.

(3) All food service establishments or businesses required under this chapter to install and maintain a grease trap or grease interceptor shall maintain a maintenance record for the grease trap or grease interceptor, which shall be transmitted to city of Pacific Grove on a quarterly basis. This record shall include the date, the name of the person who performed cleaning and the disposal site of the waste. The record shall be posted in a conspicuous location and be available for review by the city's inspector at each routine inspection and at such other time as necessary for the city to determine whether a particular establishment may be performing maintenance contrary to the provisions of this chapter.

(4) The city or its designee shall perform grease trap and grease interceptor inspections bi-annually, or more often at the discretion of the city should maintenance reports not be received or should a grease trap or grease interceptor fail to operate properly.

(5) In the event the city determines that a food service establishment or business required to install and maintain a grease trap either fails to maintain the maintenance record required by this section, or fails to maintain the grease trap as required by this section, the city may require the immediate installation of a grease interceptor.

(m) Suspension or Termination of Health Permit. The city shall have the discretion to request the Monterey County health department (the city's health officer) to terminate or cause to be terminated the health permit of any user if a violation of any provision of this chapter is found to cause a condition of contamination, pollution, nuisance, or other threat to public health or safety.

(n) Request for Ruling. If an applicant for a permit or the owner of a grease trap or grease interceptor disputes the interpretation or application of this chapter, he/she may request a written ruling by the chief building inspector. The decision of the chief building inspector shall be final for all purposes. [Ord. 01-21 § 1, 2001; Ord. 98-34 § 4, 1998; Ord. 1957 N.S. § 1 1994].

**The Pacific Grove Municipal Code is current through Ordinance 12-020, passed November 7, 2012.**

G l v f a l p h u = # w k h # F l w | F d u n \* # R i i l f h # c d v # w k h # r i i l f l d d y h u v l r q # r i i w k h # S d f l i l f # J u r y h # P x q l f l s d d # F r g h 1 X v h u v # v k r x q # # f r q w d f w # w k h # F l w | # F d u n \* # R i i l f h # r u # r u g l q d q f h v # s d v v h g # x e v h t x h q w # r w k h # r u g l q d q f h # f l w g # d e r y h :

F l w | # Z h e v l h = k w s = 2 2 z z z 1 f l l s j 1 f d l x v 2 , + k w s = 2 2 z z z 1 f l l s j 1 f d l x v 2 , F l w | # W h d s k r q h = # ; 6 4 , # 9 7 ; 0 6 4 3 3 F r g h # S x e d v k l q j # F r p s d q | + k w s = 2 2 z z z 1 f r g h s x e d v k l q j 1 f r p 2 , h 0 l e u d u | + k w s = 2 2 z z z 1 f r g h s x e d v k l q j 1 f r p 2 h d e u d u | 1 k w p q

## **APPENDIX 7C**

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### Clog Busters Outreach:

- Clogbusters Web Page Snapshots
- Clogbusters Facebook Page



# ClogBusters.org

Southern Monterey Bay  
Dischargers Group

October 20, 2017

En Español

Report a Spill

Additional Resources

About Clog Busters

Contact Us

Visit the Stop the Clog Blog

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Clog Busters

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Clog Busters

about 6 years ago

## COOKING OIL RECYCLING



### GreenWaste Recovery Pickup

Single-family residents may request Used Oil Recovery Kits for collection of cooking oils, and correctly place in the containers provided and set out next to the recycle cart on collection day.

For residents in Carmel-by-the-Sea, Del Rey Oaks, Marina, Pacific Grove, Pebble Beach CSD, Sand City, and Seaside  
831.920.6707 | [www.greenwaste.com](http://www.greenwaste.com)



### MRWMD Household Hazardous Waste Drop-Off

Residents in western Monterey County may drop-off up to 10 gallons of used cooking oil at District's Household Hazardous Waste Facility; open Tuesday to Saturday from 9 am-4 pm.

14201 Del Monte Blvd, 2 miles north of Marina | 831.384.5313 | [www.mrwmd.org](http://www.mrwmd.org)

[Click to View or Download as a PDF](#)

## STOP THE CLOG

- Do you have frequent sewer line backups?
- Do you call the plumber more than twice a month?
- Do roots grow in your sewer line?

If so, you could be a victim of "The Clog."



Cooking fat, oil and grease (FOG) is a leading cause of sewer pipe clogs.

FOGs cool and congeal on the inner

walls of sewer lines and on tree roots that grow in them, much like arterial sclerosis in our bodies. The resulting clog restricts sewage flow, which can back up in your home or property, or even in the street. In fact, kitchen grease is a leading cause of sewer spills into the Monterey Bay.

To ensure the success of their sewer spill prevention plans, the [Southern Monterey Bay Dischargers Group](#) developed a recipe for fat-free and clog-free sewers. This recipe is part of the public outreach program for residential dischargers to a municipal sewer collection system.

### HOW DO SEWER CLOGS CAUSE SPILLS & BEACH CLOSURES?

Most storm drains flow to the Monterey Bay National Marine

Sanctuary... [read more](#)

### HOW CAN I HELP?

Six tips for clean drains ... [read more](#)

### GOT A CLOG?

On plumbers, snakes, and other clog removal methods ... [read more](#)

### WHAT ELSE IS BEING DONE?

Businesses play an important role, too ... [read more](#)

### WATCH THE LATEST TV ANNOUNCEMENT



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### HOW YOU CAN HELP PREVENT SEWER CLOGS

Grease is one of the leading causes of clogs and sewage overflows. Cooking fats, oils and grease cool and congeal inside sewer pipes and build up over time like arterial sclerosis. Eventually, the pipe becomes clogged so that wastewater can't flow through it.



Here's what you can do to help prevent sewer clogs:

- [Put Your Sewer on a Fat-free Diet](#)
- [Recycle Turkey Fryer Oil](#)
- [Don't Flush Clog-forming Materials](#)
- [Get Your Sewer Lateral Checked](#)
- [Plant Trees Away from Sewer Lines](#)

**Use our recipe to put your sewer on a fat-free diet.**

**Recipe for**

## Fat Free Sewers

- Cooking oils and grease clog sewers - keep them out of your drains.**
- Scrape plates and cookware and pour out all cooking oil/grease into a bag or can.**
- Use plastic garbage bags to prevent leaks.**

#### Where's the grease?

Although we eat much healthier these days and don't fry foods like we used to, many food items contain clog-inducing fats, oils and grease. A few you may not have considered are listed below:

- Roasted chicken or turkey drippings
- Pie and cookie dough
- Sauces and gravy

- Sauté oil and butter
- BBQ'd steak juices remaining on the dinner plate

Wipe the above food remains from the plate or pan and into the can.



### Recycle Turkey Fryer Oil

Many residents fry their turkeys. After the Big Day, what are you supposed to do with all the used oil? Here is the environmentally sound solution: Residents may take up to 10 gallons to their local landfill's household hazardous waste collection facility — **FREE of charge**. The oil is reused for animal feed, so do not mix with motor oil.

#### Monterey Regional Waste Management District

14201 Del Monte Blvd., Marina

Mon – Fri, 8 AM – 5 PM, Sat, 8 AM – 4:30 PM

384-5313

#### Salinas Valley Solid Waste Authority

139 Sun St., Salinas

Mon - Sat, 9 AM – 4 PM

424-5520

### Don't Flush Clog-forming Items

Many items labeled "flushable" are not! Dispose of the following items in the garbage, not in the sewer.

- Baby wipes
- Diapers
- Rags

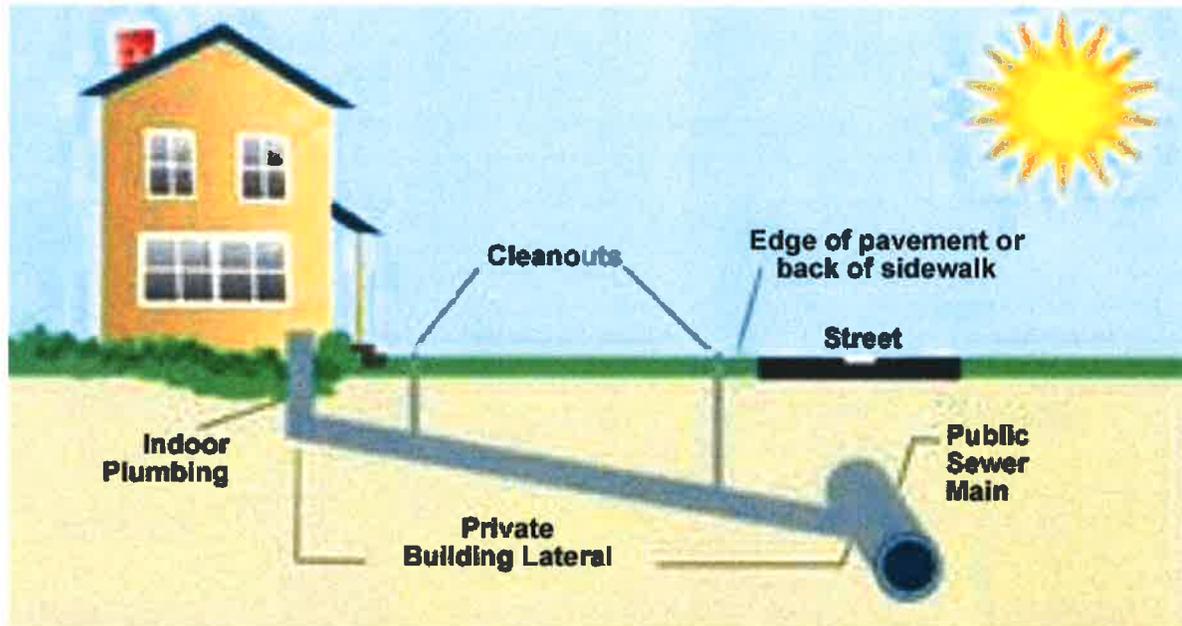


- Paper towels
- Feminine hygiene products
- Toilet cleaning scrubbers
- Condoms
- Food scraps — garbage disposals don't remove grease. They add cloginducing solids to the sanitary sewer collection system. Dispose food scraps in the garbage.



### Get Your Sewer Lateral Checked

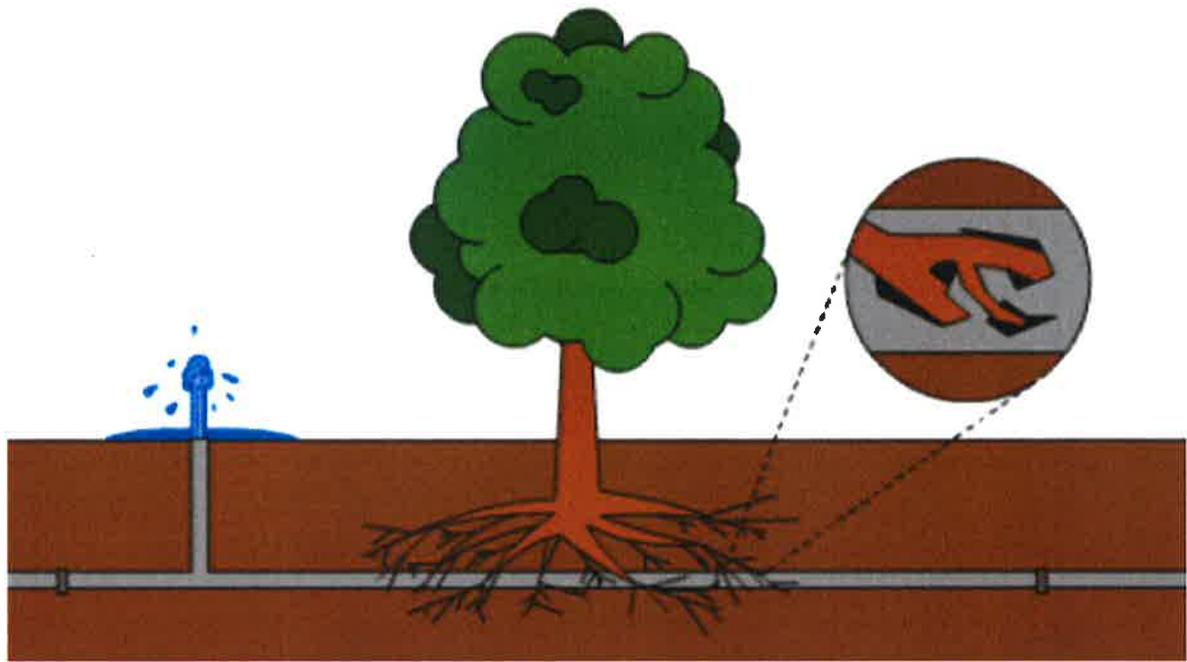
Some cities offer assistance to [replace private lateral lines](#) so they are fully functional again and don't pose a sewage spill threat.



### Plant Trees Away from Your Sewer Lines

Tree roots can damage sewer pipes, obstruct the flow, and eventually cause blockage. Root damage can also let stormwater into pipes. During heavy rains, this extra water can overload the sewage system, causing it to overflow into waterways and the environment. If the problem occurs in your private sewer pipes, it is your responsibility to have it fixed.





Next: [What to Do About Clogs](#) **NEXT** 



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## WHO ARE THE CLOG BUSTERS ?

Clog Busters is a consortium of wastewater collection system owners and wastewater treatment jurisdictions located in northern Monterey County, also known as the Southern Monterey Bay Dischargers Group. Collection system owners are responsible for maintaining their sewer lines and preventing overflows to protect the public health and the environment. Public education is a component of their comprehensive programs.

For additional information on Clog Busters members please contact the individual participants listed below.

### [California American Water Company](#)

1-888-237-1333

PO Box 951, 50 Ragsdale Dr, Ste 100, Monterey, CA 93942

### [Carmel Area Wastewater District](#)

(831) 624-1248 | FAX (831) 624-0811

PO Box 221428, Carmel, CA 93922

### [Castroville Community Service District](#)

(831) 633-2560 | FAX (831) 633-3103

PO Box 1065, 11499 Geil St, Castroville, CA 95012

### [City of Monterey](#)

(831) 646-3920 | Fax: (831) 646-3467

City Hall, Monterey, CA 93940

### [City of Pacific Grove](#)

(831) 648-3100 | Fax: (831) 375-9863

Pacific Grove City Hall, 300 Forest Ave, Pacific Grove, CA 93950

### [City of Salinas](#)

(831) 758-7233 | Fax: (831)758-7940

200 Lincoln Ave, Salinas, CA 93901

### [County of Monterey Public Works Department](#)

(831) 755-4800 Fax: (831) 4958

168 W Alisal St, 2nd Floor, Salinas, CA 93901

**Marina Coast Water District**

(831) 384-6131 | FAX (831) 384-2479

11 Reservation Rd, Marina, CA 93933

**Monterey Regional Water Pollution Control Agency**

Salinas (831) 422-1001 | Monterey (831) 372-3367 | FAX (831) 372-6178

5 Harris Ct, Bldg D, Monterey, CA 93940-5756

**Seaside County Sanitation District**

(831) 899-6825 / Fax: (831) 899-6311

440 Harcourt Ave., Seaside, CA 93955



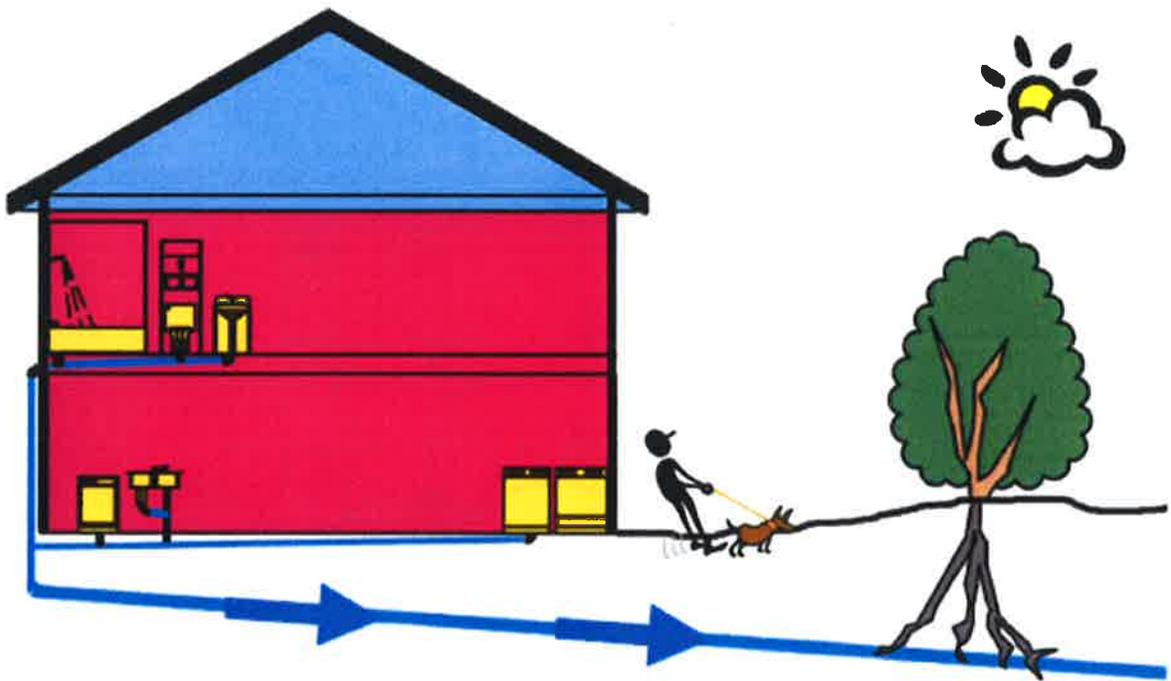
**ClogBusters.org**

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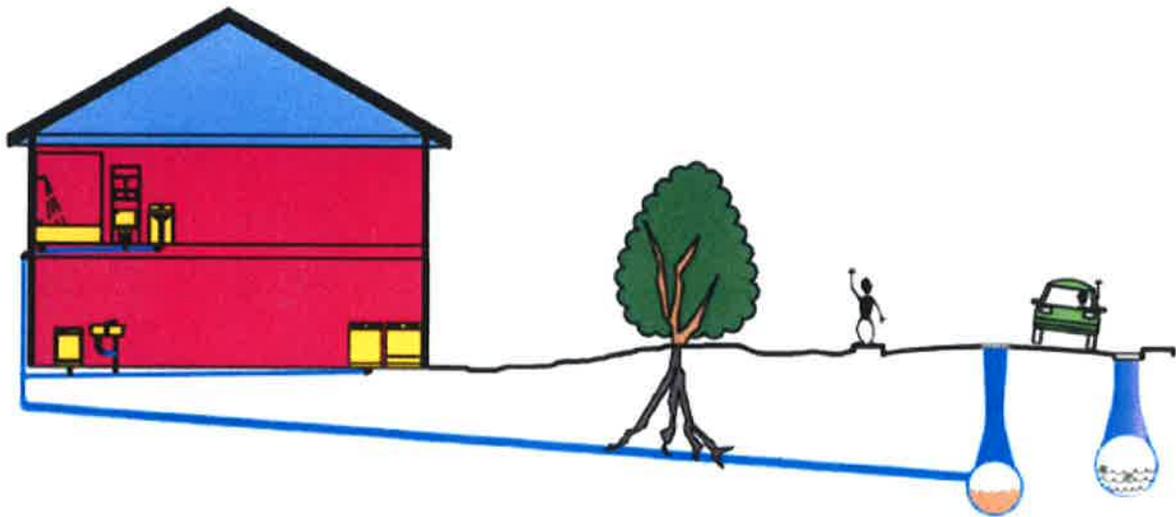
**HOME :: REPORT A SPILL :: RESOURCES :: ABOUT :: CONTACT :: ESPAÑOL**

## HOW SEWER CLOGS CAUSE SPILLS AND BEACH CLOSURES

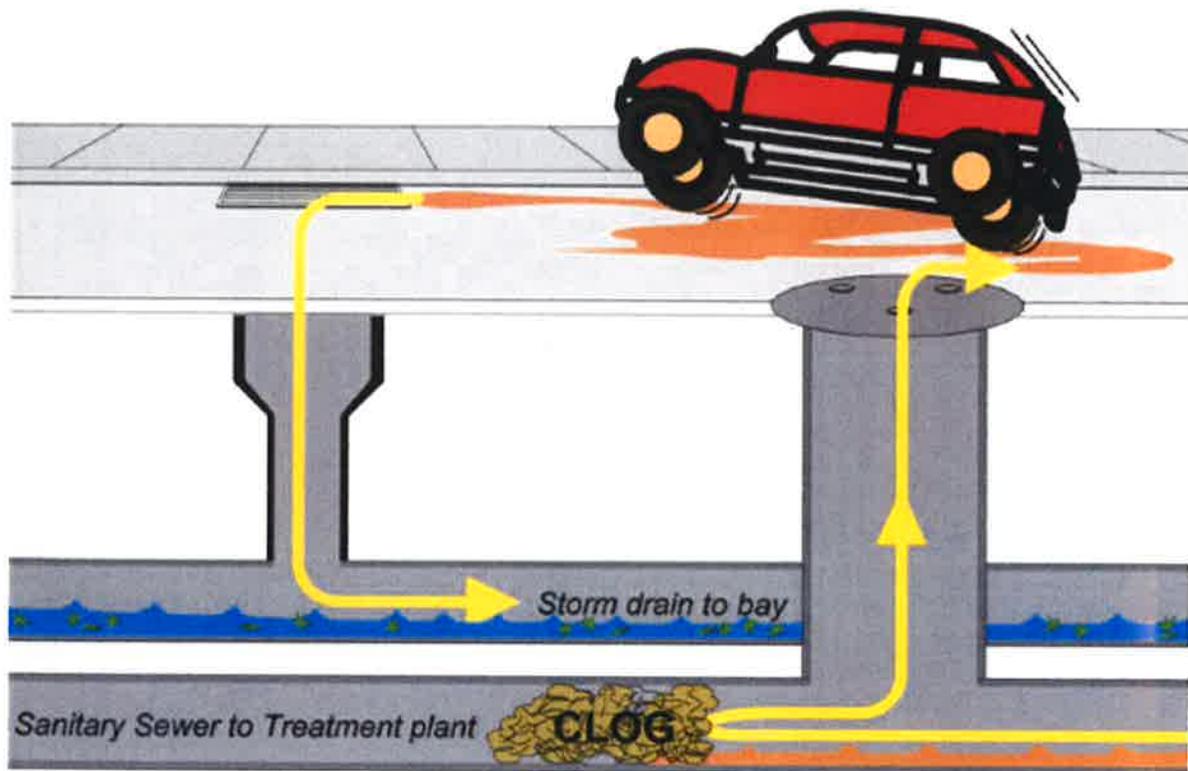
**1. Sewer pipes take our dirty water away after we use it.**



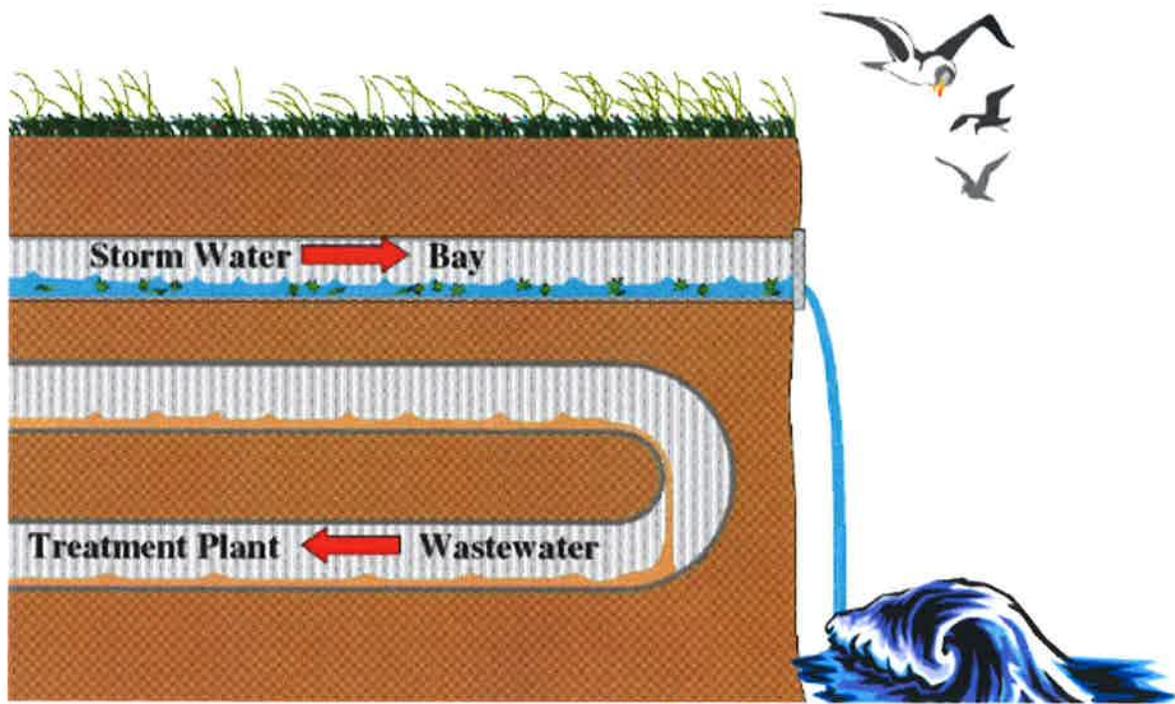
**2. There are two pipes that run under the street — sanitary sewers and storm drains. Sanitary sewers collect water from fixtures inside buildings such as toilets, sinks, and washers. Storm drains collect water that flows into street gutters.**



3. When sanitary sewers get clogged, sewage backs up into the street and flows into the storm drains.



4. The water in storm drains does not get cleaned up. Almost all storm drains flow to the Monterey Bay National Marine Sanctuary, either directly or indirectly.



Next: [How You Can Help](#)  NEXT



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## HOW BUSINESSES ARE HELPING WITH CLOG PREVENTION

Fats, oils and grease (referred to as FOG in the business) is discharged not only by residents but by commercial and industrial businesses, too. These businesses are regulated and inspected regularly to ensure FOG discharge is minimized.

Food handling establishments are required to install and maintain grease interceptors or grease traps and perform best management practices to prevent FOG discharge.

For information about business grease requirements in your area, call your local public works department.

Together, we can help prevent the clog and protect our environment.

Email or Phone

Password

Log In

[Forgot account?](#)



Like

Recommend

Send Message

Photos



**Mrs. Claus Says...**  
**Protect your environment**  
 Keep cooking fats, oil and grease out of the drain. **Put a lid on it.**  
 Place grease and oil in a resealable container and dispose in the trash.  
**ClogBusters.org**  
**645-4604 • 422-100**

**Don't let the clog spoil your holiday**  
 Funded by Southern Monterey Bay Dischargers Group

**Don't be a turkey**  
 Keep cooking oils, fats and grease out of the drain to prevent sewer backups at your home.  
 If living your turkey, residents must dispose turkey liver oil at your local household hazardous waste collection facility.  
 For locations and more info:  
**ClogBusters.org**  
**645-4604/422-1001**

**DON'T LET THE CLOG SPOIL YOUR HOLIDAY**  
 Funded by Southern Monterey Bay Dischargers Group

[See All](#)

Reviews

Clog Busters has no reviews yet.



Tell people what you think

[See All](#)

Videos



See more of Clog Busters on Facebook

A sneak preview of our new...

Put A Lid On Grease! It's Easy!

or

Plumbing Service in Monterey, California

Open Now

Community

[See All](#)

18 people like this

17 people follow this

About

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5 Harris Ct, Bldg D  
Monterey, California 93940

(831) 645-4604

Contact Clog Busters on Messenger

[www.ClogBusters.org](http://www.ClogBusters.org)

Plumbing Service · Government Organization

Hours 7:30AM - 4:30PM  
Open Now

People

18 likes

Places [Monterey, California](#) [Community](#)  
[Organization](#) [Government Organization](#) [Clog Busters](#)

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Posts



Clog Busters

December 29, 2011

Did you fry your holiday turkey and now have a big vat of used oil to deal with? Recycle it!

Take cooking oil to your household hazardous waste collection facility at the landfill at 14201 Del Monte Blvd. in Marina (384-5313) or at the Salinas Valley Solid Waste Authority center located at 139 Sun St., Salinas (424-5520).



Like Comment

View 1 comment



Clog Busters

December 7, 2011

When do plumbing back ups usually occur? When company is over! Check out Clog's new ClogBlog for tips to keep your Holidays flowing smoothly.

<http://www.elocalplumbers.com/blog/>

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or

Create New Account

eLocalPlumbers Blog: Get Plumbing Advice, News, & Articles

Read the #1 source for plumbing advice, news, and articles. From DIY to humor, the...

## **APPENDIX 7D**

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### List of Monterey County Grease Haulers



Keeping Your Sewers Safe From Fats, Oils and Grease

- Home
- FOG Program Info
- Laws, Regs and Codes
- Technology
- Technical Guides
- Publications
- Collection Systems
- Green Business
- Public Ed and Outreach

Grease Hauling and Rendering Companies Serving Locations in the State of California

For Getting Rid of Grease: [List of facilities that accept grease.](#)

\* This list is provided to Food Service Establishments (FSEs) only as a convenience, and does not imply an endorsement of the services provided by any of the listed companies. CalFOG makes no claims or representations, explicit or implied, regarding the performance of the above service providers. CalFOG encourages FSEs to exercise due diligence when hiring a pumping and/or wastehauling contractor. The list is based upon information available at the time and may not include every company offering such services.

IN NO EVENT SHALL CalFOG BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES OF ANY KIND WHATSOEVER WITH RESPECT TO THE SERVICES PROVIDED BY THE LISTED COMPANIES

Monterey

Monterey	All Valley Environmental, Inc.	(559) 498-8378
Monterey	Ameriguard Maintenance Services	(800) 347-7876 xt 14
Monterey	Bay Pumping	(831) 320 5229
Monterey	Greenline/Tom's Septic Tank Service	(831) 422-2298
Monterey	One More Time	(800) 624-5504
Monterey	P.S.T.S (Peninsula Septic Tank Service)	(831) 659-2465
Monterey	Pioneer Liquid Transport	(800) 804-7327
Monterey	Salinas Tallow	(800) 621-9000
Monterey	Salinas Tallow Co.	(831) 422-6436
Monterey	<a href="#">Trap Recyclers Inc</a>	(408) 892-3824
Monterey	<a href="#">Trap Recyclers Inc</a>	(800) 994-7867

## **APPENDIX 7E**

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Monterey One Water Waste Discharge Ordinance, Ordinance No. 2008-01

# ORDINANCE NO. 2008-01

AN ORDINANCE ESTABLISHING REGULATIONS FOR THE INTERCEPTION, TREATMENT AND DISPOSAL OF SEWAGE AND WASTEWATER; PROVIDING FOR AND REQUIRING CHARGES AND FEES THEREFORE; AND FIXING PENALTIES FOR THE VIOLATION OF SAID REGULATIONS

o0o

THE BOARD OF DIRECTORS OF THE MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY DOES ORDAIN AS FOLLOWS:

## ARTICLE 1 – GENERAL PROVISIONS

**§1.01 Short Title.** This Ordinance shall be known as, and may be cited as, the Wastewater Discharge Ordinance of the Monterey Regional Water Pollution Control Agency.

**§1.02 Purpose and Policy.** This Wastewater Discharge Ordinance (sometimes hereinafter "Ordinance" or "this Ordinance") is the legal authority which sets uniform requirements for discharges into the wastewater collection and treatment system of the Agency and all tributary collection systems and enables the Agency to comply with the administrative provisions of the Clean Water Grant Regulations, and specifically incorporates and enforces National Categorical Pretreatment Standards as defined in 40 CFR 403 "*General Pretreatment Regulations for Existing and New Sources of Pollution*." This Ordinance also enables the Agency to comply with the water quality requirements set by the Regional Water Quality Control Board of the State of California and all applicable effluent limitations, national standards of performance, toxic and pretreatment effluent standards, and any other discharge criteria which are required or authorized by state or federal law, and to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into the Agency sewer system. This Ordinance provides a means for determining wastewater volumes, constituents and characteristics, and setting of charges and fees, and the issuance of permits to certain users. Revenues derived from the application of this Ordinance shall be used to defray the Agency's cost of operating and maintaining adequate wastewater collection and treatment systems, enforcing Categorical Pretreatment Standards, implementation of source control and waste minimization programs and to provide improvements and depreciation.

**§1.03 Definitions.** Unless otherwise defined herein, terms and definitions shall be as adopted in the latest edition of "*Standard Methods for the Examination of Water and Wastewater*," published by the American Public Health Association, the American Water Works Association, and the Water Environment Federation. Waste constituents and characteristics shall be measured in accordance with said *Standard Methods* unless expressly stated otherwise, or as established by the MRWPCA, Federal or State regulatory agencies. For the purposes of this Ordinance, unless the context specifically indicates otherwise, the meaning of terms used herein shall be as follows:

- 1. Agency** – the Monterey Regional Water Pollution Control Agency (MRWPCA).
- 2. Building Sewer** – a sewer conveying wastewater from the premises of a user to a community sewer.
- 3. Beneficial Uses** – uses of the water of the state that may be protected against quality degradation, including domestic, municipal, agricultural and industrial supply, power generation, recreation, aesthetic enjoyment, navigation and the preservation and enhancement of fish, wildlife and other aquatic resources or reserves, and other uses, both tangible or intangible as specified by Federal or State law.
- 4. Community Sewer** – a sewer owned and operated by the Agency or any public entity member of the Agency which is tributary to the treatment facility operated by the Agency.
- 5. Compatible Pollutant** – biochemical oxygen demand, suspended solids, pH and fecal coliform bacteria, plus additional pollutants identified in the Agency's National Pollutant Discharge Elimination System (NPDES) permit if the Agency's treatment works was designed to treat such pollutants, and in fact, does remove such pollutants to a substantial degree.

**6. Contamination** – an impairment of the quality of the waters of the State by waste to a degree which creates a hazard to the public health through poisoning or through the spread of disease. Contamination shall include any equivalent effect resulting from the disposal of wastewater, whether or not waters of the State are affected.

**7. Environmental Protection Agency, or EPA** – the U.S. Environmental Protection Agency, or where appropriate, the term may also be used as a designation for the Administrator or other duly authorized official of said Agency.

**8. Federal Act** – the Federal Water Pollution Control Act, PL 92-500, and any amendments thereto; as well as any guidelines, limitations, and standards promulgated by the Environmental Protection Agency pursuant to such Act.

**9. Holding Tank Waste** – any waste from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, and vacuum pump tank trucks.

**10. Incompatible Pollutant** – any pollutant which is not a "compatible pollutant" as defined in this Section.

**11. Indirect Discharge** – the discharge or the introduction of non-domestic pollutants into the POTW from any source regulated under section 307(b) or (c) of the Federal Act (33 U.S.C. 1317), including holding tank waste discharge.

**12. Industrial User** – a source of indirect discharge.

**13. Interference** – the term "Interference" means a discharge which, alone or in conjunction with a discharge or discharges from other sources, both:

- a. inhibits or disrupts the Treatment Works, its treatment processes or operations, or its sludge processes, use or disposal; and
- b. therefore is a cause of a violation of any requirement of the Treatment Works' NPDES permit [including an increase in the magnitude or duration of a violation] or of the prevention of sewage sludge use or disposal in compliance with the following statutory provisions and regulations or permits issued thereunder [or more stringent State or local regulations]: Section 405 of the Clean Water Act, the Solid Waste Disposal Act (SWDA) [including Title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA), and including State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the SWDA], the Clean Air Act, the Toxic Substances Control Act, and the Marine Protection, Research and Sanctuaries Act.

**14. Manager** – the Manager of the Agency or his designated representative.

**15. Mass Emission Rate** – the weight of material discharged to the community sewer system during a given time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of a particular constituent or combination of constituents.

**16. National Categorical Pretreatment Standards** – any regulation containing pollutant discharge limits promulgated by EPA in accordance with section 307(b), (c), and 402 (b) (8) of the Federal Act (33 U.S.C. 1347) and 40 CFR 403 "*General Pretreatment Regulations for Existing and New Sources of Pollution*" which applies to a specific category of industrial users.

**17. National Pollution Discharge Elimination System or NPDES Permit** – a permit issued pursuant to section 403 of the Federal Act (33 U.S.C. 1342).

**18. National Pretreatment Standard, Pretreatment Standard, or Standard** – any regulation containing pollutant discharge limits promulgated by EPA in accordance with section 307(b), (c) and 402(b)(8) of the Federal Act (33 U.S.C. 1347) incorporated in 40 CFR 403 "*General Pretreatment Regulations for Existing and New Sources of Pollution*" which applies to industrial users. This term includes prohibitive discharge limits established pursuant to 40 CFR 403.5.

**19. New Source** – any building, structure, facility or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the publication of proposed Pretreatment Standards under

section 307(c) of the Act which will be applicable to such source if such Standards are thereafter promulgated in accordance with that section. This term includes provisions established pursuant to 40 CFR 403.3.

**20. Pass Through** – the term "Pass Through" means a discharge which exits the Treatment Works into waters of the United States in quantities of concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the Treatment Works' NPDES permit, including an increase in the magnitude or duration of a violation.

**21. Person** – any individual, firm, company, partnership, association, the responsible corporate officer of any private, public, or municipal corporation, the United States of America, the State of California, districts and all political subdivisions, governmental agencies and mandatories thereof.

**22. Pollution** – an alteration of the quality of the waters of the State by waste to a degree which unreasonably affects such waters for beneficial use or affects the facilities which serve such beneficial uses. Pollution may include contamination.

**23. POTW** – Publicly Owned Treatment Works (see Treatment Works).

**24. Premises** – a parcel of real estate or portion thereof, including any improvements thereon, which is determined by the Agency to be a single user for purposes of receiving, using, and paying for service.

**25. Pretreatment** – the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into the Treatment Works. The reduction or alteration can be by physical or process changes, except as prohibited by 40 CFR 403.6(d).

**26. Pretreatment Requirements** – any substantive or procedural requirement related to pretreatment, other than a National Pretreatment Standard imposed on an industrial user.

**27. Reclaimed Water** – water which, as a result of treatment of waste, is suitable for direct beneficial use or a controlled use that would not otherwise occur.

**28. Shall** is mandatory; **May** is permissive.

**29. Significant Industrial User** – the term Significant Industrial User or Significant Industry means:

- a. all industrial users subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N; and
- b. any other industrial user that: Discharges an average of 25,000 gallons per day or more of *process wastewater* to the Treatment Works (excluding sanitary, non-contact cooling and boiler blowdown wastewater); contributes a process wastestream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the Treatment Works; or is designated as such by the Agency as defined in 40 CFR 403.12(a) on the basis that the industrial user has a reasonable potential for adversely affecting the operation of the Treatment Works or for violating any pretreatment standard or requirement [in accordance with 40 CFR 403.8(f)(6)].

**30. Significant Non Compliance** – any user that violates the discharge, administrative, or submittal provisions contained in 40 CFR 403.8(f)(2)(viii) shall be considered in Significant Non Compliance (SNC) and will be subject to the appropriate enforcement action by the Agency.

**31. Standard Industrial Classification (SIC)** – a classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, 1987.

**32. Slug Discharge** – is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or

in any other way violate the Agency's regulations, local limits or Permit Conditions.

**33. Toxic Pollutant** – any pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of the Environmental Protection Agency under the provision of the Clean Water Act 307(a) or other Acts.

**34. Treatment Works** – any devices and systems in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature or necessary to recycle or reuse water at the most economical cost over the useful life of the works, including interceptor sewers, outfall sewers, sewage collection systems, pumping, power, and other equipment and appurtenances; extensions, improvements, remodeling, additions and alterations thereof; elements essential to provide a reliable recycled supply such as standby treatment units and clear well facilities; and any works, including site acquisition of the land, that will be an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment; or any other method or system for preventing, abating, reducing, storing, treating, separating or disposing of municipal waste, including storm water and sanitary sewer systems.

**35. Unpolluted Water** – water to which no constituent has been added, either intentionally or accidentally, which would render such water unacceptable to the Agency having jurisdiction thereof for disposal to storm or natural drainages or directly to surface waters.

**36. User** – any person who discharges, causes or permits the discharge of wastewater into a community sewer.

**37. User Classification** – a classification of user based on the 1987 edition of the Standard Industrial Classification Manual prepared by the Executive Office of the President, Office of Management and Budget.

**38. Waste** – includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operations of whatever nature prior to, and for purposes of, disposal.

**39. Wastewater** – waste and water, whether treated or untreated, discharged into or permitted to enter a community sewer.

**40. Wastewater Constituents and Characteristics** – the individual chemical, physical, bacteriological and radiological parameters, including volume and flow rate and such other parameters that serve to define, classify or measure the contents, quality, quantity and strength of wastewater.

**41. Waters of the State** – any water, surface or underground, including saline waters, within the boundaries of the State of California.

## ARTICLE 2 – REGULATIONS

### §2.01 Prohibitions on Discharges

**§2.01.1 General Prohibitions.** No user shall discharge into the Treatment Works or community sewer any pollutant(s) which cause Pass Through or Interference. These general prohibitions and the specific prohibitions in paragraph §2.01.2 of this section apply to each user introducing pollutants into the Treatment Works, whether or not the user is subject to National Pretreatment Standards or any Federal, State, or local pretreatment requirements.

**§2.01.2 Specific Prohibitions.** The following pollutants shall not be introduced into the Treatment Works or community sewer:

1. pollutants which create a fire or explosion hazard in the Treatment Works, including, but not limited to, wastestreams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 50 degrees Centigrade using the test methods specified in 40 CFR 261.21;
2. pollutants which will cause corrosive structural damage to the Treatment Works, but in no case

discharges with a pH lower than 6.0;

3. solid or viscous pollutants in amounts which will cause obstruction to the flow in the Treatment Works resulting in interference;
4. any pollutant, including oxygen demanding and compatible pollutants (BOD, Suspended Solids, etc.) released in a discharge at a flow rate and/or pollutant concentration which will cause Interference with the Treatment Works.
5. heat in amounts which will inhibit biological activity in the Treatment Works resulting in Interference, but in no case, heat in such quantities that the temperature at the Treatment Plant exceeds 40°C(104°F);
6. petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause Interference or Pass Through;
7. pollutants which result in the presence of toxic gases, vapors, or fumes within the Treatment Works in a quantity that may cause acute worker health and safety problems; and
8. any trucked or hauled pollutants (residential septage, chemical toilet wastes, dilute oily wastes and salt brine solutions are accepted at the Treatment Plant and are jointly regulated under MRWPCA Liquid Waste Ordinance 88-3 [as amended by Ordinance 93-1] and this Ordinance).

**§2.02 Prohibitions on Toxic Pollutants** – Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, that injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the treatment works, or exceed the limitation set forth in a National Categorical Pretreatment Standard. A toxic pollutant shall include, but not be limited to, any pollutant identified pursuant to Section 307(a) of the Federal Act.

**§2.03 Prohibitions on Storm Drainage and Ground Water** – Storm water, ground water, rain water, street drainage or yard drainage shall not be discharged through direct or indirect connections to a community sewer unless a permit is issued by the Agency. The Agency may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable charges and fees and meet such other conditions as required by the Agency.

**§2.04 Prohibitions on Unpolluted Water** – Unpolluted water shall not be discharged through direct or indirect connection to a community sewer unless a permit is issued by the Agency. The Agency may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the Agency.

**§2.05 Prohibitions on Dilution as Substitute for Treatment** – Except where expressly authorized to do so by an applicable Categorical Pretreatment Standard, no industrial user shall ever increase the use of process water or, in any other way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with a Pretreatment Standard.

**§2.06 Limitations of Radioactive Wastes** – No person shall discharge or cause to be discharged any radioactive waste into a community sewer except:

- a. when the person is authorized to use radioactive materials by the State Department of Health or other governmental agency empowered to regulate the use of radioactive materials, and
- b. when the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Nuclear Regulatory Commission regulations and

recommendations for safe disposal, and

- c. when the person is in compliance with all rules and regulations of the other applicable regulatory agencies.

**§2.07 Limitations on the Use of Garbage Grinders** – Waste from garbage grinders shall not be discharged into a community sewer except:

- a. wastes generated in preparation of food normally consumed on the premises, or
- b. where the user has obtained a permit for the specific use from the Agency, and agrees to undertake whatever self-monitoring is required to enable the Agency to equitably determine the charges and fees based on the waste constituents and characteristics.

Such grinders must shred the waste to a degree that all particles will be carried freely under normal flow conditions prevailing in the community sewer. Garbage grinders shall not be used for grinding plastic, paper products, inert materials, or garden refuse.

**§2.08 Limitations on Point of Discharge** – No person shall discharge any substances directly into a manhole or other opening in a community sewer other than through an approved building sewer unless he has been issued a permit by the Agency. If a permit is issued for such direct discharge, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the Agency.

**§2.09 Holding Tank Waste** – No person shall discharge any holding tank waste into a community sewer unless he has been issued a permit by the Agency. Unless otherwise allowed by the Agency under their terms and conditions of the permit a separate permit must be secured for each separate discharge. This permit will state the specific location of discharge, the time of day the discharge is to occur, the volume of the discharge and the wastewater constituents and characteristics. If a permit is granted for discharge of such waste into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the Agency. An exception to the above is that no permit will be required for discharge of domestic wastes from motor home holding tanks, provided that such discharges are made into an Agency-approved facility designed to receive such wastes.

**§2.10 Limitation on Wastewater Strength**

**§2.10.1** No person shall discharge wastewater containing in excess of:

0.42	mg/l arsenic	0.018	mg/l mercury
3.4	mg/l cadmium	3.5	mg/l nickel
4.3	mg/l copper	2.3	mg/l silver
0.73	mg/l cyanide	2.7	mg/l total chromium
3.0	mg/l lead	2.6	mg/l zinc

**§2.10.2** No person shall discharge any wastewater:

- a. Having a temperature higher than 150°F (65.5°C)
- b. Having a pH lower than 6.0 or higher than 10.5
- c. Containing in excess of 8.1 mg/l phenolic compounds
- d. Containing toxic inorganic pollutants in such quantities to cause or to contribute significantly to: 1) impairment of treatment plant worker safety; 2) disruptions of treatment plant operations; 3) exceedances of plant NPDES discharge limitations, or 4) violations of plant sludge disposal restrictions. Significant dischargers of toxic inorganics shall implement best practicable technologies for reducing the toxic organics content of their discharges.
- e. Containing toxic organic chemicals in such quantities to cause or to contribute significantly to: 1) impairment of treatment plant worker safety; 2) disruptions of treatment plant operations; 3) exceedances of plant NPDES discharge limitations; 4) violations of plant

sludge disposal restrictions; or 5) violations or air toxics regulations. Significant dischargers of toxic organics shall implement best practicable technologies for reducing the toxic organics content of their discharges.

- f. Containing oil and grease of animal, vegetable, petroleum or mineral origin in such quantities to cause or to contribute significantly to: 1) disruptions of sewer lines and other collection system components; 2) interference with treatment plant operations; or 3) exceedances for plant NPDES discharge limitations. Significant dischargers of oil and grease shall implement best practicable technologies for reducing the oil and grease content of their discharges.
- g. Containing ammonia in such quantities to cause or to contribute significantly to: 1) impairment of treatment plant worker safety; 2) disruptions of treatment plant operations; 3) exceedances of plant NPDES discharge limitations; or 4) violations of plant sludge disposal restrictions. Significant dischargers of ammonia shall implement best practicable technologies for reducing the ammonia content of their discharges.
- h. h. Containing BOD and/or TSS in such quantities to cause or to contribute significantly to: 1) disruptions of treatment plant operations; or 2) exceedances of plant NPDES discharge limitations for BOD/or TSS. Significant dischargers of BOD and TSS shall implement best practicable technologies for reducing the BOD/TSS content of their discharges.

**§2.10.3** All National Categorical Pretreatment Standards upon their promulgation, shall apply in any instance where they are more stringent than those in this Ordinance. Limitations on wastewater strength in Sections 2.10.1 and 2.10.2 of this Ordinance may be supplemented with more stringent limitations pursuant to Section 4.05 Wastewater Discharge Permits herein below:

- a. If the Agency determines that the limitations in Section 2.10.1 and 2.10.2 may not be sufficient to protect the operation of the Agency's Treatment Works; or
- b. If the Agency determines that the limitations in Sections 2.10.1 and 2.10.2 may not be sufficient to enable the Agency's Treatment Works to comply with water quality standards or effluent limitations specified in the Agency's National Pollutant Discharge Elimination System (NPDES) Permit.

**§2.10.4 Disposal of Unacceptable Waste** – Wastes not permitted to be discharged into the community sewer must be transported to a state-approved disposal site. To protect the Treatment Works against illegal discharges, the Agency may require the discharger to submit a copy of the official hauling manifest or "Waste Haulers Report" within 30 days.

**§2.10.5 Denial of New or Increased Pollutant Contributions** - The Agency may deny or condition new or increased contributions of pollutants, or changes in the nature of pollutants, to the Treatment Works by Industrial Users where such contributions do not meet applicable Pretreatment Standards and Requirements or where such contributions would cause the Treatment Works to violate its NPDES Permit.

**§2.10.6 Slug Discharge Evaluations** - The Agency shall evaluate whether each Significant Industrial User needs a plan or other action to control Slug Discharges to the Treatment Works as per 40 CFR 403.8(2)(vi). The Agency will also include any slug control requirements issued to an Industrial User in that User's Industrial Wastewater Discharge Permit.

**§2.11 Sewerage Design Requirements** – All new sewers and connections to the community sewer shall meet all design requirements of the public entity member of the Agency having area jurisdiction in question, pursuant to the applicable Uniform Plumbing Code adopted by said member, and shall also meet all design requirements as may be established from time to time by the Agency.

## **ARTICLE 3 – WASTEWATER VOLUME DETERMINATION**

**§3.01 Determination of Volume** – The volume of wastewater which a user discharges to a community sewer shall be determined by the Agency by use of one of the alternative methods described in this Article, with the method for each user or group of users to be selected by the Agency. Selection of such method will be based upon the principal activities of the user as they relate to wastewater flows, fluctuation of flows, practicality of obtaining flow measurements and other pertinent factors. The volume of the wastewater being discharged shall be one of the factors used in establishing charges and may require certain users to obtain Wastewater Discharge Permits in

conjunction with the determination of their wastewater volume.

**§3.02 Metered Water Supply and Water Diversions** – When charges and fees are to be based upon the water usage, such charges and fees shall be applied against the total amount of water used from all sources unless in the opinion of the Agency, significant portions of water received are not discharged to a community sewer. The total amount of water used from public and private sources will be determined by means of public meters or private meters, installed and maintained at the expense of the user and approved by the Agency. When charges and fees are to be based upon water usage, and where, in the opinion of the Agency, a significant portion of the water received from any metered source does not flow into the community sewer because of the principal activity of the user or removal by other means, the charges and fees will be applied against the volume of water discharged from such premises into the community sewer. Written notification and proof of the diversion of water must be provided by the user, and approved by the Agency, if the user is to avoid the application of the charges and fees against the total amount of water used from all sources. If acceptable to the Agency, the user may install a meter of a type and at a location approved by the Agency and at the user's expense. Such meters shall measure the amount of water diverted. Such meters shall be maintained at the expense of the user and be tested for accuracy when deemed necessary by the Agency, at the expense of the user.

**§3.03 Metered Wastewater Volume** – When charges and fees are to be based upon the metered volume of wastewater being discharged to a community sewer, the user shall install a meter of a type and at a location approved by the Agency, at the user's expense. Such meter shall measure the amount of wastewater being discharged and shall be maintained and tested for accuracy when deemed necessary by the Agency, at the expense of the user.

**§3.04 Estimated Wastewater Volume** – For users where, in the opinion of the Agency, it is unnecessary or impractical to install meters, the charges and fees may be based upon an estimate of the volume to be discharged as calculated by the Agency. A rational method will be used to estimate the quantity of wastewater discharged and may consider such factors as the number of fixtures, seating capacity, population equivalent, annual production of goods and services, or such other determination of water use necessary to estimate the wastewater volume discharged.

## **ARTICLE 4 – DISCHARGE REPORTS, WASTEWATER DISCHARGE PERMITS, NOTIFICATION, REPORTING REQUIREMENTS AND ADMINISTRATION**

### **§4.01 Notification of Hazardous Wastes Discharged to the Treatment Works**

**§4.01.1** All industrial users shall notify the Agency, the EPA Regional Waste Management Division Director, and state hazardous waste authorities in writing of any discharge into the Treatment Works of a substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the industrial user discharges more than 100 kilograms of such waste per calendar month to the Treatment Works, the notification shall also contain the following information: An identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month, and an estimation of the mass of constituents in the wastestream expected to be discharged during the following twelve months. All industrial users shall provide notification no later than 180 days after the discharge of the listed or characteristic hazardous waste.

**§4.01.2** Discharges are exempt from the requirements of paragraph 4.01.1 of this section during a calendar month in which they discharge no more than fifteen kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR part 261.30(d) and 261.33(3). Discharge of more than fifteen kilograms of non-acute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(3), requires notification.

**§4.01.3** In the case of any new regulations under Section 3001 of the Resource Conservation and Recovery Act (RCRA), identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the industrial user must notify the Agency, the EPA Regional Waste Management Division Director, and State hazardous waste authorities of the discharge of such substance within 90 days of the effective date of such regulations.

**§4.01.4** In the case of any notification made under Section 4.01, the industrial user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.

**§4.02 Notification of Potential Problems** – All industrial and commercial users shall notify the Agency *immediately* of all discharges that could cause problems at the Treatment Works, including any slug discharges of compatible or incompatible pollutants.

**§4.03 Notification of Changes in Discharge** – All industrial and commercial users shall promptly notify the Agency in advance of any substantial change in the volume or character of pollutants in their discharge, including the listed or characteristic hazardous wastes for which the industrial/commercial user has submitted initial notification under 40 CFR 403.12(p) and paragraph §4.01 of this Ordinance.

#### **§4.04 Discharge Reports**

**§4.04.1 General Discharge Report** – The Agency may require that any person discharging or proposing to discharge wastewater into a community sewer, file a periodic Discharge Report. The Discharge Report, at the discretion of the Agency, may include but not be limited to, nature or process, volume, rates of flow, mass emissions rate, production quantities, hours of operation, number and classification of employees, or other information which relates to the generation of waste including wastewater discharge. Such reports may also include the chemical constituents and quantity of liquid or gaseous materials stored on site even though they are not normally discharged. In addition to Discharge Reports, the Agency may require information in the form of Wastewater Discharge Permit Applications and Self-Monitoring Reports.

**§4.04.2 Baseline Monitoring Report** - Industrial Users subject to Federal Categorical Pretreatment standards that are currently discharging to or are scheduled to discharge to the Agency's Treatment Works shall submit to the Agency a Baseline Monitoring Report that meets all requirements and time guidelines set forth in 40 CFR 403.12(b) and any other such requirements as deemed appropriate by the Agency.

**§4.04.3 Pretreatment Compliance Report** - Industrial Users subject to Federal Categorical Pretreatment Standards shall submit to the Agency a report on their compliance status with any Categorical Pretreatment Standard deadline. This report must be received within 90 days following the date for final compliance with the applicable Categorical Pretreatment Standards, or in the case of a new source within 90 days following the commencement of introduction of wastewater to the Treatment Works. This report shall contain the information described in 40 CFR 403.12(d).

**§4.04.4 Periodic Compliance Reports** - All Categorical and Significant Non-Categorical dischargers to the Agency's Treatment Works shall submit Compliance Reports on a semi-annual basis (usually by June 30 and December 31 of each calendar year) to the Agency that contain the information described in 40 CFR 403.12(e) and 40 CFR 403.12(h).

**§4.04.5 Report Certification Statement** - All semi-annual Compliance Reports shall contain a Certification Statement signed by a qualified professional indicating whether Pretreatment Standards are being met on a consistent basis, and, if not, whether additional operation and maintenance and/or additional Pretreatment is required for the Industrial User to meet the applicable Pretreatment Standards and Requirements. This statement shall contain the information described in 40 CFR 403.12(b)(6).

**§4.04.6 Report Accuracy Statement** - All reports and self-monitoring data submissions to the Agency by Industrial Users shall contain the following accuracy statement and must be signed as per the requirements contained in 40 CFR 403.12(l):

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

#### **§4.05 Wastewater Discharge Permits**

**§4.05.1 Mandatory Permits** – Each Significant Industry as defined in Section 1.03, as well as other users with a discharge equivalent to that of a Significant Industrial User, must obtain a Wastewater Discharge Permit before connecting to or discharging into a community sewer. All existing Significant Industrial Users, as well as existing industries with an equivalent discharge, shall obtain a Wastewater Discharge Permit within 180 days after the effective date of this Ordinance.

**§4.05.2 Optional Permits** – The Manager may issue a Wastewater Permit to any user, upon application, in accordance with the terms of this section in the following categories:

- a. a user who request charges and fees to be based on metered water supply and water diversions, or metered wastewater volume, or
- b. any user whose wastewater strength is less than the normal range for user classification to which he is assigned because of pretreatment, process changes or other reason, or
- c. any user who wishes to discharge wastewater on a temporary basis, such as ground water clean up or storage tank rinsings.

**§4.05.3 Permit Application** – Users seeking a Wastewater Discharge Permit shall complete and file with the Manager a permit application, accompanied by the applicable fees. The applicant may be required to submit, in units and terms appropriate for evaluation, the following information:

- a. name, address, and SIC number of applicant;
- b. volume of wastewater to be discharged;
- c. wastewater constituents and characteristics including, but not limited to, those mentioned in Sections 2.10 as determined by a laboratory approved by the Agency;
- d. time and duration of discharge;
- e. average and 30 minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any;
- f. site plan, floor plans, mechanical and plumbing plans and details to show all sewer and appurtenances by size, location and elevation;
- g. description of activities, facilities and plant processes on the premises, including all materials, processes and types of materials which are or could be discharged;
- h. each product produced by type, amount and rate of production;
- i. where known, the nature and concentration of any pollutants in the discharge which are limited by any Agency, State, or Federal Pretreatment Standards, and a statement regarding whether or not the Pretreatment Standards are being met on a consistent basis and if not, whether additional Operations and Maintenance (O&M) and/or additional pretreatment is required for the user to meet applicable Pretreatment Standards;
- j. If additional pretreatment and/or O&M will be required to meet the Pretreatment Standards; the shortest schedule by which the user will provide such additional pretreatment. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard.

The following conditions shall apply to this schedule:

- 1) The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable Pretreatment Standards (e.g., hiring an engineer, completing preliminary plans, completing final plans, executing contract for major components, commencing construction, completing construction, etc.)
- 2) No increment referred to in paragraph 1) shall exceed nine (9) months.
- 3) Not later than 14 days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the Manager including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with the increment of progress, the reason for delay, and the steps being taken by the user to return the construction to the schedule established. In no event shall more than nine (9) months elapse between such construction progress reports to the Manager.

- k. number and type of employees, and hours of work;

- I. any other information as may be deemed by the Manager to be necessary to evaluate the permit application.

The Manager will evaluate the data furnished by the user and may require additional information. After evaluation and approval of all the data required, the Manager may issue a Wastewater Discharge Permit subject to terms and conditions provided herein.

**§4.05.4 Permit Conditions** – Wastewater Discharge Permits shall be expressly subject to all provisions of this Ordinance and all other ordinances, regulations, and charges and fees established by the Agency. The conditions of Wastewater Discharge Permits shall be uniformly enforced by the Manager in accordance with this Ordinance and applicable state and federal regulations. Permits may contain the following:

- a. the unit charge or schedule of charges and fees for the wastewater to be discharged to the community sewer;
- b. the average and maximum wastewater constituents and characteristics;
- c. limits on rate and time of discharge or requirements for flow regulations and equalization;
- d. requirements for installation of inspection and sampling facilities;
- e. pretreatment requirements;
- f. requirements for controlling slug discharges of any wastewater or substance that has the potential to cause problems in the wastewater collection system or Interference or Pass Through at the Treatment Works;
- g. specifications for monitoring programs, which may include sampling locations, frequency and method of sampling, number, types and standards for test and reporting schedules;
- h. requirements for submission of technical reports or self-monitoring discharge reports (see Section §405.9);
- i. requirements for maintaining plant records relating to wastewater discharge as specified by the Agency and affording Agency access thereto;
- j. mean and maximum mass emissions rates, or other appropriate limits when incompatible pollutants (as defined by Sections 2.10.1 and 2.10.2) are proposed or present in the user's wastewater discharge; and
- k. other conditions as deemed appropriate by the Agency to ensure compliance with this Ordinance or any regulations affecting the operation of the Agency facilities.

**§4.05.5 Duration of Permits** – Wastewater Discharge Permits shall be issued for a specified time period, not to exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. The terms and conditions of the permit may be subject to modification and change by the Agency during the life of the permit as limitations or requirements are modified and changed. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

**§4.05.6 Permit Modification** – Within nine (9) months of the promulgation of a National Categorical Pretreatment Standard, the Wastewater Discharge Permit of Industrial Users subject to such standards shall be revised to require compliance with such standard within the time frame prescribed by such standard. Where an industrial user, subject to a National Categorical Pretreatment Standard, has not previously submitted an application for a Wastewater Discharge Permit they must do so within 180 days after the promulgation of the applicable National Categorical Pretreatment Standard. In addition, the industrial user with an existing Wastewater Discharge Permit shall submit to the Manager within 180 days after the promulgation of an applicable Pretreatment Standard the information required by paragraphs (i) and (j) of Section §4.05.3.

**§4.05.7 Transfer of a Permit** – Wastewater Discharge Permits are issued to a specific user for a specific operation. A Wastewater Discharge Permit shall not be reassigned, transferred or sold to a new owner, new user, different premises, or a new or changed operation.

**§4.05.8 Revocation of Permit** – Any user who violates the conditions of the Wastewater Discharge Permit, applicable state and federal regulations, *or any provisions of this Ordinance including the following*, is subject to having this permit revoked:

- a. failure of a user to furnish correct factual data in the permit application;
- b. failure of a user to factually report the wastewater constituents and characteristics of the discharge;
- c. failure of the user to report significant changes in operations, or wastewater constituents and

- characteristics; or,
- d. refusal of reasonable access to the user's premises for the purpose of inspection or monitoring.

#### §4.05.9 Industrial Self-Monitoring

- a. **Monitoring and Analysis to Demonstrate Continued Compliance** – The self-monitoring reports required in this section shall contain the results of sampling and analysis of the industrial user's discharge, including the flow and the nature and concentration, or production and mass where requested by the Agency, of pollutants contained therein which are limited by the applicable national, state and local Pretreatment Standards and Industrial Discharge Permit Requirements and which meet all sampling/monitoring requirements contained in 40 CFR 403.12(g).
- b. **Notification of Industrial Self-Monitoring Violations and Repeat Sampling and Analysis Requirements** – If sampling performed by an industrial user indicates a violation, the user shall notify the Agency within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Agency within 30 days after becoming aware of the violation. In addition, the Agency will conduct a re-sampling within, but not to exceed, 30 days from the date of becoming aware of the violation as per 40 CFR 403.12(g)(2) in order to confirm discharge compliance.
- c. **Industrial Self-Monitoring Reports** – The reports required in this section shall be based upon all data obtained through Agency approved self-monitoring sampling and analysis which is performed by the industry during the period covered by the report (all monitoring results must be reported). The Agency shall specify the frequency and type of monitoring necessary to assess and assure compliance by industrial users with applicable national, state and local Pretreatment Standards and Requirements.
- d. **Industrial Self-Monitoring Sampling and Analysis** – All self-monitoring analyses shall be performed in accordance with procedures established by the Agency pursuant to Section 304(h) of the Act and contained in 40 CFR 136 and amendments thereto, or with any other test procedures approved by the Agency. Sampling shall be performed in accordance with the techniques approved by the Agency. Where 40 CFR 136 does not include sampling or analytical techniques for the pollutants in question, or where the Agency determines that Section 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed using validated analytical methods or any other sampling and analytical procedures, including procedures suggested by the Agency.
- e. **Reporting of Industrial Self-Monitoring Analysis Performed More Frequently Than Required** – If an industrial user is subject to self-monitoring reporting requirement(s), any pollutant monitored more frequently than required by the Agency, shall include the results of this monitoring in the self-monitoring report.

**§4.05.10 Record-Keeping Requirements** – Any industrial user subject to the reporting requirements established in Article 4 of this Ordinance shall maintain records of all information resulting from any monitoring activities required. Such records shall include for all samples:

- a. the date, exact location, method and time of sampling and the name(s) of the person or persons taking the samples;
- b. the dates analyses were performed;
- c. who performed the analyses;
- d. the analytical techniques/methods used; and
- e. the results of such analyses.

Any industrial user subject to reporting requirements shall be required to retain for a minimum of 3 years any records of monitoring activities and results and shall make such records available for inspection and copying by the Agency. This period of retention shall be extended during the course of any unresolved litigation regarding the industrial user when requested by the Agency.

**§4.06 Monitoring Facilities** – Users who propose to discharge, or who in the judgment of the Agency could discharge now or in the future, wastewater with constituents and characteristics different from that produced by a domestic premise (see Section 5.04 herein) may be required to install a monitoring facility.

When more than one user discharges into a common building sewer, the Agency may require installation of a separate monitoring facility for each user. Also when, in the judgment of the Agency, there is a significant difference

in wastewater constituents and characteristics produced by different operations of a single user, the Agency may require that separate monitoring facilities be installed for each separate discharge.

Monitoring facilities that are required to be installed shall be constructed, operated and maintained at the user's expense. The purpose of a facility is to enable inspection, sampling and flow measurement of wastewaters produced by a user. If sampling or metering equipment is also required by the Agency, it shall be provided, installed and operated at the user's expense. The monitoring facility will normally be required to be located on the user's premises outside of the building. The Agency may, however, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in the public street or sidewalk area with the approval of the public agency having jurisdiction over that street or sidewalk, and located so that it will not be obstructed by landscaping or parked vehicles.

If the monitoring facility is inside the user's fence, there shall be accommodations to allow safe and immediate access for Agency personnel, such as a gate secured with an Agency lock. There shall be ample room in or near such facility to allow accurate sampling and compositing of samples for analysis. The entire facility and the sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition by and at the expense of the user.

When, in the judgment of the Agency, an existing user requires a monitoring facility, the user will be so notified in writing. Construction must be completed within 90 days following written notification unless a time extension is otherwise granted by the Agency.

**§4.07 Inspection and Sampling** – The Agency shall inspect the facilities of any user to ascertain whether the purpose of this Ordinance is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the Agency's representative ready access at all reasonable times to all parts of the premises for the purposes of inspection or sampling or in the performance of any of their duties. The Agency shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards, that upon presentation of suitable identification, personnel from the Agency will be permitted to enter without delay for the purpose of performing their specific responsibilities.

**§4.08 Pretreatment** – Users shall make wastewater acceptable under the limitations established herein before discharging into any community sewer. Any facilities required to pretreat wastewater to a level acceptable to the Agency shall be provided and maintained at user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the Agency for review, and shall be approved by the Agency before construction of the facility. The review and approval of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent complying with the provisions of this Ordinance. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be approved by the Agency.

**§4.09 Protection from Accidental Discharge** – Each user shall provide protection from accidental discharge of prohibited materials or other wastes regulated by this Ordinance. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the user's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the Agency for review, and shall be approved by the Agency before construction of the facility.

The review and approval of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to provide the protection necessary to meet the requirements of this Ordinance.

**§4.10 Confidential Information** – All information and data on a user obtained from reports, questionnaires, permit applications, permit and monitoring programs and from inspections shall be available to the public or any other governmental agency without restriction unless the user specifically requests and is able to demonstrate, to the satisfaction of the Agency, that the release of such information would divulge information, processes or methods which would be detrimental to the user's competitive position.

When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be available to governmental

agencies for use in making studies; provided, however, that such portions of a report shall be available for use by the State or any state agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information.

Information accepted by the Agency as confidential, shall not be transmitted to any governmental agency or to the general public by the Agency until and unless prior and adequate notification is given to the user.

**§4.11 Discharge from Outside Agency Limits** – Any user located in other than an Agency Member Entity shall request permission to discharge from the Manager. Upon review and approval of such a request, the Agency shall enter a contractual agreement with the user which shall require the user to comply with all local, state and federal pretreatment regulations as well as any National Categorical Pretreatment Standards yet to be promulgated. The Contractual Agreement shall also be subject to such terms, conditions, and fees as the Agency finds necessary or appropriate.

**§4.12 Special Agreements** – Special agreements and arrangements between the Agency and any persons or agencies may be established when in the opinion of the Agency, unusual or extraordinary circumstances compel special terms and conditions. Such agreements shall not, however, exempt the user from complying with any National Categorical Pretreatment Standard.

## **ARTICLE 5 – WASTEWATER CHARGES AND FEES**

**§5.01 Schedule of Charges and Fees** – A schedule of charges and fees shall be adopted by the Agency, by ordinance or resolution, as permitted by law, which will enable it to comply with the revenue requirements of the State Clean Water Grant Program, and such charges and fees shall be determined in a manner consistent with regulations of the grant program.

**§5.02 Classification of Users** – All users are to be classified by the Agency either by assigning each one to a "user category" according to the principal activity conducted on the user's premises, by individual user analysis or by a combination thereof. The purpose of such collective and/or individual classification is to facilitate the regulation of wastewater discharges based on wastewater constituents and characteristics, to provide an effective means of source control, and to establish a system of charges and fees which will ensure an equitable recovery of the Agency's costs.

**§5.03 Types of Charges and Fees** – The charges and fees as established in the Agency's schedules of charges and fees, may include, but not be limited to:

- a. user category charges;
- b. fees for connection to sewer system;
- c. fees for monitoring;
- d. fees for permit applications;
- e. appeal fees
- f. charges and fees based on wastewater constituents and characteristics to include industrial cost recovery provisions of the Federal Act; and
- g. annexation fees.

**§5.05 Basis for Determination of Charges** – The charges and fees established for all users or categories of users shall be based upon the measured or estimated constituents and characteristics of the wastewater discharge of that user or user category which may include, but not be limited to, BOD, Suspended Solids and volume. The constituents and characteristics may be either measured or estimated, as determined by the Agency. The volume subject to charge shall be determined in accordance with Article 3 of this Ordinance.

**§5.06 Basic Minimum Charge** – Notwithstanding the provisions of Section 5.04, in any event the basic charge so determined for users in the residential category shall constitute the basic minimum charge for all users, and no user shall be charged less than this amount.

## **ARTICLE 6 – ENFORCEMENT**

## **§6.01 Accidental Discharges**

**§6.01.1 Notification of Potential Problems** – Users shall notify the Agency immediately upon accidentally discharging wastes which could cause problems to the Treatment Works or wastes in violation of this Ordinance, including any slug discharges, to enable countermeasures to be taken by the Agency to minimize damage to the community sewer, treatment facility, treatment processes and the receiving waters.

The notification shall be followed, within 15 days of the date of occurrence, by a detailed written statement describing the causes of the accidental discharge and the measures(s) being taken to prevent future occurrence.

Such notification will not relieve users of liability for any expense, loss or damage to the sewer system, treatment plan, or treatment process, or for any fines imposed on the Agency on account thereof under Section 13340 of California Water Code or for violations of Section 5650 of the California Fish and Game Code.

**§6.01.2 Notices to Employees** – In order that employees of users be informed of Agency requirements, users shall make available to their employees copies of this Ordinance together with such other wastewater information and notices which may be furnished by the Agency from time to time directed toward more effective water pollution control. A notice shall be furnished and permanently posted on the user's bulletin board advising employees whom to call in case of an accidental discharge in violation of this Ordinance.

**§6.01.3 Preventive Measures** – Any direct or indirect connection or entry point for persistent or deleterious wastes to the user's plumbing or drainage system should be eliminated. Where such action is impractical or unreasonable, the user shall appropriately label such entry points to warn against discharge of such wastes in violation of this Ordinance.

**§6.02 Issuance of Cease and Desist Orders** – When the Agency finds that a discharge of wastewater has taken place, in violation of prohibitions or limitations of this Ordinance, or the provisions of a Wastewater Discharge Permit, the Manager may issue an order to cease and desist, and direct those persons not complying with such prohibitions, limits, requirements, or provisions to:

- a. comply forthwith;
- b. comply in accordance with a time schedule set forth by the Agency; or
- c. take appropriate remedial or preventive action in the event of a threatened violation.

**§6.03 Harmful Contributions** – The Agency may immediately suspend the wastewater treatment service and/or Wastewater Discharge Permit when such suspension is necessary, in the opinion of the Agency, in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons, to the environment, causes interference to the POTW or causes the Agency to violate any condition of its NPDES Permit.

Any person notified of a suspension of the wastewater treatment service and/or the Wastewater Discharge Permit shall immediately stop or eliminate the contribution. In the event of a failure of the person to comply voluntarily with the suspension order, the Agency shall take such steps as deemed necessary including immediate severance of the sewer connection, to prevent or minimize damage to the Treatment Works or endangerment to any individuals. The Agency shall reinstate the Wastewater Discharge Permit and/or the wastewater treatment service upon proof of the elimination of the non-complying user describing the causes of the harmful contribution and the measures taken to prevent any future occurrence. This shall be submitted to the Agency within 15 days of the date of occurrence.

**§6.04 Submission of Time Schedule** – When the Agency finds that a discharge of wastewater has been taking place, in violation of prohibitions or limitations prescribed in this Ordinance, or wastewater source control requirement, effluent limitations or pretreatment standards, or the provisions of a Wastewater Discharge Permit, the Agency may require the user to submit for approval, with such modification as it deems necessary, a detailed time schedule of specific actions which the user shall take in order to prevent or correct a violation of requirements.

**§6.05 Appeals** – Any user, permit applicant, or permit holder affected by any decision, action, or determination, including Cease and Desist Orders, made by the Manager, interpreting or implementing the provisions of this Ordinance or in any permit issued herein, may file with the Manager a written request for reconsideration within 10 days of such decision, action, or determination, setting forth in detail the facts supporting the user's request for

reconsideration.

If the ruling made by the Manager is unsatisfactory to the person requesting reconsideration, he may within 10 days after notification of Agency action, file a written appeal to the Agency's Board of Directors. The written appeal shall be heard by the Board within 30 days from the date of filing. The Board shall make a final ruling on the appeal within 15 days of the close of the meeting. The Manager's decision, action, or determination shall remain in effect during such period of reconsideration.

**§6.06 Enforcement Response Plan** – The Manager is authorized and directed to prescribe regulations necessary to implement this Article and a Pretreatment Enforcement and Response Plan ("ERP") as required by and in compliance with state and federal law and regulations. The ERP and any changes thereto shall be effective upon approval by resolution of the Board of Directors. Any enforcement measure or procedure contained in this Article and the ERP shall be considered to be complimentary and cumulative and not exclusive of any other enforcement measure or procedure and the Agency may pursue any one or all of such measures or any other remedy or relief which may be provided for by law.

**§6.07 Publishing of Dischargers in Significant Noncompliance** – The Agency will provide annual public notification in a newspaper(s) of general circulation that provides meaningful public notice within the jurisdiction(s) served by the Agency of Industrial Users which at any time during the previous 12 months were in significant noncompliance (SNC) with applicable Pretreatment requirements as defined in 40 CFR 403.8(f)(2)(viii).

## **ARTICLE 7 – ABATEMENT**

**§7.01 Public Nuisance** – Discharge of wastewater in any manner in violation of this Ordinance or of any order issued by the Manager as authorized by this Ordinance, is hereby declared a public nuisance and shall be corrected or abated as directed by the Manager. Any person creating a public nuisance shall be subject to provisions of Agency codes or ordinances governing such nuisance.

**§7.02 Injunction** – Whenever a discharge of wastewater is in violation of the provisions of this Ordinance or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, the Agency may petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate in restraining the continuance of such discharge.

**§7.03 Damage to Facilities** – When a discharge of wastes causes an obstruction, damage, or any other impairment to Agency facilities, the Agency may assess a charge against the user for the work required to clean or repair the facility and add such charge to the user's sewer service charge.

**§7.04 Correction of Violations; Collection of Costs; Injunction** – In order to enforce the provision of this Ordinance, the Agency may correct any violation hereof. The cost of such correction may be added to any sewer service charge payable by the person violating the Ordinance or the owner or tenant of the property upon which the violation occurred, and the Agency shall have such remedies for the collection of such costs as it has for the collections of sewer service charges. The Agency may also petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate, restraining any person from the continued violation of this Ordinance.

**§7.05 Civil Liabilities and Penalties** – Any person who intentionally or negligently violates any provision of this Ordinance, requirements, or conditions set forth in a permit duly issued, or who discharges wastewater which causes pollution, or violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard, including non-discharge pretreatment standards, shall be liable to injunctive relief for non-compliance imposed by the Agency against which the violation occurs. Said civil liability may be in a sum of not to exceed six thousand dollars (\$6,000.00) a day for each violation in which such violation occurs.

The Agency may petition the Superior Court to impose, assess and recover such sums. In determining such amount the court shall take into consideration all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the nature and persistence of the violation, the length or time over which the violations occurs, and corrective action, if any.

**§7.06 Falsifying of Information** – Any person who knowingly makes any false statements, representation record,

report, plan or other document filed with the Agency, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Ordinance, is hereby declared to be in violation of this Ordinance, and subject to the civil liabilities imposed under Section 7.05 of this Ordinance.

**§7.07 Termination of Service** – In order to effect its powers, the Agency may enter upon private property for the purpose of inspection and maintenance of sanitary and waste disposal facilities and may terminate service to property in which a violation of any rule, regulation, or this Ordinance is found to exist.

Prior to termination of service, however, the Agency Board shall notify, in writing, the owner and tenant, if any, of such property that service is intended to be so terminated and conduct a hearing thereon as herein provided. Such notice shall be mailed to the owner at the address shown on the records of the Assessor of the County, or as known to the Agency, and a copy shall be delivered to the tenant or posted conspicuously on the property. The notice shall state the date of proposed termination of service and the reasons therefore and the date the Agency Board shall hold a hearing upon such intended termination. Such a hearing shall not be held less than ten (10) days subsequent to the giving of the notice as herein required.

## **ARTICLE 8 – MISCELLANEOUS PROVISIONS**

**§8.01 Severability** – If any provision, section, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons or circumstances. The Board of Directors hereby declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

**§8.02 Repeal of Conflicting Ordinances** – Ordinances No. 92-02, 93-03, and 2000-01 hereby are repealed. Further, in the event of conflict between this Ordinance and other ordinances, rules and regulations of the Agency adopted prior to this Ordinance, the provisions of this Ordinance shall prevail.

**§8.03 Publication of Ordinance** – Within fifteen (15) days after the passage of this Ordinance, the Agency Manager/Secretary shall cause it to be published at least once in a newspaper of general circulation published and circulated within Monterey County.

The foregoing Ordinance was introduced at a regular meeting of the Board of Directors of the Monterey Regional Water Pollution Control Agency and was passed and adopted on July 28, 2008 by the following vote:

**Effective Date** – This Ordinance shall take effect and be in force thirty (30) days from and after the final passage and adoption hereof.

**AYES:** Stefani, Calcagno, Russell, Nishi, Dayton, Pendergrass and Bloomer

**NOES:** None

**ABSENT:** Cortez, Cort, De La Rosa and Haferman

*/s/ Joe Russell*

Joseph Russell, Chair  
Board of Directors

**ATTEST:**

*/s/ Keith Israel*

Keith Israel, General Manager

Secretary to Board of Directors

**Administration Offices**

5 Harris Court, Bldg D, Monterey, CA 93940 | (831) 372-3367 or (831) 422-1001 | Fax: (831) 372-6178

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## **APPENDIX 7F**

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City of Pacific Grove Municipal Code Chapter 1.19

*Municipal Code and Ordinance Enforcement*

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## Chapter 1.19 MUNICIPAL CODE AND ORDINANCE ENFORCEMENT

### Sections:

- [1.19.010](#) Purpose.
- [1.19.020](#) Administrative citation process overview.
- [1.19.030](#) Administrative compliance order process overview.
- [1.19.040](#) Administrative citations.
- [1.19.050](#) Definitions.
- [1.19.060](#) Service of citations, orders and notices.
- [1.19.070](#) Citation issuance.
- [1.19.080](#) Citation fines.
- [1.19.090](#) Hearing request.
- [1.19.100](#) Advance deposit hardship waiver.
- [1.19.110](#) Hearing officer selection.
- [1.19.120](#) Hearing procedure.
- [1.19.130](#) Hearing officer's decision.
- [1.19.140](#) Judicial review.
- [1.19.150](#) Administrative compliance orders.
- [1.19.160](#) Compliance orders.
- [1.19.170](#) Hearing officer selection – Notice of hearing.
- [1.19.180](#) Compliance hearing.
- [1.19.190](#) Administrative order.
- [1.19.200](#) Administrative penalties.
- [1.19.210](#) Administrative costs.
- [1.19.220](#) Failure to comply with administrative order.
- [1.19.230](#) Judicial review.
- [1.19.240](#) Report of compliance after administrative order.
- [1.19.250](#) Compliance dispute.
- [1.19.260](#) Lien procedure.
- [1.19.270](#) Lien hearing and protest.
- [1.19.280](#) Recording lien.
- [1.19.290](#) Satisfaction of lien.

### **1.19.010 Purpose.**

City enforcement issues have become increasingly varied and complex. Alternative enforcement processes have been adopted by other public agencies as a means to address budget difficulties and resource shortages, and to streamline operations. Alternative enforcement processes minimize time delays that can result from increasingly crowded criminal and civil court dockets.

This chapter sets forth a variety of enforcement options to effectively and timely address code and ordinance enforcement matters in order to preserve and protect the quality of life in the neighborhoods and communities of the city of Pacific Grove. This chapter allows traditional criminal prosecution, civil action and nuisance abatement as enforcement. This chapter further establishes several administrative enforcement procedures. [Ord. 07-022 § 2, 2007].

### **1.19.020 Administrative citation process overview.**

Administrative citations generally address municipal code and ordinance violations that the city, in its sole discretion, deems to be minor or transient in nature. The city adopts the administration citation enforcement process, set forth in PGMC [1.19.040](#) through [1.19.150](#), inclusive, pursuant to California Government Code Section 53069.4, which provides for de novo review of administrative citations in court if a person wishes to challenge an administrative decision upholding an administrative citation. For example, and not by exclusion, administrative citations may be used to enforce provisions regulating signs, yard waste, false alarms, noise issues, vehicle parking, minor or nonrecurring violations of PGMC Title [18](#), Buildings and Construction, PGMC Title [23](#), Zoning, or similar matters.

An enforcement officer issues an administrative citation that lists the violation and the administrative fine amount and describes how to pay the fine or request a hearing to contest the citation. The administrative citation may be contested through an administrative hearing process. The fine must be deposited in advance of the administrative hearing, but a procedure to waive the deposit is allowed for hardship. If not set forth in this code, the amount of the administrative citation fine is set by resolution. Penalties and interest shall be added for late payment of administrative fines.

The administrative citation process is set forth beginning at PGMC [1.19.040](#). [Ord. 07-022 § 3, 2007].

#### **1.19.030 Administrative compliance order process overview.**

Administrative compliance orders generally address municipal code and ordinance violations that the city, in its sole discretion, deems not suitable for the administrative citation process contemplated by PGMC [1.19.020](#). For example, and not by exclusion, administrative compliance orders may be used for serious, continuing or recurring violations of PGMC Title [18](#), Buildings and Construction, PGMC Title [23](#), Zoning, or similar matters.

An administrative compliance order is issued to a responsible party by a city enforcement officer. The compliance order sets forth a description of the observed violation(s), a description of what the responsible party is required to do to bring the property into compliance, and the date by which compliance must be achieved. The compliance order provides notice as to administrative penalties that shall accrue if compliance with the order is not achieved by the date listed on the order. The administrative compliance order may be contested through an administrative hearing process. The decision may contain an order to correct any violations determined to exist, together with an order to pay administrative penalties and costs.

The administrative compliance order process is set forth beginning at PGMC [1.19.150](#). [Ord. 07-022 § 4, 2007].

#### **1.19.040 Administrative citations.**

(a) The administrative citation process provided for in this chapter shall be in addition to any other legal remedies, criminal or civil, which may be pursued by the city to address any violation of this code or an ordinance of the city of Pacific Grove.

(b) The administrative citation process set forth in this chapter shall not apply to continuing violations this code, or to an ordinance of the city that pertains to building, plumbing, electrical, or other similar structural or zoning issues. [Ord. 07-022 § 5, 2007].

#### **1.19.050 Definitions.**

For purposes of this chapter, the term "enforcement officer" shall mean and refer to any employee or agent of the city holding authority to enforce violations of this code or an

ordinance. This shall include the city manager, and any person designated as an enforcement officer by the city manager. [Ord. 07-022 § 6, 2007].

**1.19.060 Service of citations, orders and notices.**

All citations, orders and notices shall be served in accordance with the provisions of Chapter [1.12](#) PGMC. [Ord. 07-022 § 7, 2007].

**1.19.070 Citation issuance.**

(a) Whenever an enforcement officer determines that a violation of a provision has occurred, the enforcement officer shall be authorized to issue an administrative citation to any person responsible for the violation.

(b) Each administrative citation shall contain the following information:

- (1) The date of the violation;
- (2) The address or a definite description of the location where the violation occurred;
- (3) Reference to the provision of this code or ordinance that was violated and a description of the circumstances pertaining to the violation;
- (4) The amount of the fine related to the violation determined in accord with this chapter;
- (5) A description of the fine payment process, including a statement of the time within which and the place to which the fine shall be paid;
- (6) An order prohibiting continuation or repeated occurrence of the violation described in the administrative citation;
- (7) A description of the administrative citation review process, including the time within which the citation may be contested and the place from which a request for hearing form to contest the citation may be obtained; and
- (8) The name and signature of the citing enforcement officer. [Ord. 07-022 § 8, 2007].

**1.19.080 Citation fines.**

(a) The fines for each municipal code or ordinance violation imposed pursuant to this chapter shall be set forth in the schedule of fines established by resolution of the city council. In the absence of a designated fine, the default fine for each violation shall be \$50.00 per day.

(b) The schedule of fines shall specify an additional fine due for late payment of any fine if not paid in full on or before the date the payment of the fine is due.

(c) The fine stated upon any duly issued administrative citation shall be paid to the city within 30 days from the date of service of the administrative citation.

(d) Any administrative citation fine paid pursuant to this section shall be refunded in accordance with PGMC [1.19.130](#) if it is determined, after a hearing, that the person charged in the administrative citation was not responsible for the violation or that there was no violation as charged in the administrative citation.

(e) Payment of a fine under this chapter shall not excuse or discharge any continuation or repeated occurrence of the violation that is the subject of the administrative citation.

(f) Any person who fails to pay to the city any fine imposed pursuant to the provisions of this chapter on or before the date that fine is due also shall be liable for the payment of any applicable late payment charges set forth in the schedule of fines. The city may collect any past due administrative citation fine or late payment charge by use of all available legal means.

(g) Any failure to pay the city any fine imposed pursuant to the provisions of this chapter on or before the date that fine is due shall be deemed a violation of this section enforceable pursuant to the provisions of Chapter [1.16](#) PGMC. The city attorney shall be directed to collect fines that are due and payable under this section. [Ord. 07-022 § 9, 2007].

**1.19.090 Hearing request.**

(a) Any recipient of an administrative citation may contest that there was a violation of this code or an ordinance of the city, or that he or she is the responsible party, by completing a request for hearing form and returning it to the city within 30 days from the date set forth on the administrative citation, together with an advance deposit of the fine or notice that a request for an advance deposit hardship waiver has been filed pursuant to PGMC [1.19.100](#). A request for hearing form may be obtained from the office of the city manager.

(b) The person requesting the hearing shall be notified of the time and place set for the hearing at least 10 days prior to the date of the hearing.

(c) If the enforcement officer submits an additional written report concerning the administrative citation to the hearing officer for consideration at the hearing, then a copy of this report also shall be served on the person requesting the hearing at least five days prior to the date of the hearing. [Ord. 07-022 § 10, 2007].

**1.19.100 Advance deposit hardship waiver.**

(a) Any person who intends to request a hearing to contest whether a municipal code or ordinance violation occurred, or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine as required in PGMC [1.19.080](#), may file a request for an advance deposit hardship waiver.

(b) The request shall be filed with the city manager on an advance deposit hardship waiver application form, available from the office of the city manager, within 10 days of the date of the administrative citation.

(c) The requirement to deposit the full amount of the fine as described in PGMC [1.19.080](#) shall be stayed unless or until the city manager makes a determination not to issue the advance deposit hardship waiver.

(d) The city manager may waive the requirement of an advance deposit set forth in PGMC [1.19.080](#) and issue the advance deposit hardship waiver only if the cited party submits to the city manager a sworn affidavit, together with any supporting documents or materials, demonstrating to the satisfaction of the city manager the person's actual financial inability to deposit with the city the full amount of the fine in advance of the hearing.

(e) If the city manager determines not to issue an advance deposit hardship waiver, the person shall remit the deposit to the city within 10 days of the date of that decision or 30 days from the date of the administrative citation, whichever is later.

(f) The city manager shall issue a written determination listing the reasons for his or her determination to issue or not issue the advance deposit hardship waiver. The written determination of the city manager shall be final.

(g) The written determination of the city manager shall be served upon the person who filed the request for an advance deposit hardship waiver. This determination shall be subject to judicial review pursuant to Section 1094.5 of the Code of Civil Procedure, and the time limit set by PGMC [1.20.010](#) shall apply. [Ord. 07-022 § 11, 2007].

**1.19.110 Hearing officer selection.**

The presiding officer of the hearing officer panel shall, by random lot, designate one of the seven members of the hearing officer panel to be the hearing officer for each administrative citation hearing. Should that hearing officer be disqualified for cause, or should that hearing officer otherwise be unable to conduct the hearing, the presiding officer shall, by random lot, designate a successor hearing officer from available members of the hearing officer panel. [Ord. 07-022 § 12, 2007].

**1.19.120 Hearing procedure.**

(a) No hearing to contest an administrative citation before a hearing officer shall be held unless the fine has been deposited in advance, in accordance with PGMC [1.19.080](#), or an advance deposit hardship waiver has been issued in accordance with PGMC [1.19.100](#).

(b) A hearing before the hearing officer shall be set for a date that is not less than 15 days and not more than 60 days from the date that the request for hearing is filed in accordance with the provisions of this chapter. The hearing officer shall have sole discretion to grant any request for continuance of the hearing.

(c) At the hearing, the party contesting the administrative citation shall be given the opportunity to testify and to present evidence concerning the administrative citation. The city shall submit its report on the alleged violation, setting forth a detailed recommendation as to relevant findings and conclusions that flow from the facts presented and a recommended decision based upon those findings and conclusions. This report shall meet the standards for administrative findings set forth in *Topanga Assn. for a Scenic Community v. County of Los Angeles*, 11 Cal.3d 506 (1974).

(d) The failure of any recipient of an administrative citation to appear at the administrative citation hearing shall constitute a forfeiture of the fine and a failure to exhaust their administrative remedies.

(e) The administrative citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents.

(f) The hearing officer may question witnesses and/or request additional information from the enforcement officer or the recipient of the administrative citation prior to closing the hearing. [Ord. 07-022 § 13, 2007].

**1.19.130 Hearing officer's decision.**

(a) After considering all of the testimony and evidence submitted at the hearing, the hearing officer shall issue a written decision to uphold or cancel the administrative citation and shall list the reasons for that decision. The decision of the hearing officer shall be final.

(b) If the hearing officer determines that the administrative citation should be upheld, then the fine amount on deposit with the city shall be retained by the city. If the fine has not been deposited, the hearing officer shall set forth in the decision a payment schedule for the fine.

(c) If the hearing officer determines that the administrative citation should be canceled and the fine was deposited with the city, then the city shall promptly refund the amount of the deposited

fine, together with interest. If the fine has not been deposited, the hearing officer shall cancel the obligation to tender the fine.

(d) The recipient of the administrative citation shall be served with a copy of the hearing officer's written decision. A copy of the decision shall be forwarded to all members of the hearing officer panel. [Ord. 07-022 § 14, 2007].

**1.19.140 Judicial review.**

Any person aggrieved by an administrative decision of a hearing officer on an administrative citation may obtain review of the administrative decision by filing a petition for review with the Superior Court in Monterey County in accordance with the timelines and provisions set forth in California Government Code Section 53069.4. [Ord. 07-022 § 15, 2007].

**1.19.150 Administrative compliance orders.**

(a) The administrative compliance order process provided for in this chapter shall be in addition to any other legal remedies, criminal or civil, which may be pursued by the city to address any violation of this code or an ordinance of the city.

(b) Use of the administrative compliance order process shall be at the sole discretion of the city. [Ord. 07-022 § 16, 2007].

**1.19.160 Compliance orders.**

(a) Whenever an enforcement officer, as defined by PGMC [1.19.050](#), determines that a violation of any provision of this code or city ordinance has occurred, is occurring or exists, the enforcement officer may issue a written compliance order to any person responsible for the violation.

(b) A compliance order issued pursuant to this chapter shall contain the following information:

- (1) The date of the violation;
- (2) The address or description of the location where the violation occurred;
- (3) Reference to the provision of this code or ordinance that was violated and a description of the circumstances pertaining to the violation;
- (4) The actions required to correct the violation;
- (5) The time period after which administrative penalties will begin to accrue if compliance with the order has not been achieved;
- (6) The penalty related to the violation, if compliance is not achieved;
- (7) The name and signature of the citing enforcement officer; and
- (8) Either a copy of this chapter or an explanation of the consequences of noncompliance with this chapter and a description of the hearing procedure and appeal process. [Ord. 07-022 § 17, 2007].

**1.19.170 Hearing officer selection – Notice of hearing.**

(a) If the enforcement officer determines that each violation has been corrected within the time specified in the compliance order, no further action shall be taken.

(b) If full compliance as to each violation is not achieved within the time specified in the compliance order, the enforcement officer shall advise the presiding officer of the hearing

officer panel. The presiding officer of the hearing officer panel shall, by random lot, designate one member of that hearing officer panel to be the hearing officer for the compliance order hearing. Should that hearing officer be unable to conduct the hearing, or should that hearing officer be disqualified for cause, the presiding officer shall, by random lot, designate a successor from that hearing officer panel.

(c) The hearing officer shall ensure that the notice provisions of Chapter [1.12](#) PGMC have been followed. Notice of the hearing shall be given at least 10 days prior to the date of the hearing. The hearing officer shall have sole discretion to grant any request for continuance of the hearing. [Ord. 07-022 § 18, 2007].

**1.19.180 Compliance hearing.**

(a) At the place and time set forth in the notice of compliance hearing, the hearing officer shall conduct a hearing on the compliance order issued pursuant to PGMC [1.19.160](#), in accord with rules and procedures as may be promulgated by the hearing officer panel.

(b) The hearing officer shall consider written or oral evidence in accord with rules and procedures set by the hearing officer panel pursuant to PGMC [3.30.060](#). Evidence regarding the alleged violation or compliance actions may be presented by any party, including the alleged violator, the owner or occupant of any real property affected by the alleged violation, and/or the city. The failure of any party to appear at the hearing shall constitute a failure to exhaust his or her administrative remedies.

(c) The compliance order and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents. The report on the alleged violation shall set forth a detailed recommendation as to relevant findings and conclusions that flow from the facts presented and a recommended decision based upon those findings and conclusions. This report shall meet the standards for administrative findings set forth in *Topanga Assn. for a Scenic Community v. County of Los Angeles*, 11 Cal.3d 506 (1974).

(d) The hearing officer may question witnesses and/or request additional information from the enforcement officer or any party prior to closing the hearing.

(e) Within a reasonable time following the conclusion of the hearing, the hearing officer shall make findings and issue a determination, as to each alleged violation, regarding:

- (1) The existence of the violation;
- (2) The identity of each responsible party;
- (3) The failure of the responsible party to take required corrective action within the required time period.

Findings shall be supported by substantial evidence received at the hearing.

(f) If the hearing officer finds by a preponderance of the evidence that a violation has occurred and that the violation was not corrected within the time period specified in the compliance order, the hearing officer shall issue an administrative order in accord with PGMC [1.19.190](#).

(g) If the hearing officer finds that no violation has occurred or that the violation was corrected within the time period specified in the compliance order, the hearing officer shall issue a finding as to those facts. [Ord. 07-022 § 19, 2007].

**1.19.190 Administrative order.**

If the hearing officer determines that a violation occurred which was not corrected within the time period specified in the compliance order, he or she shall issue an administrative order that imposes any or all of the following:

- (a) An order to correct each violation, including a schedule for correction where appropriate;
- (b) Administrative penalties as provided in PGMC [1.19.200](#); and/or
- (c) Administrative costs as provided in PGMC [1.19.210](#). [Ord. 07-022 § 20, 2007].

**1.19.200 Administrative penalties.**

(a) The hearing officer shall be authorized to impose administrative penalties for the violation of any provision of this code or ordinance in an amount not to exceed a maximum of \$2,500 per day for each continuing violation, except that the total administrative penalty shall not exceed \$100,000 exclusive of administrative costs, interest and restitution for compliance reinspections, for any related series of violations.

(b) In determining the amount of the administrative penalty, the hearing officer may take any or all of the following factors into consideration:

- (1) The duration of the violation;
- (2) The frequency, recurrence and number of violations, related or unrelated, by the same violator;
- (3) The seriousness of the violation;
- (4) The effect the violation may have upon adjoining properties;
- (5) The good faith efforts of the violator to come into compliance;
- (6) The economic impact of the penalty on the violator; and/or
- (7) The impact of the violation on the community. [Ord. 07-022 § 21, 2007].

**1.19.210 Administrative costs.**

(a) The hearing officer shall assess reasonable and necessary administrative costs against the violator when it finds that a violation has occurred, or that compliance has not been achieved within the time specified in the compliance order.

(b) The hearing officer shall assess reasonable and necessary administrative costs against the city when he or she finds that a violation has not occurred.

(c) The administrative costs shall include reasonable and necessary costs incurred in connection with the matter before the hearing officer including, but not limited to, costs of investigation, costs incurred to prepare for the hearing and for the hearing itself, and costs for all reinspections necessary to enforce the compliance order.

(d) The hearing officer may waive the assessment of administrative costs against either party where unique circumstances are present, or in the interests of justice. [Ord. 07-022 § 22, 2007].

**1.19.220 Failure to comply with administrative order.**

(a) Any person who fails to comply with an administrative order issued in accord with this chapter, or to pay to the city any amount due pursuant to the provisions of this chapter, on or before the date that fine is due also shall be liable for the payment of any applicable late payment charges set forth in the schedule of fines. The city may collect any past due administrative citation fine or late payment charge by use of all available legal means, including recordation of a lien pursuant to PGMC [1.19.260](#) through [1.19.290](#).

(b) Any failure to comply with an administrative order issued in accord with this chapter, or to pay to the city any amount imposed pursuant to the provisions of this chapter on or before the date that fine is due, shall be deemed a violation of this section enforceable pursuant to the provisions of Chapter [1.16](#) PGMC.

(c) Any failure to pay the amount imposed pursuant to the provisions of this chapter shall also be enforced as:

(1) A personal obligation of the violator; and/or

(2) If the violation is in connection with real property, a lien upon the real property. The lien shall remain in effect until all of the administrative penalties, interest and administrative costs are paid in full. [Ord. 07-022 § 23, 2007].

**1.19.230 Judicial review.**

Any person aggrieved by an administrative order may obtain review of the administrative order in the superior court by filing with the court a petition for writ of mandate pursuant to PGMC [1.20.010](#). [Ord. 07-022 § 24, 2007].

**1.19.240 Report of compliance after administrative order.**

If the city manager determines that compliance has been achieved after a compliance order has been sustained by the hearing officer, the city manager shall file a report with the hearing officer panel indicating that compliance has been achieved. [Ord. 07-022 § 25, 2007].

**1.19.250 Compliance dispute.**

(a) If the city manager does not file a report pursuant to PGMC [1.19.240](#), any person who believes that compliance has been achieved may request a compliance hearing before the hearing officer by filing a request for a hearing with the presiding officer of the hearing panel, together with full payment of the compliance dispute hearing fee set by the council.

(b) A hearing on the compliance dispute shall be noticed in accordance with Chapter [1.12](#) PGMC.

(c) The hearing officer shall determine if compliance has been achieved and, if so, when it was achieved. [Ord. 07-022 § 26, 2007].

**1.19.260 Lien procedure.**

Whenever the amount of any administrative fine, penalty and/or administrative cost imposed by a hearing officer pursuant to this chapter in connection with real property has not been satisfied in full within 90 days and/or has not been successfully challenged by a timely writ of mandate, this obligation shall constitute a lien against the real property on which the violation occurred. [Ord. 07-022 § 27, 2007].

**1.19.270 Lien hearing and protest.**

(a) Any person whose real property is subject to a lien pursuant to PGMC [1.19.270](#) may file a written protest with the city clerk and/or may object to assessment of the lien orally at the city council meeting.

(b) Each written protest or objection must contain a description of the property in which the protesting party is interested and the grounds for each protest or objection.

(c) The city council, after the hearing, shall adopt a resolution confirming, discharging or modifying the amount of the lien. [Ord. 07-022 § 28, 2007].

**1.19.280 Recording lien.**

Thirty days following the adoption of a resolution by the city council imposing a lien, the city clerk shall file the same as a judgment lien in the office of the county recorder of Monterey County, California. The lien may carry such additional administrative charges as set forth by resolution of the city council. [Ord. 07-022 § 29, 2007].

**1.19.290 Satisfaction of lien.**

Once payment in full is received by the city for outstanding penalties and costs, the city manager shall either record a notice of satisfaction or provide the property owner or financial institution with a notice of satisfaction so they may record this notice with the office of the county recorder. Such notice of satisfaction shall cancel the city's lien. [Ord. 07-022 § 30, 2007].

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**The Pacific Grove Municipal Code is current through Ordinance 12-020, passed November 7, 2012.**

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## **APPENDIX 7G**

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Contract with Monterey One Water for Grease Source Control Program Services

# **MEMORANDUM OF AGREEMENT**

## **INSPECTION SERVICES PROGRAM**

THIS Memorandum of Agreement (“AGREEMENT”), is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY, hereinafter referred to as “AGENCY” or “MRWPCA,” a Joint Powers Authority (JPA) organized under the laws of the State of California, and the CITY OF PACIFIC GROVE, a municipal corporation of the State of California, hereinafter referred to as “ENTITY.”

The AGENCY and the above-mentioned entity may also hereinafter be collectively referred to as "PARTIES" or individually as "PARTY," to form a Memorandum of Agreement for Inspection Services Program (“PROGRAM”).

### **RECITALS:**

1. The ENTITY has a requirement for assistance in implementing a grease source control program.
2. The ENTITY has a requirement for assistance in implementing inspections in support of their stormwater programs.
3. The AGENCY has the requisite skill, training and experience to properly perform the services specified herein.
4. The ENTITY desires to retain MRWPCA to provide the services as herein set forth.

### **NOW, THEREFORE, THE PARTIES HERETO FURTHER AGREE, AS FOLLOWS:**

1. Scope of Services. MRWPCA shall provide services as described in the Scope of Services, attached as Exhibit “A” hereto, and incorporated herein.
2. Commencement of Services. MRWPCA will commence work on the services to be provided hereunder as soon as practicable upon execution of this AGREEMENT by the PARTIES hereto.
3. Term. This Agreement will take effect upon it being executed by the PARTIES. This AGREEMENT may be terminated at any time by any party upon giving 90 days’ prior written notice to the other party. Once executed, this AGREEMENT may be amended to include new members following mutual written agreement of MRWPCA and notification to the ENTITY hereto.
4. Compensation. For the services to be performed under this AGREEMENT, the ENTITY shall compensate MRWPCA for the actual number of hours spent by MRWPCA staff on ENTITY’s program, at the hourly rates as described in the Time and Cost Estimate (hourly rates subject to MRWPCA’s current billable wage which consists of salary, benefits, and related administrative

overhead rate, determined annually based on the MRWPCA Cost Allocation Plan), attached as Exhibit "B-1" hereto, and incorporated herein. Compensation shall be paid quarterly by the ENTITY upon receipt of a written statement of charges from MRWPCA.

5. Transportation and Equipment. MRWPCA shall, at its cost and expense, provide all transportation and equipment required for the performance of the services under this Agreement.

6. Hold Harmless. ENTITY agrees to indemnify, defend and hold MRWPCA, its agents, officers, harmless from and against any and all costs, expenses or liability incurred as a result of any claim, suit, lien or other legal proceeding resulting from ENTITY' negligent performance or willful misconduct in the performance of this AGREEMENT. Provided, however, that MRWPCA shall not be reimbursed for worker's compensation costs attributed to injuries or death arising out of ENTITY's performance hereunder.

MRWPCA agrees to indemnify, defend and hold ENTITY, their agents, officers, harmless from and against any and all costs, expenses, or liability incurred as a result of any claim, suit, lien or other legal proceeding resulting from MRWPCA's performance or misconduct in the performance of this Agreement. Provided, however, that ENTITY shall not be reimbursed for worker's compensation costs attributed to injuries or death arising out of MRWPCA's performances hereunder.

With respect to costs, expenses or liability by or with respect to third parties which arise from the joint or concurrent performance of ENTITY and MRWPCA, each party shall assume full responsibility in proportion to the degree of its respective fault.

Each Party shall have rights to any immunities it is entitled to. In no event shall any duties contained in this Agreement, negate any legal protections or immunities available to the Parties under local, state or federal law.

7. Skill of Employees. MRWPCA shall ensure that any employees or agents providing services under this Agreement possess the requisite skill, training and experience to properly perform such services.

8. Workers' Compensation Insurance. MRWPCA shall, at its cost and expense, at all times during the performance of services under this Agreement, maintain in force and effect workers' compensation insurance on any and all of its employees working pursuant to this Agreement in an amount not less than the statutory required minimum.

9. Independent Contractor. The parties agree that MRWPCA shall be an independent contractor with regard to the providing of services under this Agreement, and that MRWPCA's employees or agents shall not be considered to be employees or agents of the ENTITY for any purpose and will not be entitled to any of the benefits City provides for its employees.

10. Compliance With Laws. MRWPCA, its employees, agents and sub-contractors shall comply with all applicable state, federal and local safety regulations while performing services pursuant to this AGREEMENT.

11. Dispute Resolution.

a) Dispute resolution procedure. If any dispute arises between the parties as to proper interpretation or application of this Agreement, the parties shall first seek to resolve the dispute in accordance with this Agreement. If a dispute concerns any amounts to be paid to MRWPCA

by ENTITY, then ENTITY shall pay the amount demanded on time, under protest, notwithstanding that ENTITY has commenced or proposes to commence the dispute resolution procedures specified herein. The pendency of a dispute shall not excuse MRWPCA from full and timely performance in accordance with the terms of this agreement.

b) Duty to meet and confer. If any dispute under this Agreement arises the PARTIES shall first meet and confer in a good faith attempt to resolve the matter between themselves. Each PARTY shall make all reasonable efforts to provide to the other party all the information that the party has in its possession that is relevant to the dispute, so that both parties will have ample information with which to reach a decision.

c) If an agreement cannot be reached, the Parties agree to mediate any disagreements in good faith and share equally the costs of doing so.

d) Should either Party determine a dispute cannot be resolved in mediation, it is agreed that the dispute may be resolved in a court of law competent to hear the matter.

12. Entire Agreement. This Agreement contains the entire agreement of the parties with respect to the matters covered by this Agreement, and no other agreement, statement or promise made by or to any party or by or to any employee, officer or agent of any party, which is not contained in this Agreement shall be binding or valid.

13. Interpretation. This Agreement has been negotiated by and between the representatives of both parties. Accordingly, any rule of law (including Civil Code §1654) or legal decision that would require interpretation of any ambiguities in this Agreement against the party that has drafted it is not applicable and is waived. The provisions of this Agreement shall be interpreted in a reasonable manner to affect the purpose of the parties and this Agreement.

14. Modification. This Agreement is not subject to amendment or modification except by a writing signed by the parties hereto.

15. Attorney's Fees. In the event of any controversy, claim or dispute relating to this Agreement, or the breach thereof, the prevailing party shall be entitled to recover from the losing party reasonable expenses, attorney's fees and costs.

16. Insurance. MRWPCA shall maintain in effect, at its own cost and expense, the following insurance coverage provided either through a bona fide program of self-insurance, commercial insurance policies, or any combination thereof as follows:

Commercial general liability insurance, no less broad than Insurance Services Office (ISO) CG 00 01, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broadform Property Damage, Independent Contractors, Products and Completed Operations, with a minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Umbrella Liability Insurance. If MRWPCA maintains higher limits than the specified minimum limits, City requires and shall be entitled to coverage for the higher limits maintained by MRWPCA.

Business automobile liability insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

Workers' Compensation Insurance, if MRWPCA employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the retroactive date shall be no later than the commencement of the work. Coverage applicable to the work performed under this agreement shall be continued for three (3) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this agreement.

Other Insurance Requirements. All insurance required by this Agreement shall be with a company acceptable to the City and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date MRWPCA completes its performance of services under this Agreement.

MRWPCA shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, MRWPCA shall forthwith obtain and submit proof of substitute insurance. Should MRWPCA fail to immediately procure other insurance, as specified, to substitute for any canceled policy, the City may procure such insurance at MRWPCA's sole cost and expense.

Commercial general liability and automobile liability policies shall provide an endorsement naming the City of Pacific Grove, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the MRWPCA'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the City and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the MRWPCA'S insurance. The required endorsement form for Commercial General Liability Additional Insured is **ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000), or equivalent.** The required endorsement form for Automobile Additional Insured endorsement is **ISO Form CA 20 48 02 99, or equivalent.**

The insurance currently in effect for MRWPCA is through the California Sanitation Risk Management Authority ("CSRMA"), a joint power insurance authority, and a memorandum of coverage, certifying MRWPCA's participation in CSRMA's pooled liability programs, shall be filed with CITY prior to execution of this Agreement. This memorandum of coverage shall certify the coverage afforded meets all requirements of this Agreement and is provided on an occurrence basis. MRWPCA's insurance with the CSRMA satisfies the general liability

insurance requirement under this Agreement. MRWPCA shall comply with all of the terms and conditions of each insurance policy maintained pursuant to the terms of this Agreement to the extent necessary to avoid invalidating such insurance policy or impairing the coverage available thereunder.

The general liability policy shall cover inter-insured suits and include a “separation of Insureds” or “severability” clause which treats each insured separately.

MRWPCA shall provide to City an endorsement that the insurer waives the right of subrogation against the City, its officers, officials, employees, agents and volunteers.

Prior to the execution of this Agreement by the City, MRWPCA shall file certificates of insurance with the City’s contract administrator and City’s Contracts/Purchasing Division, showing that the MRWPCA has in effect the insurance required by this Agreement. The MRWPCA shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

MRWPCA shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by City, annual certificates to City’s Contract Administrator and City’s Contracts/Purchasing Division. If the certificate is not received by the expiration date, City shall notify MRWPCA and MRWPCA shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by MRWPCA to maintain such insurance is a default of this Agreement which entitles City, at its sole discretion, to terminate this Agreement immediately.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT as of the dates shown below

MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY, a Joint Powers Authority and public agency of the State of California

Date: \_\_\_\_\_

By: Roberta De La Rosa  
Chair, Board of Directors

By: Paul A. Sciuto  
General Manager, Paul A. Sciuto

APPROVED AS TO FORM:

By: Robert R. Walling  
Legal Counsel

ATTEST:

Date: 1/30/17

By: Ornito Carr

CITY OF PACIFIC GROVE, a municipal corporation of the State of California

Date: 2/1/17

By: Bill Kampae  
Name, Mayor

By: Beth  
Name, City Manager

APPROVED AS TO FORM:

By: [Signature] 2/1/2017  
Legal Counsel

ATTEST:

Date: 2/1/17

By: Jandra Kendall  
City Clerk

**EXHIBIT A**  
**SCOPE OF SERVICES**  
**REGIONAL INSPECTION SERVICES PROGRAM:**  
**GREASE SOURCE AND STORM WATER CONTROL**

**Inspection Services**

- Prepare/Distribute notification letters
- Miscellaneous program management and administration

**Inspections**

Fats, Oils, and Grease (FOG) Inspections

- Complete FOG Inspections for food-service and business facilities, including possible additional inspections during the rainy season for those facilities that lie within the Areas of Special Biological Significance
- Identify for the Entity what equipment (if any) is installed, determine if current equipment is up to code and/or Entity standards, and size facility for correct equipment (if necessary)
- Fill out restaurant inspection forms and distribute hand-out materials
- Check maintenance log sheets
- Answer program questions

Stormwater Inspections

- Complete Stormwater Inspections for food-service and business facilities, including possible additional inspections during the rainy season for those facilities that lie within the Areas of Special Biological Significance
- Fill out stormwater inspection forms and distribute hand-out materials
- Answer program questions

**Compliance Re-Inspections**

- Conduct inspection to ensure proper installation of equipment
- Draft letters for the Entity which identify additional requirements or corrective actions as required

**City Compliance Issues**

- Notify Entity of any compliance issues that are developing or occurring
- If requested, provide input to Entity Personnel on appropriate compliance action to take
- Draft any violation letters for the Entity that become necessary
- Attend any non-compliance/show-cause meetings between business owners and the Entity, in an information capacity at the Entity's request
- Attend and testify at court hearings, if necessary, to facilitate business owner compliance

Exhibit B - 1  
City of Pacific Grove  
Food Prep Grease / Storm Water Inspection Program  
Time & Cost Estimate - 1-Year Program

MRWPCA (Contractor)		Hourly Rate	Total Program Hours	Total
<u>Item 1 -</u>	Grease Program Inspection Cycle (65)			
	Source Control Supervisor	\$ 112.92	4	\$ 451.68
	Source Control Inspector	\$ 87.68	65	\$ 5,699.20
<u>Item 2 -</u>	Storm Water Program Inspection Cycle (130)			
	Source Control Supervisor	\$ 112.92	4	\$ 451.68
	Source Control Inspector	\$ 87.68	130	\$ 11,398.40
<u>Item 3 -</u>	Compliance Issues / Meetings			
	Source Control Supervisor	\$ 112.92	8	\$ 903.36
	Source Control Inspector	\$ 87.68	12	\$ 1,052.16
<u>Item 4 -</u>	Quarterly Billings			
	Customer Service Supervisor	\$ 101.86	4	\$ 407.44
Sub-Total				\$ 20,363.92
Overhead @ 15%				\$ 3,054.59
Total				\$ 23,418.51

**Notes:**

Hours based on 65 Grease Inspections and 130 Storm Water Inspections conducted during Year 1.  
ASBS Businesses (43) require two Stormwater Inspections per rainy season per the Special Protections  
Salaries based on previous salary schedule for FY 15/16.

## **ELEMENT 8 - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN**

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The City of Pacific Grove completed a Sewer Collection System Master Plan (SCSMP) in May 2014, which evaluated the collection system capacity and identified a Capital Improvement Plan (CIP) and implementation schedule in order to respond to deficient areas identified.

### **8.1 Regulatory Requirements**

WDR Order No. 2006-0003-DWQ Section D.13(viii) states:

The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- (a). **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape the system) associated with conditions similar to those causing overflow events, estimates of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
- (b). **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
- (c). **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP may include an implementation schedule and may identify sources of funding.
- (d). **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule may be reviewed and updated consistent with the SSMP requirements as described in [WDR Order 2006-0003-DWQ] Section D.14.

### **8.2 Evaluation (D.13(viii)(a))**

In June 2013 after Revision 1.0 of the City of Pacific Grove SSMP was completed, the City hired Wallace Group to evaluate the current collection system to check that hydraulic capacity is adequate or inadequate for existing customers and information how to plan and prepare for future development. A summary of the 2014 Sewer Collection System Master Plan (SCSMP) is provided below:

- Established Collection System Analysis Criteria
- Defined Collection System Flows
- Developed the Collection System Model
  - Innovyze InfoSWMM sewer modeling program

- Collection System Model Results
  - Existing Flow Conditions
    - Two locations identified with Deficient System Capacity – 17 Mile and Asilomar
    - One location with Marginal System Capacity – Sunset and Crocker
  - Future Flow Conditions
    - Two locations identified with Deficient System Capacity – Asilomar and Sunset, Crocker
    - One location with Marginal System Capacity – Crocker and Pico

Details are contained the City 2014 Sewer Collection System Master Plan located on the City website: <https://www.cityofpacificgrove.org/living/green-pg/waste-water/waste-water-documents-and-links>

### 8.3 Design Criteria

Design criteria is developed for each City project, and the City does not currently have a standardized design standard for the wastewater collection system as discussed in Element 5, Design and Performance Provisions of this SSMP.

For the 2014 SCSMP, collection system design criteria for neighboring agencies were reviewed and adopted by the SCSMP in order to complete the collection system analysis. These design and performance criteria are presented below in Table 8-1:

**Table 8-1: 2014 SCSMP City Recommended Design and Performance Standards**

<b>Gravity Pipe Percent Full Criteria</b>	
<b>Pipe Diameter</b>	<b>*Maximum Allowed d/D</b>
10-inch and smaller	0.67
12-inch to 24-inch	0.80
<b>Other Design Criteria</b>	
Minimum Diameter	8-inch
Minimum Velocity	2.0 feet per second (fps)
Maximum Velocity	8.0 fps
Manning's Coefficient, n	0.013 for VCP, CIP & DIP; 0.011 for PVC & HDPE

\* May 2014 SCSMP Page 5-2.;  $d/D$  = Depth of flow in a pipe divided by the pipe diameter.

Neill Engineers Corp., which is contracted by the City to perform engineering design services, creates design standards and specifications specific to the projects the City undertakes, such as the individual standards and specifications created and utilized for the City CIPs.

The City plans to formalize and standardize or incorporate by a reference a complete set of design standards and specifications by the end of FY 2018/19 as described in Element 5, Design and Performance Provisions.

#### 8.4 Capacity Enhancement Measures

The City 2014 SCSMP identified nine (9) short- and one (1) long-term CIPs. The CIPs were ranked using the following criteria:

- Overflow to Water Body of the State
- Meets or does not meet Design Standards, Surcharging, and/or Overflowing
- Community Impact
- Pipe and/or Manhole Condition
- Cost

Project #1 and # 3 on the list of CIPs below in Table 8-2 were identified by the 2014 SCSMP as needed to address sewer capacity issues.

#### 8.5 Schedule

The City is utilizing the list of CIPs generated by the 2014 SCSMP and has developed a completion schedule as shown in Table 8-2 below. This table is updated annually by the Public Works Director.

**Table 8-2: City of Pacific Grove CIP Forecasted Schedule 2017/18**

Project # - Ranked	Project Name	Description	Funding & Estimated Cost	Start Date	End Date	Project Status Comments
<b>Near Term CIP</b>						
1	17 Mile	Upgrade sewer main due to capacity deficiency	\$1,624,000	TBD	TBD	Alternatives being Designed
2	Oceanview & Mermaid	Replacement of sewer lines on Mermaid Ave, Ocean View and side alleys due to age and condition.	Sewer Fund 612, \$757,000	FY 2014/15	FY 17/18	Completed
3	Asilomar	Upgrade sewer main due to	\$1,500,000	TBD	TBD	In conjunction with 17 Mile



Project # - Ranked	Project Name	Description	Funding & Estimated Cost	Start Date	End Date	Project Status Comments
		capacity deficiency (increase slope)				
4	Crocker & Asilomar	Replace or rehabilitate manholes due to hydrogen sulfide deterioration	\$1,207,000	TBD	TBD	In Conjunction with 17 Mile alternative
5	14 <sup>th</sup> : Sinex to Pine	Consolidate multiple sewer mains	\$1,027,000	TBD	TBD	FY 19/20
6	Hillcrest	Replace sewer mains due to root intrusion	\$2,525,000	TBD	TBD	FY 20/21-21-22
7	14 <sup>th</sup> : Lighthouse to Central	Consolidate multiple sewer mains	\$448,000	FY 2014/15	FY 2018/19	FY 18/19
8	Carmel	Replace sewer main to eliminate sags	\$1,104,000	TBD	TBD	FY 22/23
9	Hwy 68	Protect exposed pipe from damage	\$59,000	TBD	TBD	FY 23/24
<b>Long Term CIP</b>						
1	Sunset & Crocker	Upgrade sewer main due to capacity deficiency	\$517,000	TBD	TBD	TBD





## **ELEMENT 9 - MONITORING, MEASUREMENT & 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. The manner in which each SSMP element is monitored and evaluated and the schedule with which the City completes this monitoring and evaluation is described in this SSMP Element.

### **9.1 Regulatory Requirements**

WDR Order No. 2006-0003-DWQ Section D.13(ix) states:

The Enrollee shall:

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

### **9.2 Establishing and Prioritizing SSMP Activities [WDR D.13(ix)(a)]**

Table 9-1 outlines the relevant information maintained by the City to establish and prioritize appropriate SSMP activities:

**Table 9-1: SSMP Implementation Management**

<b>SSMP Element</b>	<b>SSMP Information</b>
1. Goal	This SSMP Element contains the City’s goals for the operation, maintenance, and management of the sanitary sewer collection system, which provide focus to help reduce SSOs and mitigate SSOs that do occur.
2. Organization	A table containing names, job titles, roles, responsibilities, and contact information is contained in this SSMP Element, which allows the public, staff, and regulators to directly contact the person most knowledgeable for each aspect of the SSMP Program. An organization chart shows lines of authority.
3. Legal Authority	Appendices to this SSMP Element contain the complete City Municipal Code and M1W Ordinance cited.
4. Operation and Maintenance Program	Appendices to this SSMP Element thoroughly document the sanitary sewer system operation and maintenance activities, which are utilized to develop the City’s Rehabilitation and Replacement Plan. Appendices include maps, work orders, iWorQ reports, training records, equipment and replacement part inventories, and the CIP and associated funding

SSMP Element	SSMP Information
	mechanisms.
5. Design and Performance Provisions	Appendices to this SSMP Element include the 2011 City of Pacific Grove Standard Details for Street Improvements and will include a copy of sewer collection system design and construction standards and specifications upon their completion by the end of FY 2018/19.
6. Overflow Emergency Response Plan	Appendices to this SSMP Element include notification, response, and emergency operations procedures, training records, and response and mitigation programs.
7. FOG Control Program	Reports generated by M1W documenting FOG inspection results and enforcement actions are included as appendices to Element 7 – FOG Control Program and Element.
8. System Evaluation and Capacity Assurance Plan	This SSMP Element contains City 2014 analyses and evaluation of the City's collection system and provides the CIP that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.  A schedule for the completion of the identified CIP is also included in this SSMP Element.
9. Monitoring, Measurement, and Program Modifications	This SSMP Element will be updated annually with the number of SSOs that occur and their causes in a calendar year. This is the most important trend to document and the reason for the SSMP.
10. SSMP Program Audits	SSMP Audit Reports are appended to this SSMP Element when they are generated, which at a minimum are every 2 years. The next audit is due on or before <b><u>August 2, 2019</u></b> .
11. Communication Program	Appendices to this SSMP Element contain examples of public outreach articles, flyers and pertinent City of Pacific Grove and M1W website addresses, as well as meeting agendas and minutes from meetings with stakeholders.

**9.3 SSMP Implementation Monitoring [WDR D.13(ix)(b)]**

The Public Works Director and Environmental Programs Manager are responsible for:

**9.3.1 Element 1 – Goals**

The City Wastewater Field Supervisor is responsible for monitoring the implementation of this SSMP Element. The City's sanitary sewer system goals will be evaluated and progress toward meeting these goals will be measured on an annual basis by the Public Works Director, who will submit a staff report to the City Council in February of each year, which communicates the City's progress toward achieving these goals and implementing the SSMP. Copies of these reports will be included in Appendix 9A.



### 9.3.2 Element 2 – Organization

The Public Works Director is responsible for monitoring the implementation of this SSMP Element. The organization charts will be reviewed and revised annually in February of each year. The SSO response and notification process will be reviewed and revised to increase its effectiveness annually in February of each year.

### 9.3.3 Element 3 – Legal Authority

The Public Works Director will receive input from the Sewer Field Supervisor and M1W Source Control Supervisor on the effectiveness of the City and M1W legal authorities in preventing SSOs annually in February of each year. Information gathered from this Staff will annually be sent in a memo to the City Attorney and M1W legal counsel for consideration in updates to the City Municipal Code and M1W Ordinance.

As of this revision to the SSMP, Revision 02, the City maintains the Legal Authorities stated by WDR Section D.13(iii) with the exception of the right to operate and maintain sewer laterals. The City does not currently own any laterals except to City-owned properties and, therefore, does not require the legal authorities to operate and maintain laterals to private properties.

### 9.3.4 Element 4 – Operation and Maintenance Program

The City Wastewater Field Supervisor is responsible for monitoring the implementation of this SSMP Element, which is to be reviewed and revised annually.

The City plans to include interactive links incorporated into the City's existing GIS database to provide immediate access to sanitary sewer collection system photos, closed circuit television (CCTV) inspection videos, and the trunk system's as-built plans and construction drawings by the end of 2019. As-built plans and construction drawings are maintained as the collection system is improved through each CIP, and this data will also be routinely integrated back into the collection system GIS database as this system is upgraded.

Printed copies of the City's sewer atlas are used in the field for staff to highlight as part of a weekly cleaning record. This information is entered into iWorQ as a work history record and to create future cleaning schedules. The City is planning to link and integrate this information into its GIS mapping system for easy reference and use by the end of 2019.

In 2018 and 2019, approximately 12,500 linear feet of the system is planned to be inspected. Staff anticipates identifying additional line segments to be added to this list based on routine and emergency observations in the field. Additional inspection results should be included as part of interim SSMP Updates over the next 2 years. The results of these inspections will be integrated into the CIP identified in the 2014 Sewer Collection System Master Plan (SCSMP).

The City works with a contractor to chemically address high maintenance areas (HMAs) caused by root intrusion and in February 2017 re-bid the contract and re-hired Root Tamers to provide this service.

SSMP Element 4 – Operation and Maintenance Program includes funding and identification of historical and current fiscal year capital projects. Future funding and identification of long term capital projects beyond this fiscal year are identified in the 2014 SCSMP and summarized in each update and revision to the SSMP.

The City will develop a formal training program that incorporates future and existing operation, maintenance, and safety procedures. Annual training on all procedures and SSMP Element 4 – Operation and Maintenance Program will be conducted with City Staff and any contractors implementing portions of SSMP Element 4 – Operation and Maintenance Program. Training will be documented and tracked in iWorQ.

A formal list of critical parts and equipment for Pacific Grove pump stations should be developed, maintained, and kept on file in iWorQ with the City's existing equipment and parts inventory within 3 months of the adoption of the City's SSMP.

#### 9.3.5 Element 5 – Design and Performance Provisions

The City of Pacific Grove contracts design services to Neill Engineers Corp. Currently, Neill Engineers Corp. creates design and construction standards and specifications specific to the projects the City undertakes, such as the individual standards and specifications created and utilized for the City CIPs. The City has nine details related to the sanitary sewer system, such as a detail for a standard manhole and a detail for a sanitary sewer spot repair, included in the City of Pacific Grove Standard Details for Street Improvements.

The City plans to develop or incorporate by reference a complete set of design and construction standards and specifications and a set of inspection and testing procedures and standards for the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects by the end of FY 2018/19.

The City Public Works Director is responsible for monitoring the implementation of this SSMP Element and will review and update these standards, specifications, and procedures annually and as changes occur.

#### 9.3.6 Element 6 – Overflow Emergency Response Plan

The City Public Works Director is responsible for monitoring the implementation of this SSMP Element. The City's OERP, which includes emergency response procedures, will be reviewed and revised on an annual basis by the Public Works Director and Wastewater Field Supervisor.

If a SSO occurs, the City Public Works Director and Wastewater Field Supervisor will evaluate the effectiveness of the OERP to determine whether any modifications need to be made to the procedures and protocol contained in the OERP and make the revisions needed to improve the effectiveness of the City's SSO response and notification processes.

#### 9.3.7 Element 7 – FOG Control Program

The Public Works Director is responsible for monitoring the implementation of this SSMP Element and its effectiveness at reducing SSOs on an annual basis. The M1W Source Control Supervisor and Inspector are responsible for meeting with the City Public Works Director in February of each year and presenting a report documenting the results of their annual fall food service establishment (FSE) inspections and joint enforcement actions with the City. This information will be included in the Staff Report the City Public Works Director presents to the City Council in February of each year.

#### 9.3.8 Element 8 – System Evaluation and Capacity Assurance Plan

The City of Pacific Grove and Wallace Group completed a sewer Collection System Master Plan in May 2014. SSMP Element 8 – System Evaluation and Capacity Assurance Plan has been revised to reference the City 2014 SCSMP and includes the findings and recommendations.

The City developed a schedule of completion dates for all portions of the capital improvement program developed in the 2014 SCSMP.

The four sections of SSMP Element 8 – System Evaluation and Capacity Assurance Plan are: Evaluation, Design Criteria, Capacity Enhancement Measures, and Schedule. The City Public Works Director is responsible for reviewing and revising

- the Evaluation section every five years,
- the Design Criteria section annually,
- the Capacity Enhancement Measures section annually, and
- the Schedule section annually.

### 9.3.9 Element 9 – Monitoring, Measurement, and Program Modifications

The Public Works Director is responsible for the implementation of this SSMP Element, which is to be reviewed and revised annually. The review and revisions are to be documented on the revision record, which is the first page of each element. The metrics contained in this SSMP Element are important tools in the determination of what tasks and projects contained in each element are a priority from fiscal year to fiscal year.

### 9.3.10 Element 10 – SSMP Program Audits

The City Public Works Director or their designee is responsible for assuring the SSMP Audit is conducted and complete prior to the August 2, 2019 deadline and continuously on a two-year interval following this date.

### 9.3.11 Element 11 – Communication Program

The City Public Works Director is responsible for the implementation of this SSMP Element, which is to be reviewed and revised annually. Revisions must include examples of public outreach articles, flyers and pertinent City of Pacific Grove and M1W website addresses, as well as meeting agendas and minutes from meetings with stakeholders.

## **9.4 Preventative Maintenance Program Assessment [WDR D.13(ix)(b)]**

The City's Preventative Maintenance Program includes CCTV inspection, cleaning, visual manhole inspection, and HMA identification and maintenance and has been successful at decreasing the amount of SSOs, which occur on an annual basis, as identified and described below in Section 9.6: SSO Trends. The improvements the City is making to its Preventative Maintenance Program are described in SSMP Element 4 – Operation and Maintenance Program and above in Section 9.3.4: Element 4 – Operation and Maintenance Program.

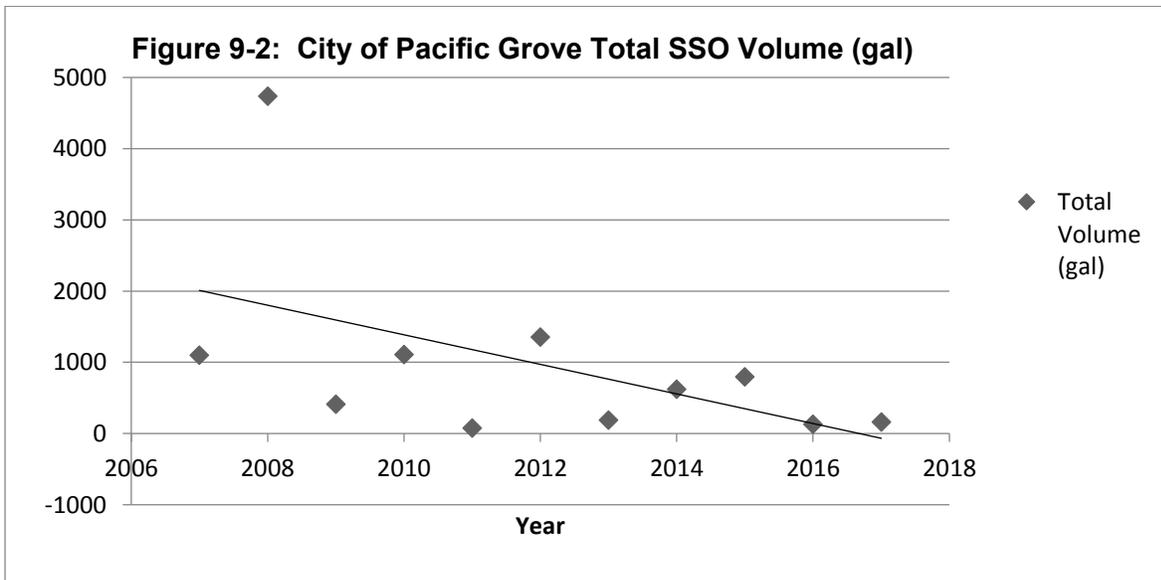
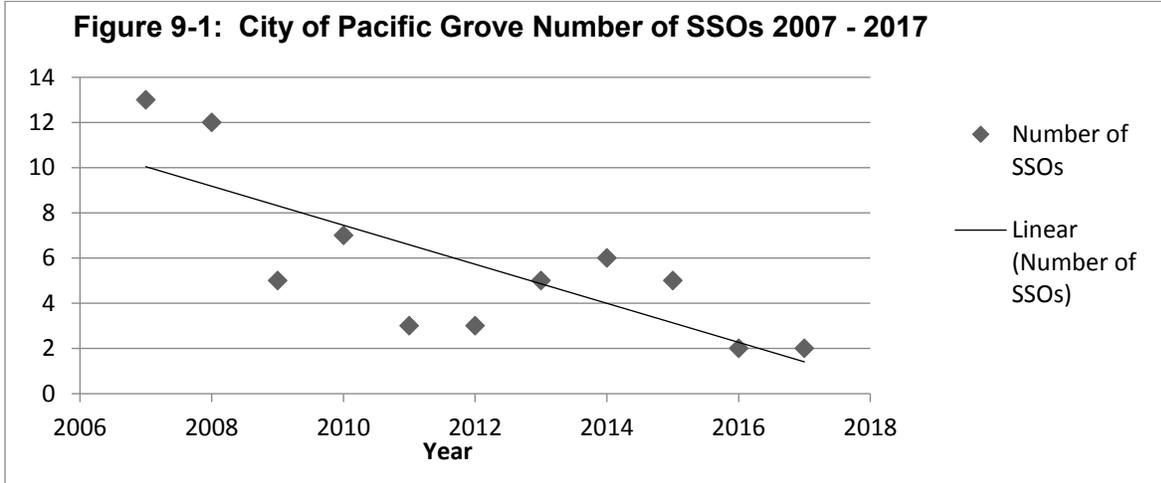
## **9.5 SSMP Updates [WDR D.13(ix)(d)]**

The intention of the City is to use the SSMP for training, planning and regular maintenance of the collection system. As the document is utilized, any deficiencies or discrepancies will be corrected. Program elements will be updated based on performance evaluations, organizational, operational, and maintenance changes, new regulatory requirements, and repairs, replacements, and upgrades made to the collection system.

At a minimum, the City will review and revise the SSMP annually as necessary. The Public Works Director is responsible for revising and maintaining the SSMP. A revision record will be maintained to track changes.

**9.6 SSO Trends [WDR D.13(ix)(e)]**

The trends in the City of Pacific Grove’s SSOs for 2007 - 2017 are illustrated in Figure 9-1 and Figure 9-2. The City has a downward trend in the number and volume of SSOs since implementation of the 2006 GWDR as shown in the Figures below:



The cause categories identified in Table 9-2 are the causes available for use in the SSO Report in California Integrated Water Quality System (CIWQS). City Staff is responsible for determining which cause category is appropriate for each SSO when the SSO is reported in CIWQS.

**Table 9-2: Number of SSOs per Indicator per Year 2013 – 2017**

Indicator		2013	2014	2015	2016	2017	2018	Total
<b>No. of SSOs</b>		5	6	5	2	2		<b>20</b>
<b>Locations with Multiple SSOs</b>		0	0	0	0	0		<b>0</b>
<b>Volume (gal)</b>	<b>Volume</b>	190	620	795	130	160		<b>1895</b>
	<b>Volume Recovered</b>	25	370	680	30	10		<b>1115</b>
	<b>Volume Reached Surface Water</b>	15	150	100	0	0		<b>265</b>
<b>Causes</b>	<b>Debris</b>	0	0	0	0	0		<b>0</b>
	<b>Debris – General</b>	0	1	0	0	0		<b>1</b>
	<b>Debris – Rags</b>	5	3	3	2	2		<b>15</b>
	<b>Flow Exceeded Capacity</b>	0	0	0	0	0		<b>0</b>
	<b>FOG</b>	0	0	1	0	0		<b>1</b>
	<b>Operator Error</b>	0	0	0	0	0		<b>0</b>
	<b>Other</b>	0	0	0	0	0		<b>0</b>
	<b>Pipe Structural Problem/Failure</b>	0	0	0	0	0		<b>0</b>
	<b>Pump Station Failure</b>	0	0	0	0	0		<b>0</b>
	<b>Rainfall Exceeded Design</b>	0	0	0	0	0		<b>0</b>
	<b>Root Intrusion</b>	0	2	1	0	0		<b>3</b>
<b>Vandalism</b>	0	0	0	0	0		<b>0</b>	

Table 9-2 illustrates that the City of Pacific Grove has decreased the number of SSOs, which occur each year, and that there were no locations where SSOs reoccurred during the last four years. The primary cause of SSOs is debris-rags in sewer lines, followed by root intrusion. The information provided in Table 9-2 is derived from the historical SSO data provided in CIWQS.

**Table 9-3: 2013 – 2017 SSO History Detail**

No.	Event ID	SSO Date	Cat.	Total Vol.	Vol. Recovered	Vol. Reached Surface Water	Failure Point	Location	Cause
1	791686	2/12/2013	3	25	25	0	Main	339 17 Mile Drive	Debris-Rags
2	796055	6/22/2013	3	75	0	0	Main	606 Dennett	Debris-Rags
3	797540	8/3/2013	1	25	0	10	Main	2700 17 Mile Drive	Debris-Rags
4	796055	8/4/2013	1	25	0	5	Main	2700 17 Mile Drive	Debris-Rags
5	800164	10/19/2013	3	25	0	0	Main	561 Lighthouse	Debris-Rags
6	805893	1/2/2014	3	55	0	0	SRV / Cleanout	858 17 Mile Drive	Root Intrusion
7	808552	8/17/2014	3	30	0	0	Private Lateral	Rail Road Way	Debris-Rags
8	809697	10/1/2014	3	200	200	0	Main	1215 Presidio	Root Intrusion
9	810053	10/20/2014	3	120	120	0	Manhole	900 Maple	Debris-Rags
10	811770	12/25/2014	1	180	30	150	Manhole	Sinex & Locust	Debris - General
11	811995	12/28/2014	3	35	20	0	Manhole	Rail Road Way	Debris-Rags
12	812230	1/15/2015	3	35	20	0	Manhole	5 <sup>th</sup> St and Lighthouse	Debris-Rags
13	812863	2/2/2015	3	400	400	0	Manhole	1065 Congress	FOG
14	813081	2/12/2015	1	100	0	100	Manhole	Carmel & Lighthouse	Debris-Rags
15	816465	7/8/2015	3	250	250	0	Main	1085 Lighthouse	Debris-Rags
16	818558	10/3/2015	3	10	10	0	Manhole	9 <sup>th</sup> and Pine	Root Intrusion
17	826354	7/14/16	3	30	30	0	Manhole	12 <sup>th</sup> and Pine	Debris-Rags

No.	Event ID	SSO Date	Cat.	Total Vol.	Vol. Recovered	Vol. Reached Surface Water	Failure Point	Location	Cause
18	829340	10/21/16	3	100	0	0	Manhole	210 Grove Acre	Debris-Rags
19	841046	10/21/17	3	10	10	0	Public Lateral	625 Pacific St	Debris-Rags
20	843586	12/16/17	3	150	0	0	Gravity Mainline	1027 Funston	Debris-Rags

<sup>1</sup>In the SSO Report in CIWQS, there is a comment under spill response activities, which states that all or a portion of the SSO was contained.

## **APPENDIX 9A**

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Annual Sanitary Sewer System Goal Evaluation Reports (*Placeholder*)



## **ELEMENT 10 - SEWER SYSTEM MANAGEMENT PLAN PROGRAM AUDITS**

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SSMP Audits are required to discuss the City SSMPs compliance with the General Waste Discharge Requirements for Sanitary Sewer Systems and implementation of the City's SSMP. The Audit report must identify areas of deficiency in the most current revision of the City's SSMP and provide a schedule to correct identified deficiencies. This SSMP Element outlines the audit process and identifies City Staff responsible for conducting or participating in SSMP Audits and generating the required SSMP Audit Report.

### **10.1 Regulatory Requirements**

WDR Order No. 2006-0003-DWQ Section D.13(x) requires:

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

### **10.2 SSMP Program Audits [WDR D.13(x)]**

The City Public Works Director or their designee is responsible for assuring the SSMP Audit is conducted and complete based on the schedule outlined in Table 10-2 and continuously on a two-year interval following these dates. Audits should be conducted with cooperation of the Wastewater Field Supervisor, Administrative Staff, and Environmental Compliance Staff. When conducting the SSMP Audit, City Staff must evaluate the effectiveness of each SSMP Element. A comprehensive, effective review of the City's SSMP must be documented in a SSMP Audit Report.

#### **10.2.1 Summary of Procedure:**

1. Gather appropriate documents using the SSMP Data & Records Request, which is provided in Appendix 10A.
2. Write Audit Report and attach all documents reviewed and used as evidence of compliance with the WDR. Create a plan and schedule for updates to the SSMP based on changes in operational strategies or deficiencies found in the SSMP.
3. Evaluate the effectiveness of the City's SSMP and compliance with each WDR requirement using the ranking methodology outlined in Table 10-1.

**Table 10-1: SSMP Audit Ranking Criteria**

Ranking	Ranking Basis
In Compliance	All requirements specified in the element are met.
Substantial Compliance	The majority of requirements in the element are met.
Partial Compliance	Half of the requirements in the element are met.
Marginal Compliance	Less than half of the requirements in the element are met.
Out of Compliance	None of the requirements in the element are met.

The SSMP Audit Report must be signed and certified by a person designated as described in WDR J.1.(i). WDR Section J states:

All applications, reports, or information shall be signed and certified as follows:

- (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
- (ii) An individual is a duly authorized representative only if:
  - (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and
  - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

The SSMP Audit Report must be certified using the language provided below:

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

Subsequent SSMP Audits must be conducted continuously on a two-year interval following the schedule outlined in Table 10-2 below which is based on the dates required by the 2006 WDR:

**Table 10-2: SSMP Management Schedule**

Schedule, Due on or Before	Activity	Completed
1. August 2, 2009	Initial SSMP Adoption	SSMP was adopted June 19, 2013. <i>City was previously operating under a Sewer System Asset Management Plan developed in 2004.</i>
2. August 2, 2015	SSMP Audit	Completed July 22, 2015
3. August 2, 2017	SSMP Audit	Completed, June 16, 2017
<b>4. August 2, 2018</b>	<b>SSMP 5-Year Update; Adopted by City Council</b>	Completed August 2018
5. August 2, 2019	SSMP Audit	
6. August 2, 2021	SSMP Audit	
7. August 2, 2023	SSMP Audit	
<b>8. August 2, 2023</b>	<b>SSMP 5-Year Update Adopted by City Council</b>	
9. August 2, 2025	SSMP Audit	
10. August 2, 2027	SSMP Audit	
<b>11. August 2, 2028</b>	<b>SSMP 5-Year Update; Adopted by City Council</b>	

To assist in the audit process, the City should consider quarterly or semiannual reviews and revisions to specific SSMP Elements and associated supporting documents. These reviews and revisions will help ensure current operational practices and procedures are reflected in the SSMP and documentation of these activities is readily available during an audit by the Regional Water Quality Control Board, State Water Resources Control Board, or United States Environmental Protection Agency.

SSMP Audit Reports must be kept on file with the SSMP and available to regulators and the public upon request.

## **APPENDIX 10A**

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SSMP Data & Records Request

2017 SSMP Audit

## SSMP DATA & RECORDS REQUEST

A. SSMP ADMINISTRATIVE		YES	LOCATED WHERE?	NO	N/A	COMMENTS
A1	a. Has your agency enrolled in the State-wide GWDR and designated the responsible or authorized representative (LRO)?					
	b. Provide a copy of the SSMP Certification in CIWQS.					
	c. Provide a copy of the CIWQS print-out for all LROs and Data Submitters.					
	d. Provide a copy of your Operational Report from CIWQS.					
A2	a. Has your agency adopted a SSMP?					
	b. Provide a copy of the SSMP.					
	c. Provide a copy of the Meeting Minutes for the agency governing body's meeting during which the SSMP was adopted.					
A3	a. Does your agency have a copy of the GWDRs available to agency staff? Where is it kept?					
B. GOALS		YES	LOCATED WHERE?	NO	N/A	COMMENTS
B1	a. Has your agency developed SSMP and SSO reduction goals?					
	b. Provide documentation that your agency has made progress toward meeting these goals.					

## SSMP DATA & RECORDS REQUEST

C. ORGANIZATION		YES	LOCATED WHERE?	NO	N/A	COMMENTS
C1	a. Does your SSMP clearly identify the names and job titles the LROs?					
C2	a. Does your SSMP have an organizational chart or table showing individual roles and responsibilities for implementation of the SSMP?					
	b. Are names, titles, and telephone numbers provided in this chart or table?					
C3	a. Is the chain of communication for reporting SSOs included in the SSMP?					
	b. Are names, titles, and telephone numbers provided in this chain of communication?					

**SSMP DATA & RECORDS REQUEST**

<b>D. LEGAL AUTHORITY</b>		<b>YES</b>	<b>LOCATED WHERE?</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
D1 a.	Provide the sanitary sewer system use ordinances, service agreements, or other legally binding procedures or documents, which demonstrates the agency's legal authority:					
b.	Prohibit illicit discharges					
c.	Require that sewers and connections be properly designed and constructed					
d.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency					
e.	Limit the discharge of fats, oils, and grease and other debris that may cause blockages					
f.	Enforce any violation of its sewer ordinances					
<b>E. OPERATIONS AND MAINTENANCE (O&amp;M)</b>		<b>YES</b>	<b>LOCATED WHERE?</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
E1 a.	Provide the following documents:					
b.	An updated map of the agency's sanitary sewer system and storm drain system.					
c.	A schedule for maintenance and cleaning of the sanitary sewer system.					
d.	Documentation for maintenance and cleaning of the sanitary sewer system.					

## SSMP DATA & RECORDS REQUEST

e.	Documentation for scheduled and conducted activities, such as work orders and/or reports and invoices from contractors.					
f.	The O&M contract if the agency's collection system is operated and maintained by a contract operations firm.					
g.	The agency's Rehabilitation and Replacement Plan					
h.	» Summary of the agency's CCTV program and schedule. Include samples of inspections and summary of findings.					
i.	» List of current and planned projects					
j.	» Time schedule for planned projects					
k.	» Schedule for developing the funds needed for rehabilitation and replacement projects					
l.	Standard Operating Procedures for Sewer System Operations and Maintenance activities.					
m.	Training records for staff operations and maintenance activities and contractor operations and maintenance activities.					
n.	» All applicable licenses and certifications required for agency or contract staff. Provide documents stating this requirement.					
o.	Assesment of O&M Staff "Core Competencies" (Skills, Knowledge and Abilities)					

**SSMP DATA & RECORDS REQUEST**

<b>E. OPERATIONS AND MAINTENANCE (O&amp;M) [CONTINUED]</b>		<b>YES</b>	<b>LOCATED WHERE?</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
p.	Equipment and replacement part inventories, including identification of critical replacement parts.					
q.	» If critical replacement parts are not kept in stock, identify and provide method in which these parts are acquired when needed (List of emergency contractors and/or suppliers).					
r.	» If critical replacement parts are not kept in stock, provide applicable mutual aid agreements.					
<b>F. DESIGN &amp; PERFORMANCE STANDARDS</b>		<b>YES</b>	<b>LOCATED WHERE?</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
F1 a.	Provide the following documents:					
b.	Design and construction standards and specifications for:					
c.	» the installation of new sanitary sewer systems					
d.	» pump stations and other appurtenances specific to the agency's collection and conveyance system					
e.	» the rehabilitation and repair of existing sanitary sewer systems					

**SSMP DATA & RECORDS REQUEST**

f.	Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances specific to the agency's collection and conveyance system and for rehabilitation and repair projects.					
<b>G. OVERFLOW EMERGENCY RESPONSE PLAN</b>		<b>YES</b>	<b>LOCATED WHERE?</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
G1 a.	Provide the agency's Overflow Emergency Response Plan					
b.	Notification procedures ensuring that the primary responders and regulatory agencies are informed of all SSOs in accordance with the Monitoring and Reporting Program, Order No. 2013-0058-EXEC.					
c.	A program to ensure an appropriate response to all overflows.					
d.	Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained.					
e.	Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.					
f.	Procedures to address spill volume estimation.					
g.	A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States.					
h.	A program to ensure that all reasonable steps are taken to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.					

**SSMP DATA & RECORDS REQUEST**

<b>H. FOG CONTROL PROGRAM</b>		<b>YES</b>	<b>LOCATED WHERE?</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
H1 a.	Provide the agency's Fats, Oils, and Grease (FOG) Control Program.					
b.	If applicable: justification for why the agency does not have a FOG Control Program, because one is not needed.					
c.	Evidence of the agency's public education outreach outreach program that promotes proper disposal of FOG.					
d.	List of acceptable FOG disposl facilities.					
e.	Ordinance demonstrating the agency's legal authority to prohibit FOG discharges to the system and inspect FOG producing facilities.					
f.	Evidence of FOG Control Program inspection and enforcement activities.					
g.	Documentation of hot spots in the collection system, which are caused by FOG.					
<b>I. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN</b>		<b>YES</b>	<b>LOCATED WHERE?</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
I1 a.	Provide the agency's System Evaluation and Capacity Assurance Plan (SECAP).					
b.	Evaluation determining whether the SECAP is necessary.					

**SSMP DATA & RECORDS REQUEST**

c.	The agency's capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.					
d.	Program for the evaluation of system hydraulic deficiencies.					
e.	Evidence of design criteria utilized to address hydraulic deficiencies.					
f.	Short- and long-term CIP schedule necessary to address hydraulic deficiencies. Sources of funding for these long and short term projects.					

## SSMP DATA & RECORDS REQUEST

J. MONITORING, MEASUREMENT & PROGRAM MODIFICATIONS		YES	LOCATED WHERE?	NO	N/A	COMMENTS
J1	a. Provide the following documentation, which demonstrates the following:					
	b. Prioritization of appropriate SSMP activities.					
	c. Efforts to monitor implementation and measure the effectiveness of the SSMP.					
	d. Assessment of the preventative maintenance program.					
	e. Updates to program elements.					
	f. Identification of SSO trends.					

**SSMP DATA & RECORDS REQUEST**

g.	Evidence of mandatory information required by the Monitoring and Reporting Program, Order No. 2013-0058-EXEC, such as the CIWQS SSO supporting documentation.					
<b>K. SSMP PROGRAM AUDITS</b>		<b>YES</b>	<b>LOCATED WHERE?</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
K1 a.	Provide historical SSMP Program Audit Reports.					
<b>L. COMMUNICATION PROGRAM</b>		<b>YES</b>	<b>LOCATED WHERE?</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
L1 a.	Provide the agency's Communication Program and evidence of its implementation.					



**City of Pacific Grove  
Sewer System Management Plan  
Revision 1 – June 2013**

**Audit Report  
June 16, 2017**

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Prepared By:



WALLACE GROUP®

## **CERTIFICATION**

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

---

*Daniel Gho*

*Public Works Director – City of Pacific Grove*

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## SCOPE AND PURPOSE

The State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ as amended by WQ 2013-0058-EXEC (herein SSSWDR Orders) require municipalities that own or operate sanitary sewage collection systems greater than one mile in length to implement and maintain a Sewer System Management Plan (SSMP). The City of Pacific Grove (City) sewer collection system is greater than one mile in length therefore the City is required to comply with the terms of the Statewide Order.

The City has contracted with Wallace Group to complete an Audit of the City's current SSMP in order to evaluate the effectiveness of the SSMP and its implementation.

The SSMP Audit measures compliance with section D.13 of the SSSWDR Orders and the effectiveness of the City's implementation of the current certified SSMP; Revision 1 dated June 2013.

- 1.0 [SSSWDR, Section D.13.i]: Goals
- 2.0 [SSSWDR, Section D.13.ii]: Organization
- 3.0 [SSSWDR, Section D.13.iii]: Legal Authority
- 4.0 [SSSWDR, Section D.13.iv]: Operation and Maintenance Program
- 5.0 [SSSWDR, Section D.13.v]: Design and Performance Provisions
- 6.0 [SSSWDR, Section D.13.vi]: Overflow Emergency Response Plan
- 7.0 [SSSWDR, Section D.13.vii]: Fats, Oils, and Grease Control Program
- 8.0 [SSSWDR, Section D.13.viii]: System Evaluation and Capacity Assurance Plan
- 9.0 [SSSWDR, Section D.13.ix]: Monitoring, Measurement, and Program Modifications
- 10.0 [SSSWDR, Section D.13.x]: Sewer System Management Plan Program Audits
- 11.0 [SSSWDR, Section D.13.xi]: Communication Program

## AUDIT FORMAT

This SSMP Audit separately evaluates each SSMP Section using the following format:

- Applicable SSSWDR Section
- Audit Finding
- Ranking
- Reference Information
- Deficiencies
- Recommended steps and schedule to correct Deficiencies

The ranking criteria utilized in the Audit are provided in Table 1 below:

**Table 1: SSMP Audit Ranking Criteria**

<b>Ranking</b>	<b>Ranking Basis</b>
In Compliance	All requirements specified in the section are met.
Substantial Compliance	The majority of requirements in the section are met.
Partial Compliance	Half of the requirements in the section are met
Marginal Compliance	Less than half of the requirements in the section are met.
Out of Compliance	None of the requirements in the section are met.

## SSMP AUDIT PARTICIPANTS AND SCHEDULE

This SSMP Audit assesses the effectiveness of the City’s SSMP Revision 1, dated June 2013, and compliance with the SSSWDR Section D.13 requirements. The purpose of the Audit is to recognize accomplishments, identify deficiencies, and recommend corrective actions and a schedule to complete them. The Audit was conducted by the following Wallace Group Staff:

- Bill Callahan  
*Director of Public Works Administration*

City Staff participating in the SSMP Audit:

- Daniel Gho  
*Public Works Director*
- Vince Gentry  
*Maintenance Supervisor*
- Caleb Schneider  
*Management Analyst*

The SSMP Audit was conducted on June 15 & 16, 2017 the following table summarizes key dates and locations:

**Table 2: City SSMP, June 2013 - Audit Key Dates 2017**

Date	Location	Topic	Staff
May 10, 2017	WG Office	Submitted Data and Records Request to City.	Bill Callahan, Daniel Gho
June 15 & 16, 2015	City Office	SSMP Audit Kick Off, SSMP Data and Records Request reviewed and records gathered, begin drafting Audit Report.	Bill Callahan, Daniel Gho, Vince Gentry, Caleb Schneider
July 6, 2017	City Office	SSMP Draft Audit Report Submitted for Review	Bill Callahan, Daniel Gho
July 27, 2017	City Office	SSMP Audit Final Report	Certification by Daniel Gho



## CITY 2017 SSMP AUDIT RESULTS

The SSMP Audit resulted in a finding that the City SSMP dated June 2013 is in full compliance with four (4) of eleven subsections (elements) of SSSWDR Section D.13, partial or substantial compliance in three (3) of the elements and marginal or out of compliance in four (4) of the elements. The City has been partially effective in implementation of the SSMP.

A summary of Audit results is presented in Table 2 below:

**Table 3: City SSMP Revision 1, June 2013 - Audit Results 2017**

SSSWDR Section D.13	SSMP Compliance with Required Subsection	City Effectiveness in the Implementation of SSMP Subsections	Schedule
<b>1.0 Goals</b> [SSSWDR D.13(i)]	<b>In Compliance</b>	The City should implement the evaluations included in Element 9: Monitoring, Measurement and Program Modifications to demonstrate progress in meeting stated Goals and identify potential modifications that may be necessary.	Update Goals and the results of evaluations specific to the City's system that are measurable and achievable in the next SSMP Update.
<b>2.0 Organization</b> [SSSWDR D.13(ii)]	<b>Marginal Compliance</b>	The City has been effective in implementing this section however; Part (a, b & c) of this section are out of date with current staff responsibilities and positions and SWRCB 2013 Monitoring and Reporting Requirements.	Revise the Organization Section as soon as possible.
<b>3.0 Legal Authority</b> [SSSWDR D.13(iii)]	<b>In Compliance</b>	The City Ordinances and Standard Provisions currently contain the required legal authorities to manage discharges to the Public Sewers.	N/A
<b>4.0 Operation and Maintenance Program</b> [SSSWDR D.13(iv)]	<b>Partial Compliance</b>	The City was substantially effective in implementing this section.  Updates are required to incorporate map additions and	Revise the Operations and Maintenance Program Section in the

SSSWDR Section D.13	SSMP Compliance with Required Subsection	City Effectiveness in the Implementation of SSMP Subsections	Schedule
		updates, a formal plan to incorporate recently conducted and future CCTV and Manhole assessments into the City's R&R Plan, update of Critical Parts and Equipment List, development of O&M Procedures and a formal staff training program.	next SSMP Update
<b>5.0 Design and Performance Provisions</b> <b>[SSSWDR D.13(v)]</b>	<b>Substantial Compliance</b>	The City has been effective in implementing these standards, specifications, and testing requirements, however new standards and testing methods were not adopted and incorporated in the SSMP as discussed in Section 5.2.	Update this section when new standards and testing procedures are developed.
<b>6.0 Overflow Emergency Response Plan</b> <b>[SSSWDR D.13(vi)]</b>	<b>Partial Compliance</b>	The City has not been effective at implementing the Emergency Response Program identified in the 2013 SSMP. Updated sections of this Element for compliance with 2013 MRP and a formal training program have not been implemented.	Develop a formal OERP training program and implement this program. Track these efforts as supporting documentation.
<b>7.0 Fats, Oils and Grease (FOG) Control Program</b> <b>[SSSWDR D.13(vii)]</b>	<b>In Compliance</b>	The City has been effective in implementing the FOG Program identified in the 2013 SSMP.	N/A
<b>8.0 System Evaluation and Capacity Assurance Plan (SECAP)</b> <b>[SSSWDR D.13(viii)]</b>	<b>Marginal Compliance</b>	The City did not update the SSMP with the results of the 2013 SCSMP. Design criteria were not developed and integrated into the SSMP. A long and short-term CIP and sources of funding for these projects was not included in the SSMP as committed to in 2013.	Review and revise this section as indicated in the body of the report during the next SSMP update.

SSSWDR Section D.13	SSMP Compliance with Required Subsection	City Effectiveness in the Implementation of SSMP Subsections	Schedule
<b>9.0 Monitoring, Measurement, and Program Modifications</b> [SSSWDR D.13(ix)]	<b>Out of Compliance</b>	The City was not effective at implementing this section as identified in the 2013 SSMP. Tracking and assessment measures were not implemented.	Incorporate an Annual SSMP Assessment into the Appendix of this SSMP as part of the next SSMP Update.
<b>10.0 SSMP Program Audits</b> [SSSWDR D.13(x)]	<b>In Compliance</b>	The City has been effective in implementing this section by conducting the semi-annual audit prior to August 2, 2017.	Conduct the next SSMP Audit before August 2, 2019
<b>11.0 Communication Program</b> [SSSWDR D.13(xi)]	<b>Marginal Compliance</b>	The City was marginally effective in implementing this section of the SSMP. The City should update this section so it includes information on SSMP implementation, performance and updates. Future SSMP revisions should document Communication Program efforts conducted in 2016/17 in the appendix of this section.	Update Communication Program in the next three months.

The following sections describe these audit findings and recommendations in detail and address future additions and updates the City is required to make to its SSMP. The above table of audit results is a summary and is not intended to replace the detailed findings and recommendations identified in the SSMP Audit Report. SSMP Audit Report recommendations should be implemented in a reasonable time frame (*next 4 months*), and should be included in a final formal 5 Year Update of the SSMP to ensure compliance with the SSS WDR Orders. **Based on the City’s June 2013 Adoption date for their initial SSMP, the due date for a formal five-year update with recertification by City Council is June 2018.**

**Administrative Updates:**

In addition to the findings and recommendations in this Audit Report for Elements #1 – 11, the following administrative updates are recommended:

- The City should include a copy of the 2013 Amended Monitoring and Reporting Program: Order No. WQ 2013-0058-EXEC in Appendix 0A of the SSMP as this version has replaced the 2008 version,



- Remove Appendix 0B: Consent Decree and Amendment as this agreement has ended,
- Include City Council Meeting Minutes (June 19, 2013) approving 2013 SSMP for Certification.
- Update CIWQS to include a URL as a link to the City's SSMP on the City Website as required in Attachment "A" of Order NO. WQ 2013-0058-EXEC: Part B, Section 8, iv. Consider adding a LRO for redundancy in the event of an emergency.
- Include a memo from the City's Principal Executive Officer formally designating Daniel Gho and any additional staff member selected as a Legally Responsible Official (LRO).

## 1.0 Goal [SSSWDR D.13(i)]

SSSWDR D.13(i) states:

The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

*Section D.13(i):* The City of Pacific Grove (City) SSMP, Revision 1 dated June 2013 includes five (5) goals as listed below.

1. 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.
2. The Community Development/Public Works Director and/or Environmental Programs Manager 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.
3. Maintain the number of SSOs to less than three (3) in a calendar year.
4. Have zero (0) capacity-related SSOs except those caused by storm events exceeding the design storm for that section of the collection system.
5. Have zero (0) SSOs repeated within one (1) year from the same sewer line segment, manhole, or lift station.

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### Element 1 Sufficiency: In Compliance

**Reference:** City SSMP, Revision 1, June 2013.

**Deficiencies:** The City's SSMP goals are appropriate. The City should implement the evaluations included in Element 9: Monitoring, Measurement and Program Modifications to demonstrate progress in meeting stated Goals and potential modifications that may be necessary. This task was not completed at the time of this audit.

**Recommendation:** The City should review assess and revise goals as appropriate for the next two (2) years so they are measurable and specific to the City's operations. The updated goals should be included in the 5-Year Update and measured to assess the effectiveness and implementation for each stated goal.

## 2.0 Organization [SSSWDR D.13(ii)]

SSSWDR D.13(ii) states:

The SSMP must identify:

- (a). The name of the responsible or authorized representative as described in Section J of this Order;
- (b). The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
- (c). The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services).

**Finding:** *Section D.13 (ii)(a)*: The City's SSMP names; Daniel Gho as the Legally Responsible Official (LRO) for the City. There are three (3) individuals identified as LROs in the in the CIWQS Facility At-A-Glance Report; Daniel Gho, Mike Zimmer and James Becklenberg. CIWQS is required to be updated within 30 days of any changes in designations for LROs. Mike Zimmer and James Becklenberg should be removed from the City's CIWQS account. The City should also consider adding an additional staff member as a designated LRO for redundancy in the event of an emergency.

**Conclusion:** The section partial compliance with *Section D.13 (ii)(a)*.

**Finding:** *Section D.13(ii)(b)*: The SSMP identifies lines of authority through an organization table; Table 2-2 on Pages 2-2 through 2-10 give a narrative explanation of staff descriptions and responsibilities for implementation and management of the SSMP.

Appendix 2A and 2B contains City Council information and Organization charts showing lines of authority. This information is out of date and does not reflect current council positions.

Both Table 2-2 and Appendix 2A and 2B require updating to reflect current staffing positions and responsibilities for the management and implementation of the SSMP.

**Conclusion:** The section above is in partial compliance with *Section D.13(ii)(b)*.

**Finding:** *Section D.13(ii)(c)*: A chain of communication for reporting sanitary sewer overflows (SSOs) is provided on Page 2-11 through 2-12. The chain of communication is not consistent with the requirements outlined in the 2013 Monitoring and Reporting Program regarding points of contact in the event of a SSO. Cal EMA is no longer contacted in the event of a SSO; OES is now the agency to be contacted. Staff changes and responsibilities are required to be updated in this chain of communication to reflect existing City staff roles and responsibilities.

**Conclusion:** The section above is out of compliance with *Section D.13(ii)(c)*. See recommendations below.

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**Element 2 Sufficiency: Marginal Compliance**

**Reference:** City SSMP 2013 SSMP, CIWQS Facility At-A-Glance Report.

**Deficiencies** Part (a) LRO designation should be updated in the SSMP to reflect current staff member's responsibilities. Part (b) Names and Telephone numbers for specific positions are out of date in the Organizational Table and Flow Chart. Part (c) SSO Response Chain of Communication is out of date with SWRCB 2013 Monitoring and Reporting Requirements.

**Recommendation:** Update Part (a) to reflect current LRO. Update Part (b) with names and telephone numbers of all City staff contact information on an ongoing basis so this information is current and up to date. Update City Board information found in the current SSMP. Update Part (c) as identified above for compliance with 2013 Monitoring and Reporting Requirements.

### 3.0 Legal Authority [SSSWDR D.13(iii)]

SSSWDR D.13(iii) states:

Each Enrollee must demonstrate, through sanitary system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- (a). Prevent illicit discharges into its sanitary sewer system (examples include I/I, storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- (b). Require that sewers and connections be properly designed and constructed;
- (c). Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
- (d). Limit the discharge of fats, oils, and grease and other debris that may cause blockages; and
- (e). Enforce any violation of its sewer ordinances.

This section was reviewed against the following Municipal Code sections for the City of the Pacific Grove and Monterey Regional Water Pollution Control Agency (MRWPCA) Ordinances which are referenced in the City SSMP Revision 1 June 2013:

- City Municipal Code Chapter 1.12: Notices (Appendix 3A)
- City Municipal Code Chapter 1.16: Violations (Appendix 3B)
- City Municipal Code Chapter 1.19: Municipal Code and Ordinance Enforcement (Appendix 3C)
- City Municipal Code Chapter 9.20: Sewage Disposal (Appendix 3D)
- City Municipal Code Chapter 15.24: Excavations (Appendix 3E)
- City Municipal Code Chapter 18.04: Building Codes (Appendix 3F)
- City Municipal Code Chapter 18.08: Grease Traps (Appendix 3G)
- MRWPCA Ordinance No. 2008-01 (Appendix 3I)

**Finding:** *Section D.13(iii)(a)*: Illicit discharges such as storm water, debris, chemicals, waste, debris that obstruct, etc. are addressed in the following sections of City Municipal Code and referenced on page 3-2 & 3-3 of the City SSMP:

- City Code Referenced in SSMP:

- City Municipal Code Chapter 9.20: Sewage Disposal; Section 9.20.185 – Incorporating MRWPCA provisions for discharge prohibitions,
- MRWPCA Ordinance No. 2008-01; Section 2.01-2.10.6 – Prohibitions on Discharge

**Conclusion:** The section above is in compliance with *Section D.13(iii)(a)*.

**Finding:** *Section D.13(iii)(b)*: Proper design and construction of private connections are addressed in the following City Codes and Standard Specification Sections:

- City Code and MRWPCA Ordinance Referenced in SSMP:
  - City Municipal Code Chapter 9.20: Sewage Disposal; Section 9.20.010 Definitions
  - City Municipal Code Chapter 9.20: Sewage Disposal; Section 9.20.030(b) Sewer Laterals Cleanouts and Connections
  - City Municipal Code Chapter 15.24: Excavations; Section 15.24.010(a) Permit Required
  - MRWPCA Ordinance No. 2008-01: Part 2.11 Sewerage Design Requirements
- City Standard Specifications Referenced in the SSMP:
  - City of Pacific Grove Standard Details for Street Improvements:
    - Detail No. 204: Wye and Laterals
    - Detail No. 205: Pipe Subgrade for Sewer and Storm Drain
    - Detail No. 206: Concrete Support for Undercut Pipe
    - Detail No. 207: Trench Section & Pavement Replacement
    - Detail No. 208: Sanitary Sewer Spot Repair

**Conclusion:** The section above is in compliance with *Section D.13(iii)(b)*.

**Finding:** *Section D.13(iii)(c)*: City currently does not own and therefore does not require access to maintain or repair any portion of a Lateral or Building Sewer.

**Conclusion:** The section above is in compliance with *Section D.13(iii)(c)*.

**Finding:** *Section D.13(iii)(d)*: City has the authority to limit the discharge of FOG and other debris that may cause blockages into the system in the sections of Code and Ordinance specified below:

- City Code and MRWPCA Ordinance Referenced in SSMP:
  - City Municipal Code Chapter 9.20: Sewage Disposal 9.20.090(b) Operation and Maintenance of Private Sewer Systems
  - City Municipal Code Chapter 18.08: Grease Traps 18.08.050(l)(1) Grease Traps-General Regulations and Procedures
  - MRWPCA Ordinance No. 2008-01: Part 2.01.2.3 Specific Prohibitions-Solid or Viscous Pollutants

- MRWPCA Ordinance No. 2008-01: Part 2.10.2(f) Limitations on Wastewater Strength

**Conclusion:** The section above is in compliance with *Section D.13(iii)(d)*.

**Finding:** *Section D.13(iii)(e)*: City has the authority to enforce any violation of its sewer Code in the sections of the Code specified below:

- City Municipal Code Chapter 1.12: Notices
- City Municipal Code Chapter 1.16: Violations
- City Municipal Code Chapter 1.19: Municipal Code and Ordinance Enforcement
- City Municipal Code Chapter 9.20: Sewage Disposal
- City Municipal Code Chapter 18.08: Grease Traps
- MRWPCA Article 6 – Enforcement and Article 7 - Abatement

**Conclusion:** The section above is in compliance with *Section D.13(iii)(e)*.

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### **Element 3.0 Sufficiency: In Compliance**

**Reference:** City SSMP, Revision 1 – June 2013, Page 3-2 to 3-13, City Municipal Codes Chapters; 1, 9, 15, 18 & 24, MRWPCA Ordinance No. 2008-01.

**Deficiencies:** None.

**Recommendation:** Update this section as necessary when there are changes to the City's Municipal Code or the MRWPCA Ordinance.

## 4.0 Operation and Maintenance Program [SSSWDR D.13(iv)]

SSSWDR D.13(iv) states:

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

- (a). Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;
- (b). Describe routine preventive and operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) Program should have a system to document scheduled and conducted activities, such as work orders;
- (c). Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed to the capital improvement plan;
- (d). Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and
- (e). Provide equipment and replacement part inventories, including identification of critical replacement parts.

Historical data in the introduction should be updated to reflect current age of pipelines throughout the system (Table 4-1 and Figure 4-1).

**Finding:** *Section D.13(iv)(a)*: All major sewer assets and appurtenances are identified in the City's GIS Sewer Atlas Map referenced in the June 2013 SSMP. Information regarding the location and description of each pump station is provided in the SSMP. Map and lift station data may require updating as these sewer lines and pump stations have been upgraded and existing information may be missing; showing current mapping and lift station data. The City maintains a storm water collection conveyance map for storm water assets that may be impacted by a SSO. An example of the City's sewer GIS atlas was reviewed during the audit. This GIS atlas has been updated on an ongoing basis to reflect changes to the collection system through 2013, as Capital and Rehabilitation Projects and inspections have occurred. Additional updates should be completed for improvements occurring between 2013 and 2017. To support completion of these updates, the City should develop a standardized procedure describing how City Sewer and

Storm Drain mapping systems are managed, with provisions for documentation of new map information, tracking of revisions and distribution of this information to O&M staff and contractors conducting routine and emergency O&M and Rehabilitation and Replacement Projects. These updates should occur annually at a minimum.

**Conclusion:** The section above is in substantial compliance with *Section D.13(iv)(a)*. See recommendations section below.

**Finding:** *Section D.13(iv)(b)*: The June 2013 City SSMP summarizes plan and schedule for Routine Preventative Operation and Maintenance (O&M) of Pipelines, Manholes, Lift Stations, and minor sewer line repairs.

#### Line Cleaning

Sewer line cleaning activities are conducted by Greenline Inc. and recorded in a City Sewer Cleaning binder for each section of pipe that is cleaned. Information regarding problematic conditions is recorded on each sheet which represents the section of line being cleaned. The entire system is cleaned annually as described in the SSMP. A map of sewer cleaning basins is included in Figure 4-4 of the SSMP. The City SSMP describes these activities as being tracked in the computer based maintenance system and through a Tracking Report and Weekly Sewer Line Cleaning Report. Line cleaning is also tracked and scheduled based on a sewer basin atlas map managed by maintenance staff in the field. The City has developed a new approach for the documentation of sewer line cleaning activities by contractor invoice and associated line cleaning work order sheets which should be referenced and included in the next update to the SSMP.

#### High Maintenance Areas (HMAs)

Areas needing more frequent cleaning (High Maintenance Areas (HMA)) are identified in the City's SSMP. In 2013 the City identified fifty-two (52) HMAs which are cleaned on a six (6) and nine (9) month intervals. The current SSMP also identifies lines that require a 2-month cleaning interval. The City reports that these areas have been eliminated by point repairs and pipeline rehabilitation projects. A significant portion of these lines are treated with foaming root killer as part of the HMA cleaning program. This subsection of the SSMP should be updated to show a current list of HMAs and associated cleaning and root foaming schedules.

#### CCTV

The City's SSMP summarizes past and planned CCTV work conducted by the City. In 2006 99% of the system was televised and ranked in a summary report developed in 2007. The City has historically based rehabilitation and replacement projects on the ranking system developed in the 2007 report. The City also conducted additional CCTV work in 2013 which was analyzed and summarized in the 2013 Sewer System Master Plan. The SSMP states that future CCTV work will be incorporated into the SSMP and rehabilitation and replacement plan when completed. Staff reported that some minor investigative efforts have occurred since 2013 to assess troubled areas in the collection system however this information is not currently organized for integration into the SSMP. Staff should continue to collect this data as it is acquired, organize and analyze this data and integrate it into the SSMP and Rehabilitation and Replacement Plan. If significant investigative efforts are planned in the future a plan and schedule for these activities should be included in updates to the SSMP.

### Lift Stations

Operation and Maintenance for nine (9) City Lift Stations are conducted by Monterey Regional Pollution Control Agency (MRWPCA) staff. The City's SSMP and supporting documentation shows that these stations are monitored and maintained on a weekly basis. Lift station logs and maintenance records were reviewed as part of this audit, along with the contract for lift station inspection and maintenance from MRWPCA.

**Conclusion:** The section above is in substantial compliance with *Section D.13(iv)(b)*. See recommendations section below.

**Finding:** *Section D.13(iv)(c)*: The City SSMP references a Rehabilitation and Replacement/CIP Plan identified and derived from the 2013 Sewer System Master Plan, 2006 Pump Station Master Plan, manhole assessments and CCTV inspections.

The City's 2016/2017 Final Budget provides adequate funding for all Capital and Rehabilitation Projects programmed for this fiscal year. In addition to this existing budget, the City passed a revenue rate program which will be used to fund future CIP and Operations identified in the City's Sewer Fund and CIP Summary of Projects. At the time of this audit it was difficult to assess if the City has restructured/reprioritized the CIPs identified in the plans mentioned above, specifically projects identified in the 2013 Master Plan.

In addition to the rehabilitation of public sewer assets, the City funds a loan program for the rehabilitation/replacement of private sewer laterals. The City requires private laterals to be rehabilitated or replaced when it is determined they are defective. To assist in the funding of these repairs, the City offers low interest loans to members of the public. The City SSMP currently shows the history of sewer laterals funded by this program through 2013. This data should be updated to show the current status of the program and future funding objectives.

**Conclusion:** The section above is in substantial compliance with *Section D.13(iv)(c)*. See recommendations section below.

**Finding:** *Section D.13(iv)(d)*: The June 2012 SSMP states that the City will use a combination of in-house courses; on the job training, conferences, seminars and other training opportunities to train staff on emergency response and Operation and maintenance activities.

Two of the primary staff members responsible for sewer system O&M and emergency response hold Grade I certifications with the California Water Environment Association (CWEA) Technical Certification Program for Collection System Maintenance and attend workshops and seminars to support these certifications.

While training records for various safety and O&M activities were available during this audit, formal training materials and City O&M Procedures were not available for review, as described in the City's SSMP as due for completion and implementation in 2013. The following procedures were planned for development, training and implementation:

- GIS Maps and Annual Updates
- Underground Service Alert

- Collection System Training Requirements
- WDR/SSMP Tracking and Training
- Customer Contact/Customer Complaints
- Annual Collection System and High Maintenance Area Cleaning and Reporting

These procedures were not developed as of the time of this audit.

The City has provisions in each O&M Contract to require contractors to have adequate training for the performance of O&M work. Currently City O&M staff core competencies are tracked and assessed through annual employee evaluations, utilizing specific job descriptions as a benchmark for evaluations. The City should develop a formal program to assess O&M staffs core competencies for the operations and maintenance of the City's sewer system. The City may also consider evaluating the current O&M staffing plan and consider a plan to train and transfer institutional knowledge about the City sewer system to the next generation of employees, anticipating that many of the City's sewer O&M staff are reaching retirement age in the next 3-5 years.

**Conclusion:** The section above is in marginal compliance with *Section D.13(iv)(d)*. See recommendations section below.

**Finding:** *Section D.13(iv)(e)*: A list of collection system critical parts and equipment is found in Appendix 4O of the SSMP. This list has not been updated to identify specific parts and equipment that may be necessary in an emergency and include critical parts necessary to repair specific pieces of critical equipment. Vendors for spare parts and equipment that are not in stock as emergency inventory are listed in the City's SSMP; however, the list of vendors should be updated to include parts and equipment suppliers for City Vector Trucks, Backup Generators, and specific replacement parts for these pieces of equipment. The City did not complete the task of generating a formal critical parts and equipment list for the operation and maintenance of City owned lift stations as was committed to in the SSMP. Contractors that may be utilized to provide critical parts and equipment should also be updated in the City's SSMP.

**Conclusion:** The section above is in marginal compliance with *Section D.13(iv)(e)*. See recommendations section below.

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**Sufficiency: Partial Compliance**

**Reference:** City SSMP June 2013, City Staff Training Logs, City CWEA Grade I Certifications, CCTV Inspection Reports: 2016, Sewer/Storm Drain Atlas, Line Cleaning Work Orders 2016, City 2016/17 Budget and Long-Term Capital Outlay Program, iWorks Work History Reports: Manhole Inspections and Root Foaming, Sewer Basin Atlas Map – Line Cleaning.

**Deficiencies:**

Critical Parts and Equipment

The critical parts and equipment list requires updating for City owned assets and equipment. The list should include lift stations critical parts and equipment with a list of contractors and vendors who provide critical parts, equipment and services not generally maintained by the City.

### Training and Procedures

An updated formal training program and training records are not available reflecting the City's current SSMP and O&M staff training efforts. Formal procedures to address the following areas should be developed and implemented:

- GIS Maps and Annual Updates
- Underground Service Alert
- Collection System Training Requirements
- WDR/SSMP Tracking and Training
- Customer Contact/Customer Complaints
- Annual Collection System and High Maintenance Area Cleaning and Reporting

The City should develop a formal program to assess O&M staffs core competencies for the operations and maintenance of the City's sewer system.

### Mapping

Sewer System and Storm Drain map updates are estimated to have received updates in 2013. These updates should occur annually. High Maintenance Area maps were not current at the time of this audit.

### Rehabilitation and Replacement Program

The City is required to update the status of CIP identified in the 2013 Master Plan and include any additional rehabilitation and replacement plan projects with sources of funding. If additional CCTV or other inspections are planned as part of an investigative effort to identify sewer asset defects, a plan and schedule should be included in the next update to the SSMP.

**Recommendation:** Sections of the O&M Program to be created and documented in the next SSMP revision include:

- Develop a formal program for implementing a CCTV and manhole assessment program. Include documentation and a summary of CCTV, and manhole inspection results as they occur in the future.
- Update the Rehabilitation and Replacement (R&R) plan that incorporates CCTV sewer line condition assessments and future manhole inspection data. Use this data to further develop the existing short- and long-term CIP.
- Update lists associated with critical parts and equipment necessary for the operation and maintenance of City sewer system. Complete the critical parts and equipment list described in the SSMP for City lift stations. Include a list of vendors and contractors utilized for parts, equipment and services not maintained by the City.
- Develop a formal training program (as appropriate for current staff levels and responsibilities) which includes current training practices for the operation and maintenance of the City's collection system. Develop and include procedures specific to City O&M activities and train on these procedures annually. Maintain documentation of this training. Reference the training program and procedures in the next update to the City's SSMP. Some examples of O&M Procedures are as follows:
  - GIS Maps and Annual Updates
  - Underground Service Alert

- Customer Contact/Customer Complaints
- Traffic and Crowd Control
- Annual Collection System and High Maintenance Area Cleaning and Reporting
- The City should also develop a formal training program with procedures in the following areas:
  - General Waste Discharge Requirements, Monitoring and Reporting Program and SSMP Tracking and Training
  - Assessment of O&M staffs core competencies for operation, maintenance and emergency response for the City's sewer system.
- Develop a formal plan, procedure and schedule to update the City's Sewer and Storm Drain Atlases on an annual basis (at a minimum).
- Update O&M record keeping in the SSMP to reflect current practices.

## 5.0 Design and Performance Provisions [SSSWDR D.13(v)]

SSSWDR D.13(v) states:

- (a). Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations, and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b). Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

**Finding:** *Section D.13(v)(a)*: The City SSMP provides Construction Standards and Specifications in Appendix 5B of the 2013 SSMP, titled; “City of Pacific Grove Standard Details for Street Improvements”. These details are also provided on the City website <http://www.ci.pg.ca.us/index.aspx?page310>.

The City has the following Standard Details for Street Improvements:

- 200: Standard Manhole
- 201A: Concrete Internal Drop Manhole
- 201B: Concrete External Drop Manhole
- 202: Manhole Frame and Cover
- 203: Clean – Out
- 204: Wye and Laterals
- 205: Pipe Subgrade for Sewer and Storm Drain
- 206: Concrete Support for Undercut Pipe
- 207: Trench Section and Pavement Replacement
- 208: Sanitary Sewer Spot Repair

Design standards for sewer laterals are located in the City Municipal Code Section 9.20.030: Sewer Laterals, Cleanouts, and Connections. Section 9.20.040 requires repair and/or replacement of private laterals.

Sewer Pump Stations are not included in these construction standards. Design standards, specifications, and testing requirements are developed on a case by case basis to meet the requirements of each site.

The City’s SSMP discusses further development of their design standards/specifications and testing requirements to be completed by the end of 2014. These updated standards and testing requirements had not been completed at the time of this audit.

**Conclusion:** The section above is in substantial compliance with *Section D.13(v)(a)*.

**Finding:** *Section D.13(v)(b)*: The City does not have procedures and standards for the acceptance testing and inspection of new and repaired sewer main and appurtenances however

project specific procedures and standards for testing and inspection are included on each plan set for sewer improvement projects. The City did commit to development of these procedures and testing requirements by the end of 2014. New standards and testing procedures have not been developed.

**Conclusion:** The section above is in partial compliance with *Section D.13(v)(b)*.

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**Element 5.0 Sufficiency: Substantial Compliance**

**Reference:** City SSMP, June 2013, City Standards Details: 200, 201A, 201B & 202 – 208. City of Pacific Grove: Storm Drain and Sanitary Sewer Improvement Project Specifications: 14<sup>th</sup> St., Sinex Avenue, Junipero Avenue and Greenwood Park - October 2015, page 26 Testing Requirements.

**Deficiencies:** The City committed to updating design standards and specifications along with inspection and testing procedures by 2014. These activities did not occur.

**Recommendation:** Future updates to the SSMP should provide a summary detailing how the City's Design and Performance Standards address each subsection of this element. The City should assess if it will be updating their plans and specifications and testing and inspection procedures and develop a plan and schedule to incorporate these items addressing any deficiencies in the next update to the SSMP.

## 6.0 Overflow Emergency Response Plan (OERP) [SSSWDR D.13(vi)]

SSSWDR D.13(vi) states:

Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, the plan must include the following:

- (a). Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b). A program to ensure appropriate response to all overflows;
- (c). Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP identifies the officials who will receive immediate notification;
- (d). Procedures to ensure that appropriate staff and contract personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e). Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f). A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated or partially treated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

**Finding:** This Element of the SSMP was updated June 2015 for compliance with the 2013 Monitoring and Reporting Requirements and to address changes in staffing and staff responsibilities. While this update was completed in 2015 it was not incorporated into the City SSMP found on the City's website of hard-copy located at the public works office. Additionally, the 2015 updates and revisions are now out of date in regard to current staff positions and roles and responsibilities due to changes in staffing over the past few years. *References to the following subsections of this element are based on the information completed in the 2015 update of the OERP and associated procedures.*

**Finding:** *Section D.13 (vi)(a):* The City's SSMP provides an overview of how notification procedures are followed to ensure primary responders and regulatory agencies are informed of a SSO in a timely manner. This information has been updated to reflect changes/requirements found in the State Board Order 2013-0058-EXEC - Monitoring and Reporting Program (2013 MRP). Contact information for City Staff is up to date. The following Emergency Operating Procedures were developed in 2015 to address proper notification:

- SS-EOP: SSO Notification

**Finding:** *Section D.13 (vi)(b):* A formal program and associated organizational flow chart and summary showing key positions and their responsibility to ensure appropriate response to all overflows is in place. This program and flow chart is out of date and does not reflect current staff responsibilities and positions. The overall program is in compliance with requirements found in the 2013 MRP.

**Finding:** *Section D.13 (vi)(c):* A general description of the current notification process is included in this section of the SSMP. This section was updated to comply with 2013 MRP requirements. Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities were provided at the time of this audit. Individual emergency operating procedures identified below are incorporated as part of the City's SSMP:

- SS-EOP: SSO Notification
- SS-EOP: SSO Reporting

**Finding:** *Section D.13 (vi)(d):* A review of training records does demonstrate that staff conducts some emergency response training; however, records for training on specific OERP emergency response procedures was not available at the time of this Audit.

**Finding:** *Section D.13 (vi)(e-f):* Procedures to address emergency operations, such as emergency traffic and crowd control, surface water quality monitoring, and other necessary response activities were provided during this audit. A formal program consisting of specific emergency response procedures specific to the City has been developed as part of the City's Emergency Response Program and included in the SSMP. Examples of these procedures are as follows:

- SS-EOP: SSO Traffic and Crowd Control
- SS-EOP: SSO Volume Estimation
- SS-EOP: SSO Mitigation and Cleanup
- SS-EOP: Water Quality Monitoring and SSO Impact Assessment
- SS-EOP: SSO Response Documentation and Records
- SS-EOP: SSO Training Requirements

The above-mentioned procedures and associated attachments require updating to reflect current staffing and current staff roles and responsibilities to implement these procedures. The City committed to developing a formal training program by September 2015 and amending the SSMP to include the formal training program for staff and contractors based on the City's OERP and associated procedures. At the time of this audit, a formal training program was not developed, amendments to the SSMP were not completed and training on Emergency Operating Procedures identified above was not conducted.

**Conclusions:** The sections above are in partial compliance with *Sections D.13 (vi)(a-f)*. See recommendations below.

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**Element 6.0 Sufficiency: Partial Compliance**

**Reference:** City June 2013 SSMP Revision 1, 2015 Emergency Operating Procedures.

**Deficiencies:** An emergency response training program utilizing the City's Emergency Operating Procedures has not been implemented. Updates to the SSMP outlining a formal training program for staff and contractors with a due date of September 2015 were not completed. Information regarding current staff positions and responsibilities requires updating.

**Recommendation:** Develop a formal emergency response training program and document efforts to implement this program. Train staff and applicable contractors annually on this OERP and the associated procedures. Document all staff training. Update each procedure and the OERP as conditions warrant. Update sections of the OERP and procedures to reflect current staff positions and responsibilities.

## 7.0 Fats, Oils, and Grease (FOG) Control Program [SSSWDR D.13(vii)]

SSSWDR D.13(vii) states:

Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

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

After the issuance of the Statewide General WDRs in 2006, the City determined that FOG is an on-going problem in the sewer collection system and a FOG Program was needed.

**Finding:** *Section D.13(vii)(a)*: The City SSMP contains a plan to conduct a FOG control outreach program to businesses and the residents. This is done through participation in the development and distribution of FOG outreach materials through membership and participation in the Southern Monterey Bay Dischargers Group. The City participates by cost sharing in the group's FOG Public Education Program on an annual basis. The campaign is managed by the Monterey Regional Water Pollution Control Agency. Additional education and outreach occurs during regularly scheduled (semi-annual) FOG inspections.

**Conclusion:** The section above is in compliance with *Section D.13(vii)(a)*. See recommendations below.

**Finding:** *Section D.13(vii)(b):* The City SSMP contains information for the disposal of FOG through a list of recommended FOG waste haulers and acceptable disposal facilities for FOG generated within the City’s service area at the MRWPCA WWTP. Information on FOG haulers is located in Appendix 7A of the City SSMP.

**Conclusion:** The section above is in compliance with *Section D.13(vii)(b)*.

**Finding:** *Section D.13(vii)(c):* The legal authority to prohibit discharges to the collection system and identify measures to prevent FOG-caused SSOs is located in the following City Codes and MRWPCA Ordinance, found in Table 7-1 of the SSMP:

WDR Requirement	Pacific Grove City Municipal Code Section or MRWPCA 2008-01 Ordinance Section
Prohibit FOG discharges to collection system	City Code - 18.08.050(l)(1)
Prohibit FOG discharges to collection system	MRWPCA – 2.10.2(f)
Prohibit FOG discharges to collection system	MRWPCA – 2.01.2.8
Identify measures to prevent SSOs and blockages caused by FOG	City Code- 18.08.040(a)
Identify measures to prevent SSOs and blockages caused by FOG	MRWPCA – 2.01.2.3
Identify measures to prevent SSOs and blockages caused by FOG	MRWPCA – 2.10.2.f

**Conclusion:** The section above is in compliance with *Section D.13(vii)(c)*.

**Finding:** *Section D.13(vii)(d):* The City does require Food Service Establishments capable of discharging FOG into the system to install and maintain a Grease Trap or Interceptor. These requirements are found in Table 7-2 of the SSMP and are shown below:

WDR Requirement	Pacific Grove City Municipal Code Section or MRWPCA 2008-01 Ordinance Section
FSE to Install Grease Removal Device	City Code - 18.08.040(a)
Grease Removal Devices – Design Standards	City Codes – 18.08.020 18.08.040(c) 18.08.050.e(3)
Grease Removal Devices – Maintenance	City Code - 18.08.050(l)(1)
Grease Removal Devices – Best Management Practices (BMPs)	<i>Not Addressed</i>
Grease Removal Devices – Record Keeping and Reporting	City Code - 18.08.050(l)(3)

**Conclusion:** The section above is in compliance with *Section D.13(vii)(d)*.

**Finding:** *Section D.13(vii)(e)*: City Municipal Code and MRWPCA Ordinance give the City the authority to inspect and enforce violations of its FOG Program. The following portions of this Code and Ordinance are applicable for compliance with this section of the WDRs and are found in Table 7-3 of the SSMP:

WDR Requirement	Pacific Grove City Municipal Code Section or MRWPCA 2008-01 Ordinance Section
Authority to inspect grease producing facilities	City Code - 18.08.050(l)(4) MRWPCA – 4.07
Authority to enforce FOG Program Requirements	City Code – 1.19 City Code – 1.19.160 City Code – 18.08.050(m)

**Conclusion:** The section above is in compliance with *Section D.13(vii)(e)*.

**Finding:** *Section D.13(vii)(f)*: The City SSMP, June 2013 states that High Maintenance Areas caused by FOG have been eliminated by the City’s contracted FOG control program and through rehabilitation and replacement projects. During the 2017 Audit City staff confirmed that there are no high maintenance areas caused by FOG. Non-flushable wipes and roots are currently the only source of City high maintenance areas. The one SSO experienced in 2015 identified FOG as a contributing factor was caused by a plumber clearing a private sewer lateral (FOG Buildup) which was released into the adjoining sewer main and caused a blockage.

**Conclusion:** The section above is in compliance with *Section D.13(vii)(f)*.

**Finding:** *Section D.13(vii)(g)*: The City SSMP, June 2013, does not identify additional sources of source control measures due to the fact that there are no HMAs in the City system requiring these additional measures.

**Conclusion:** The section above is in compliance with *Section D.13(vii)(g)*.

**Sufficiency: In Compliance**

**Reference:**

- City SSMP, June 2013
- City Municipal Codes; 1.19 and 18.08 and MRWPCA Ordinance 4.07.
- CIWQS SSO Public Report – Pacific Grove: Detail Page
- Contract with MRWPCA for FOG Control and Southern Monterey Bay Dischargers Group
- Screen Shots FOG and Wastewater Outreach Web Page: Clog Busters
- Sample of FOG Inspection Reports 2015



**Deficiencies:** N/A

**Recommendation:** Current CIWQS data shows that FOG has not been a significant contributing factor for SSOs experienced by the City between 2013 and 2017, with one (1) of seventeen (17) SSOs caused by FOG from a private lateral in this timeframe. Additional items the City may consider: PSLSDs related to FOG and other complaints from the public (if any) related to FOG. Any updates to the FOG Control Program should be included in the 5 Year Update to the SSMP.

## 8.0 System Evaluation and Capacity Assurance Plan [SSSWDR D.13(viii)]

SSSWDR D.13(viii) states:

The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system sections for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- (a). **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to a SSO discharge deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
- (b). **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
- (c). **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- (d). **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D.14.

**Findings:** *Section D.13(viii)(a):* The City's SSMP commits to updating the SSMP with the results of the 2013 Sewer Collection System Master Plan (SCSMP) which was planned for completion at the end of 2013. The SCSMP was completed however the results of this evaluation have not been incorporated into the SSMP. The SSMP also commits to an evaluation of the findings in the 2013 SCSMP to determine if further hydraulic analysis is warranted. Based on the adoption date of the SSMP (2013) this evaluation should occur in 2018.

**Conclusion:** The section above is in partial compliance with *Section D.13(viii)(a)*. See recommendations below.

**Findings:** *Section D.13(viii)(b):* The City SSMP states that a new set of design standards will be developed based on recommendations identified in the SCSMP. Additionally, these new design standards were proposed to be included in the SSMP by the end of 2013 and these standards were proposed to be reviewed annually by the Public Works Director. At the time of this audit, there was no evidence that these standards were developed.

**Conclusion:** The section above is out of compliance with *Section D.13(viii)(b)*. See recommendations below.

**Findings:** *Section D.13(viii)(c)*: The City's SCSMP was completed at the end of 2013. A long and short-term Capital Improvement Plan (CIP) was included in this report to address capacity deficient portions of the City's sewer system. The City committed to incorporating a long and short-term CIP schedule into the SSMP however this activity did not occur. It was difficult to determine the status of long and short-term projects identified in the SCSMP at the time of this audit.

**Conclusion:** The section above is in marginal compliance with *Section D.13(viii)(c)*. See recommendations below.

**Findings:** *Section D.13(viii)(d)*: The City SSMP commits to developing a schedule for capacity related CIP along with mechanisms for funding which were to be incorporated into the SSMP. The City did develop a Short-Term CIP which is located in the 2016/17 Budget and identifies sources of funding through the year 2020/21. Based on the information provided during the Audit it is difficult to identify specific short-term projects and determine the status of this CIP. At the time of this Audit, there was no evidence that the City has developed a Long-Term CIP Program that includes source of funding.

**Conclusion:** The section above is in marginal compliance with *Section D.13(viii)(d)*. See recommendations below.

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**Sufficiency: Marginal Compliance**

**Reference:** City 2013 SSMP, City 2013 Sewer Collection System Master Plan, City FY 2016-2017 Sewer CIP budget projection sheet.

**Deficiencies:** The City did not update the SSMP with the results of the SCSMP. Design criteria were not developed and integrated into the SSMP. A long and short-term CIP and sources of funding for these projects was not included in the SSMP as committed to in 2013.

**Recommendation:** The City should integrate the results of the SCSMP relating to capacity deficient areas of the collection and conveyance system. Long and short-term CIP plan, schedule and funding should be included in the SSMP and be updated each Fiscal Year or as project schedules change. Design criteria should be developed and integrated into the SSMP for areas identified as deficient.

## 9.0 Monitoring, Measurement, and Program Modifications [SSSWDR D.13(ix)]

SSSWDR D.13(ix) states:

The Enrollee shall:

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

**Finding:** *Section D.13(ix)(a)*: The City identifies the relevant information necessary to establish and prioritized SSMP activities in the SSMP in Table 9-1, pages 9-1 to 9-3. There were no records available at the time of this audit to demonstrate that the City has been developing or maintaining this information for several of the SSMP elements.

**Conclusion:** The section above is in marginal compliance with *Section D.13(ix)(a)*. See recommendations below.

**Finding:** *Section D.13(ix)(b) and (c)*: The City does not formally evaluate on an annual basis the implementation or effectiveness of each section of the SSMP or preventative maintenance activities. There was no evidence that Implementation and Monitoring Measures for each Element of the SSMP identified on pages 9-3 to 9-13 of the City SSMP had been implemented utilizing the data described on this element. The City should implement the plan and schedule to summarize and assess the condition of the collection system and evaluate the effectiveness of SSMP related programs and activities. This plan should be implemented annually or more frequently as warranted.

**Conclusion:** The section above is in marginal compliance with *Section D.13(ix)(b) and (c)*. See recommendations below.

**Finding:** *Section D.13 (ix)(d)*: The City SSMP has not been revised based on the findings of the 2015 SSMP Audit (with the exception of some minor redlines) since certification in 2013. Revisions and/or updates must be based on formal annual monitoring and/or performance evaluations of each SSMP section and their supporting programs.

**Conclusion:** The section above is out of compliance with *Section D.13 (ix)(d)*. See recommendations below.

**Finding:** *Section D.13(ix)(e)*: The City does not formally track the frequency, location, volume and cause, of SSOs between 2013 and 2015 in Tables 9-2 to 9-7 provided on pages 9-8 to 9-13 of the SSMP. There was no evidence that SSO trends were analyzed or evaluated.

**Conclusion:** The section above is out of compliance with *Section D.13(ix)(e)*. See recommendations below.

---

**Sufficiency: Out of Compliance**

**Reference:** City SSMP June 2013.

**Deficiencies:** The City did not implement the plan identified in their 2013 SSMP to formally evaluate and update their SSMP based on SSO and O&M Data. Additionally, this section requires enrollees to evaluate the implementation or effectiveness of each SSMP Element which was not completed in years 2014, 2015 & 2016 as discussed in Section 9.3 of the SSMP. Regular (annual) revisions/updates to the SSMP have not occurred as part of these evaluations as discussed in Section 9.5.

**Recommendation:** Implement the written program to schedule, track, and evaluate the effectiveness of preventative maintenance for the sanitary sewer system. Create a plan and schedule to review and assess the effectiveness of each SSMP Element annually. Update SSO identification and trend evaluations at the end of each calendar year. Complete these plans, evaluations and records and incorporate them into the update of this SSMP Section. Implement this program and incorporate any changes in to the next update to the SSMP.

## 10.0 Sewer System Management Plan Program Audit [SSSWDR D.13(x)]

SSSWDR D.13(x) states:

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

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### Sufficiency: In Compliance

**Reference:** City SSMP June 2013 Revision 1, Pages 10-1 to 10-3.

**Deficiencies:** The City conducted their second SSMP Audit in June 2017, four years after the June 2013 adoption of the SSMP and two years since the last Audit conducted in 2015. The format of this Audit, meets all the requirements in this section to evaluate the effectiveness of the SSMP and compliance with subsection D.13 of the GWDRs.

**Recommendation:** The next bi-annual audit is due prior to June 2019. Schedule future SSMP Audits prior to the bi-annual due date to ensure compliance with this section utilizing a format that meets the requirements found in Section D. 13 of the SSSWDRs.

## 11.0 Communication Program [SSSWDR D.13(xi)]

SSSWDR D.13(i) states:

The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

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

*Section D.13 (xi):* The City SSMP discussed communicating with the public on the following items for compliance with this section:

- Community Outreach Program developed and managed by MRWPCA
- MRWPCA Website “Clogbusters”
- MRWPCA Technical Advisory Committee
- Partnership with Monterey Bay National Marine Sanctuary (MBNMS) to provide SSO Prevention Partnering Workshops
- City Council Meetings & Annual SSMP Staff Report - Goals
- City Website – Link to SSMP and Sewer System related Programs & Information
- Hotel Partnering Workshop

**Finding:** At the time of this audit, several of the above-mentioned outreach sources and supporting documentation were not available for review. City staff has not completed annual staff reports to the City Council regarding the development, update, implementation or evaluation of the SSMP. Outreach through the City's contract with MRWPCA has been ongoing through the “Clogbusters” website. Meetings and workshops through the MBNMS have not been conducted. The City's SSMP is found on the City's web page however this version is out of date and should be replaced with recently updated sections of the Overflow Emergency Response Plan and other revisions/updates identified in the 2015 and 2017 Audit Reports. The MRWPCA Technical Advisory Committee meetings discussed in the SSMP have not taken place and there have been no efforts to assess the need for additional outreach to area Hotels and Plumbers as discussed in this Element of the SSMP.

The City does not discuss systems that may be satellite or tributary to the City sewer system in the SSMP, as City staff reports there are no such systems in existence.

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### **Sufficiency: Marginal Compliance**

**Reference:** City SSMP June 2013, City website: <http://www.ci.pg.ca.us>, MRWPCA: Southern Monterey Bay Dischargers Group: “Clogbusters” website.

**Deficiencies:** While the 2013 SSMP has provided a communication program that meets the requirements of the WDRs, the City is not implementing several of the Communication Program

activities committed to in the 2013 SSMP. The City must keep a current copy of the SSMP on the City web site to help communicate when significant changes are made to this document.

**Recommendation:** Develop a plan and schedule to update and implement a Communication Program that involves the City Council and members of the public in the next update to the SSMP. Update Communication Program activities and tie them back to the SSMP on a semi-annual basis so that the public, stakeholders, and other interested parties can gain an understanding of how the SSMP is being implemented, developed, and managed. This will provide an opportunity for public feedback to the City as is required in this section. Keep a record of all outreach efforts and coordination as supporting documentation for this section of the SSMP. Post the City's updated SSMP and supporting documents on the City web site for compliance with 2013 MRP requirements.

## Records List by SSMP Section

- 1.0 Goals** – See Records under Sections 3 - 11
- 2.0 Organization**
  - a. SWRCB CIWQS Facility at a Glance Pacific Grove: May 5, 2017
- 3.0 Legal Authority**
  - a. City Municipal Code Chapters
    - o City Municipal Code Chapter 1.12: Notices (Appendix 3A)
    - o City Municipal Code Chapter 1.16: Violations (Appendix 3B)
    - o City Municipal Code Chapter 1.19: Municipal Code and Ordinance Enforcement (Appendix 3C)
    - o City Municipal Code Chapter 9.20: Sewage Disposal (Appendix 3D)
    - o City Municipal Code Chapter 15.24: Excavations (Appendix 3E)
    - o City Municipal Code Chapter 18.04: Building Codes (Appendix 3F)
    - o City Municipal Code Chapter 18.08: Grease Traps (Appendix 3G)
    - o City Municipal Code Chapter 24.08: Parcel Map Procedures (Appendix 3H)
  - b. MRWPCA Ordinance No. 2008-01
- 4.0 Operation and Maintenance Program**
  - a. City Staff Training Logs 2015 - 2016,
  - b. CWEA Grade I Certifications
  - c. CCTV Inspection Reports IWORKS- 2015
  - d. Sewer/Storm Drain Atlas 2013
  - e. 2016/17 Budget and Long-Term Capital Outlay Program
  - f. Greenline contracted Line Cleaning Records 2016 and Contract
  - g. 2013 Critical Parts and Equipment List
  - h. MRWPCA Lift Station Work Orders and Work Code Inspection/Maintenance Records: 2017
  - i. 2017 Root Tamers Contract: Sewer Root Foaming
  - j. Taussig & Associates: Pacific Grove 10-Year Sewer Collections System Financial Plan and Rate Study
  - k. Sewer Lateral Loan Documents:
    - o Current Expenditure Status Report
    - o Expenditure Audit
    - o Master Lateral Loan Tracking Sheet
    - o Sewer Loan Repayment Reports
- 5.0 Design and Performance Standards**
  - a. City Standard Details for Street Improvements 2010
  - b. City Municipal Code Section 9.20
  - c. City of Pacific Grove: Storm Drain and Sanitary Sewer Improvement Project Specifications: 14<sup>th</sup> St., Sinex Avenue, Junipero Avenue and Greenwood Park - October 2015, page 26 Testing Requirements
- 6.0 Overflow Emergency Response Plan**
  - a. 2015 Updated OERP and Emergency Operating Procedures
  - b. Sample Sewer Spill Report: 10/21/2016
  - c. Cal OES Certifications 2015 – First Responder
- 7.0 Fats, Oils, and Grease Program**
  - a. MOU for FOG Inspections: MRWPCA 2017
  - b. FOG Inspection Records 2015

- c. CIWQS SSO Public report – City of Pacific Grove Detail Page
- d. FOG Public Education Flyer (SEA) Commercial Facilities
- 8.0 System Evaluation and Capacity Assurance Plan (SECAP)**
  - a. 2013 SCSMP
  - b. CIWQS Facility At-A-Glance Report
  - c. CIWQS Operational Report
- 9.0 Monitoring, Measurement, and Program Modifications**
  - a. CIWQS Facility at a Glance and Operational Report
- 10.0 SSMP Audits**
  - a. SSMP Audit Records and Data Request 2017
  - b. City SSMP Audit 2015
- 11.0 Communication Program**
  - a. City of Pacific Grove Website: <http://www.ci.pg.ca.us>



## ELEMENT 11 - COMMUNICATION PROGRAM

Communicating the objectives of the SSMP and the importance of sanitary sewer system management practices to the public is essential. An informed public can assist and support the City by reducing customer caused blockages, which will potentially decrease SSOs.

### 11.1 Regulatory Requirements

WDR Order No. 2006-0003-DWQ Section D.13(xi) states:

The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

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

### 11.2 Communication Program [WDR D.13(xi)]

The purpose of the City sanitary sewer system communication program is to educate stakeholders, which include residential, industrial, and commercial users of the collection system, about the SSMP. Appendix 11A contains examples from 2015-2017 of the outreach conducted. Public awareness of different components of the SSMP is accomplished through different mediums and they may reach different audiences. The following are activities that the District practices to increase awareness and education about the importance of having a properly constructed, maintained, and operated collection system.

**Table 11-1: City of Pacific Grove Communication Program Overview**

Activity	Frequency	Stakeholders	Year Implemented			
			2015	2016	2017	2018
City Website: <a href="http://www.cityofpacificgrove.org">www.cityofpacificgrove.org</a>	Year-round	All	X	X	X	X
City Council Meetings	Twice Monthly	All	X	X	X	X
FOG Control Program	Annually	FSEs	X	X	X	X
Public Works Office	Year-round	All	X	X	X	X

#### 11.2.1 City of Pacific Grove Website

Information posted on the City website, [www.cityofpacificgrove.org](http://www.cityofpacificgrove.org), includes links to the 2013 SSMP, FOG information, City meeting minutes and agendas, flyers, education material, public service announcements, the 2014 Sewer Collection System Master Plan, and the past and current City CIP.

### **11.2.2 City Council Meetings**

Regular City Council Meetings are held the first and third Wednesday of each month at 6:00 PM at the City of Pacific Grove's City Hall, which is located at 300 Forest Avenue, Pacific Grove, CA. Copies of the agenda packet are available for review by the public at the Pacific Grove Library located at 550 Central Avenue, Pacific Grove, CA, the main counter in City Hall, and on the internet at <https://www.cityofpacificgrove.org/about-city/city-council>. Meeting Minutes and video are also available on the internet at the link referenced above. All agendas and minutes are accessible at this website for approximately twenty-four months.

### **11.2.3 FOG Control Program**

The City has been contracting with M1W/MRWPCA in 2000 to implement a FOG public education outreach program. The public education campaign has historically consisted of eight months of outreach, which has included and continues to include television, local newspaper, and on-line advertisements, a Facebook page, and a dedicated website, [www.ClogBusters.org](http://www.ClogBusters.org).

The contract and WDR Grease Public Outreach Plan is re-negotiated by the City with MRWPCA each fiscal year and adopted by the City. A copy of the 2017-18 memorandum of understanding and 2017-18 WDR Grease Public Outreach Plans are included in Element 7, FOG Program in Appendix 7A.

### **11.2.4 Public Works Office**

The Public Works Office has copies of educational material, public service announcements, and Staff that provide assistance and education to the public.

### **11.2.5 M1W Pretreatment Program**

M1W Source Control/Pretreatment staff permits and manage industrial users within the District service area.

## **11.3 Satellite Communication Program [WDR D.13(xi)]**

The City is itself a satellite agency and as such is a member of the M1W Board, which is comprised of M1W and its tributary agencies:

1. City of Pacific Grove,
2. City of Monterey,
3. City of Del Rey Oaks,
4. Seaside County Sanitation District,
5. Sand City,
6. Fort Ord,
7. City of Marina,
8. Castroville Community Services District,
9. Moss Landing,
10. Boronda,
11. City of Salinas, and
12. Monterey County.

Board meetings at M1W are designed to be a venue for communication and coordination between these agencies. M1W Board meetings occur monthly and a member of each agency sits on the Board.

## **APPENDIX 11A**

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Contracts with Monterey One Water (M1W) for Community Outreach Services

*MOU with M1W for Conducting a Public FOG Education Program FY 17/18 (4 pages)*



# Monterey One Water

## Providing Cooperative Water Solutions

ADMINISTRATION OFFICE: 5 Harris Court, Bldg D, Monterey, CA 93940  
MAIN: (831) 372-3367 or (831) 422-1001 FAX: (831) 372-6178  
WEBSITE: [www.montereyonewater.org](http://www.montereyonewater.org)

December 27, 2017

Mr. Dan Gho  
Director of Public Works  
CITY OF PACIFIC GROVE  
300 Forest Avenue  
Pacific Grove, CA 93950

Dear Mr. Gho:

**SUBJECT: WASTEWATER DISCHARGE REQUIREMENTS — PUBLIC  
EDUCATION FOR GREASE FY 17/18**

Enclosed are two original copies of the Memorandum of Understanding (MOU) for Conducting a Public Education Program for the Southern Monterey Bay Dischargers' Group. Please execute both copies and return one copy to my attention at our Agency.

In addition, an invoice will follow under separate cover for the CITY OF PACIFIC GROVE's cost (per MOU) for the public education program as described in Attachments A & B.

If you have any questions or need additional information, you can contact Michelle Bumgardner at 645-4629 or me at 645-4600.

Sincerely,

Paul A. Sciuto  
General Manager

PS/mlb

Enclosures: MOU with Attachments A & B

**MEMORANDUM OF UNDERSTANDING**  
**for**  
**Conducting a Public Education Program**  
**for the**  
**Southern Monterey Bay Dischargers Group**

**THIS MEMORANDUM OF UNDERSTANDING** is made and entered into on January 2, 2018, between **MONTEREY ONE WATER** (the "Agency"), and the **CITY OF PACIFIC GROVE** (the Discharger"), as follows:

**Recitals**

1. The Discharger has been issued Waste Discharge Requirements (WDR) by the California Regional Water Quality Control Board. One of the WDR requirements is for the Discharger to conduct a public education program to promote the proper disposal of grease and fats.
2. The Agency has the staff and resources to conduct a public education program as described in Attachment A to this Agreement.
3. The Discharger desires to have the Agency conduct this public education program.

**Terms and Conditions**

In consideration of the mutual promises contained herein, the Agency and the Discharger hereby agree to the following terms and conditions:

1. Over the remainder of fiscal year 2017-2018 on behalf of the Southern Monterey Bay Dischargers Group the Agency will conduct the public education program described in Attachment A.
2. The Discharger will compensate the Agency the amount shown in Attachment B as its share of the overall cost of conducting this public education program.
3. The Agency will invoice the Discharger for its share of these costs, and the Discharger will pay the Agency this amount within ninety (90) days of receipt of the invoice.

MONTEREY ONE WATER

CITY OF PACIFIC GROVE

By   
\_\_\_\_\_  
Paul A. Sciuto, General Manager  
Print Name/Title

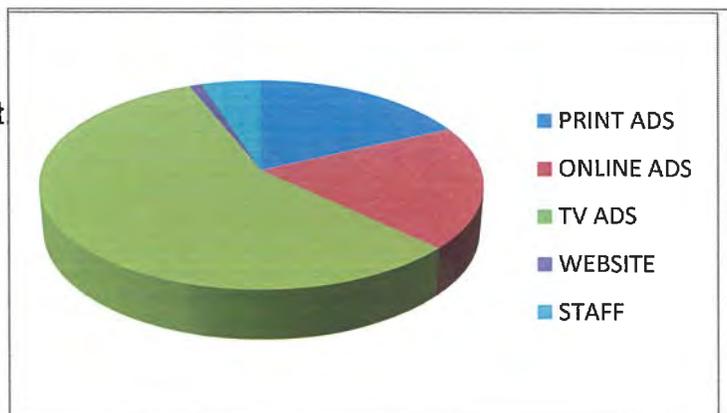
By   
\_\_\_\_\_  
Dan Gho, Director of Public Works  
Print Name/Title

**Attachment A**  
**WDR Grease Public Outreach Plan**  
**FY 17/18**

Media Type	Budget Detail Summary
<b>TV</b>  KSBW TV, Channel 8 KSMS TV, Channel 67 (Univision)	<b>(57%)</b>  Nov/Dec, 48 ads, 0:15 Nov/Dec, 80 ads, 0:15 (128 total ads)
<b>Print</b>  Carmel Pine Cone, Fri Monterey County Weekly, Thu	<b>(18%)</b>  2 ads* (1/5 pg, b/w) 7 ads (1/6 page, color)
<b>Internet Website – ClogBusters.org</b>  Hosting, backups, archiving, 2 website updates	<b>(1%)</b>  12 months
<b>Online Ads &amp; Search Marketing</b>  KSBW TV Channel 8 1 month  KSMS TV Channel 67 (Univision) 2 months  Monterey County Weekly 2 months	<b>(19%)</b>  40,000 impressions/mo  Unlimited impressions/mo  Web Banners
<b>Staff/Misc.</b>  Program management; Clogbusters	<b>(5%)</b>
<b>Total Budget</b>	<b>\$12,361.00 Group</b>

Note: expense percentage for each media type is percentage of \$12361.00 shared group budget

\* CAWD and PBCSD contributing \$792.00 to run 4 additional biweekly ads through Dec 29, 2017 (6 ads total).



## Attachment B

### Southern Monterey Bay Dischargers Grease Outreach Partnership

SHARED COSTS FOR FY 17/18 PUBLIC EDUCATION PROGRAM ON GREASE DISPOSAL PRACTICES			
PUBLIC EDUCATION PROGRAM BUDGET = \$18,000			
ENTITY	POPULATION WITHIN AREA TO BE COVERED BY REGIONAL WDR PROGRAM	PERCENTAGE OF BUDGET TO BE PAID BY THIS ENTITY	CONTRIBUTION TOWARD FY 2016/2017 BUDGET
City of Salinas	150,441	52.756%	\$6521.20
Seaside County Sanitation District <sup>(1)</sup>	34,983	12.268%	\$1516.50
Marina Coast Water District <sup>(2)</sup>	33,364	11.700%	\$1446.25
City of Monterey	27,810	9.752%	\$1205.45
City of Pacific Grove	15,041	5.275%	\$ 652.05
Castroville Community Services District <sup>(3)</sup>	7,204	2.526%	\$ 312.25
California American Water <sup>(4)</sup>	6,380	2.237%	\$ 276.50
Pebble Beach Community Service District	4,509	1.581%	\$ 195.43*
Carmel Area Wastewater District	3,722	1.305%	\$ 161.32*
County of Monterey	1710	0.599%	\$ 74.05
<b>TOTAL</b>	<b>285,164</b>	<b>100.00%</b>	<b>\$12,361.00</b>

**Notes:**

- (1) Combined 2010 Census population of Seaside, Sand City, and Del Rey Oaks.
- (2) Combined 2010 Census population of City of Marina and Ord Community population provided by MCWD
- (3) Combined 2010 Census population of Castroville and Moro Cojo area population reported by Castroville Community Service District. Revised to include Moss Landing 2010 Census population.
- (4) Combined population of Oak Hills, Indian Springs, Las Palmas, Spreckels, Pasadera, White Oaks, Village Green, Carmel Valley Ranch provide by Cal-Am September 2011.

\* PBCSD and CAWD contribution would increase \$396.00.00 ea for additional Carmel Pine Cone ads through DEC 2017.

## **APPENDIX 11B**

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### City of Pacific Grove Public Communications 2016 - 2018

1. Social Media: City of Pacific Grove website - Screenshots of Public Works, how to respond to sewer spills, FOG program, CIP, etc. City of Pacific Grove Facebook posts. Clogbusters website. (12 pages)
2. September 2017 Letter from City informing public of Sewer Rehab Project on Mermaid Lane (1 page)
3. Sewer Loan Lateral Replacement Application (1 page)
4. Pharmaceutical Drop Off Flyer (1 page)
5. City and M1W 2016 and 2017 Presentations (55 pages)
6. City and Monterey Bay National Marine Sanctuary First Flush Flyer (1 page)
7. City of Pacific Grove Physical Outreach Material (6 pages)



## Environmental Programs

The Environmental Programs division is responsible for implementing local environmental programs and ensuring compliance with local, state and federal environmental regulations.

To submit a comment or report a environmental concern please call Public Works Environmental Programs at (831) 648-3188.

Key areas of Environmental Programs include:

▶ **Water**

▶ **Stormwater**

▼ **Waste Water**

### **Main Waste Water page**

The City of Pacific Grove provides sewer services for residents and commercial businesses. The City owns and operates the sewer collection system consisting of approximately 58 miles of pipeline (which vary in size from 4 to 18 inches in diameter), 900 manholes, and seven pump stations.

[Prop 218 Proposed Sewer Rate Increase](#)

[Monterey Regional Water Pollution Control Agency](#)

[Waste Water Regulation](#)

[Preventing Water Pollution](#)

[Fats, Oils and Grease \(FOG\)](#)

**To report a sewer back-up or overflow, please call the Public Works Department at (831) 648-5722. After hours, call the after-hours emergency number at (831) 648-3143.**



## Preventing Waste Water Pollution

Home » Living » Green PG » Waste Water » Preventing Waste Water Pollution



### **Where does the water go after you flush the toilet or drain the sinks in your home?**

When the wastewater flushed from your toilet or drained from your household sinks, washing machine, or dishwasher leaves your home, it flows through the City's sanitary sewer system to the Monterey One Water (formerly MRWPCA) Regional Treatment Plant in Marina. The wastewater from homes, along with wastewater from businesses, industries, and other facilities, is treated by a variety of processes to reduce or remove pollutants.

### **What happens to the treated water when it leaves the wastewater treatment plant?**

The Regional Treatment Plant treats and recycles approximately 60% waste water collected in the MRWPCA service area for reuse by the agricultural industry in northern Monterey County. The remaining 40% of treated waste water is discharged into the Monterey Bay.

## May 2018 City of Pacific Grove Website Public Works Information

### Household Hazardous Waste

All hazardous products exhibit at least one of the following properties:

 Toxic: even in small quantities may immediately poison, or cause injury or death through repeated exposure, when inhaled into the lungs, eaten, swallowed, or absorbed through the skin (e.g. rat poison, pesticides, bleach).



 Flammable: usually liquids that easily ignite and burn (e.g. lighter fluid, spot and paint removers).



 Corrosive: substances or vapors that can burn skin on contact and can eat away the surface of other materials (e.g. oven and toilet bowl cleaners).



 Reactive: substances that react with air, water or another substance to produce toxic vapors or explode (e.g. bleach when mixed with ammonia-based cleaners).



Household hazardous wastes should never be flushed into down sewer drains because these wastes can kill the active bacteria at the waste water treatment facility. Wastewater treatment plants are not designed or able to handle many of these hazardous wastes. Wastewater treatment facilities cannot remove all heavy metals and these may contaminate sewage sludge, water supplies and animal habitats.

The Monterey Regional Waste Management District offers residents a [convenient and safe collection program for household hazardous waste](#)

#### Mercury

Mercury from thermometers, thermostats, certain kinds of switches and blood pressure cuffs can pollute the Monterey Bay. These items should not be disposed of in the trash either, because mercury from broken devices can vaporize into the air. Instead bring mercury devices to a collection site.

The Monterey Regional Waste Management District offers residents a [convenient and safe collection program for household hazardous waste](#)

#### Pharmaceuticals

Flushing prescription medicines down the toilet may not be removed during the wastewater treatment process and could heavily affect our wildlife after it is discharged into the bay and ocean.

The Monterey County Health Department has [guidelines and information](#) about safe and proper disposal and drop off locations.

## May 2018 City of Pacific Grove Website Public Works Information

**Learn how to properly dispose of the following items to prevent water pollution:**

- Disposable Wipes
- Fats, Oils, and Grease
- Household Cleaners
- Household Hazardous Waste
- Mercury
- Pharmaceuticals

### **Disposable Wipes**

Disposable cleaning and disinfecting wipes do not break down quickly in water. If flushed, they can clog your sewer line of the public sewer systems, potentially causing sewage overflows which can put public health at risk, damage the environment, and cause property damage.

**If you use disposable cleaning/disinfecting wipes, moist towelettes, baby wipes, personal hygiene wipes or similar disposable or "flushable" products, put them in the trash, never in your toilet.**

Wipes are NOT biodegradable, and have to be manually removed from the equipment at wastewater treatment plants and sent to the landfill.

See the effect of disposal wipes on a California water treatment plant in this video.

### **Fats, Oils, and Grease (FOG)**

Grease is one of the leading causes of clogs and sewage overflows. Cooking fats, oils and grease cool and congeal inside sewer pipes and build up over time. Eventually, the pipe becomes clogged so that wastewater can't flow through it.

For more information on how to properly dispose of fats, oils and grease see: [Southern Monterey Bay Dischargers Group](#)

### **Household Cleaners**

Most households contain a wide variety of cleaning products, disposable wipes, and first aid kits. These may contain harsh chemicals, which when washed down the drain, can mix with other chemicals present in the sanitary sewer. There they form toxic gases and compounds that can flow to the wastewater treatment plant and negatively impact the treatment processes. Chemicals from cleaning products can also pass through the plant and negatively affect organisms and vegetation in the Monterey Bay.

Many toxic and harmful commercial cleaners, bug killers and weed killers can be replaced by less harmful products. See the [Monterey One Water website](#) for alternative household solutions.



## CITY OF PACIFIC GROVE

[ABOUT THE CITY](#) [VISITING](#) [LIVING](#) [DOING BUSINESS](#) [PUBLIC SAFETY](#) [CALENDAR](#)

### FOG (Fats, Oils and Grease)

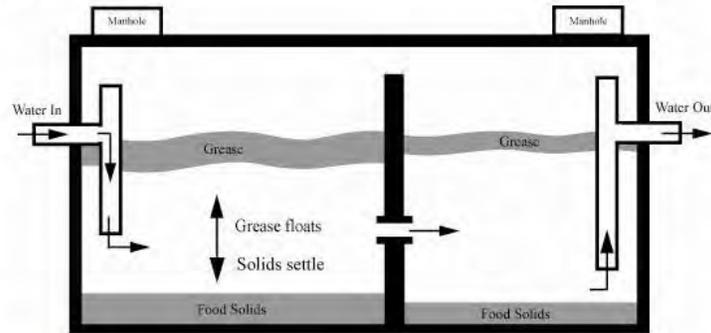
[Home](#) » [Living](#) » [Green PG](#) » [Waste Water](#) » [FOG \(Fats, Oils and Grease\)](#)



Fats, Oils, and Grease (FOG) enter the sanitary sewer through sinks, floor drains, dishwashers, and other kitchen equipment plumbed to the sanitary sewer. FOG and solid food waste entering your drains may cause blockages in either your plumbing or the sanitary sewer lines by building up along the walls of the pipes. This can lead to a sanitary sewer overflow (SSO) inside your home, business, adjacent buildings, streets, or the environment. These spills are a safety hazard that can endanger public health and impact the health of our creeks and Bay.

The City of Pacific Grove is mandated by the WDR's to prevent SSO's originating from food serving establishments. FOG is a primary contributor to SSO's, and therefore should be managed using grease traps and interceptors to prevent adverse effects on sewer lines. Municipal Code Chapter 18.08, Grease Traps, requires all food service establishment or any other business discharging grease, oil or other similar material shall have an operable grease trap, grease interceptor or other comparable device(s) as determined by MRWPCA and the city's chief building inspector to be an adequate substitute for a grease trap or grease interceptor.

## How grease traps work



This equipment works by separating the FOG from the wastewater. Greasy wastewater entering the interceptor passes through a vented flow-control fitting that regulates the flow of the wastewater. The wastewater then passes un-der one or more separator baffles, or regulating devices within the interceptor, that separate the FOG from the wastewater. The FOG then floats to the top of the interceptor, where it accumulates until manually removed. The grease-free water continues to flow through the interceptor into a wastewater discharge pipe, and then to the City's sewer system.

## Fats, Oils, & Grease Control Program

The USEPA and the State of California have identified FOG as a pollutant of concern and are requiring collection system agencies to develop and administer Sewer System Management Plans (SSMPs). The FOG Control Program is one element required in the SSMP. The goal of the FOG Control Program is to reduce the amount of FOG being discharged into the sanitary sewer. The City's SSMP can be found [here](#).

The FOG Control Program requirements are enforced through plan checks, inspections, and education. Inspections occur during business hours. Inspectors will ask to see documentation showing your food service facility is managing its FOG correctly, and will inspect indoor and outdoor areas and review your cleaning practices with you. Upon completion, a written Inspection Report will be provided and, if needed, inspectors will conduct a follow up inspection to verify that all violations are corrected. Uncorrected or serious violations will result in escalated enforcement, up to and including fines.

## May 2018 City of Pacific Grove Website Public Works Information

### 2014 PG Sewer Collection System Master Plan

The Sewer Master Plan provides a summary of the existing facilities, wastewater flows, identified system capacity deficiencies for existing and future conditions, recommended capital improvement projects (CIP), recommended operation and maintenance practices, and recommended inspection programs.

- [2014 PG Sewer Collection System Master Plan](#)
- [10-Year Sewer Collection System Financial Plan and Rate Study](#)

### Wastewater Collection System Main Sewer Line Repair and Replacement Project - Phase #7

This capital project continues scheduled upgrades to existing City sewer main line infrastructure under Phase #7 in accord with the 2004 Sewer System Asset Management Plan (SSMP). This phase will replace approximately 6,000 linear feet of existing clay sewer lines with new PVC sewer lines, make 6 spot repairs to existing sewer lines, and reconstruct and/or install 11 new sewer manhole access portals throughout the City.

- [CEQA Notice of Exemption - Phase 7 Waste Water](#)

### Links

[Municipal Code 9.20 Sewage Disposal](#)

[Monterey One Water \(Formerly Monterey Regional Water Pollution Control Agency\)](#)

[Southern Monterey Bay Dischargers Group - Clog Busters](#) is a consortium of wastewater collection system owners and wastewater treatment jurisdictions located in northern Monterey County, also known as the Southern Monterey Bay Dischargers Group

[Central Coast Regional Water Quality Control Board](#)

[California Association of Sanitation Agencies](#)

## May 2018 City of Pacific Grove Website Public Works Information

### Preventing Waste Water Pollution

Proper disposal of household waste keeps pollutants out of the sanitary sewer system and protects the health of the Bay. Learn how to properly dispose of the household items to prevent water pollution.

### Fats, Oils and Grease (FOG)

Information on the City's Fats, Oils, & Grease Control Program for businesses.

### Waste Water Documents and Links

Waste Water Documents and Links

[Contact](#) • [Directions](#)

[Site Map](#) • [Home](#)

© 2017 City of Pacific Grove • [Legal Information](#)

## 2014 PG Sewer Collection System Master Plan

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[Central Coast Regional Water Quality Control Board](#)

[California Association of Sanitation Agencies](#)

## Local Water Project Ribbon Cutting on 12/6!

[Home](#) » [About the City](#) » [News](#) » [Local Water Project Ribbon Cutting on 12/6!](#)



November 16, 2017



The City of Pacific Grove Public Works Department invites you to join us for a ribbon-cutting ceremony to celebrate the completion of the Local Water Project! The event will take place on Wednesday, December 6, 2017, at 12:00 pm at the Local Water Project Site, 1313 Oceanview Boulevard, Pacific Grove. Elected officials, community members, and representatives from the City of Pacific Grove and PERC Water will gather to celebrate the occasion.

The ceremony will include light refreshments and speeches from key personnel involved in the project. Speakers will include:

- Mayor Bill Kampe, City of Pacific Grove
- Daniel Gho, Public Works Director, City of Pacific Grove
- PERC Water Representative

Parking will be available at the turnouts adjacent to the project site.

The Local Water Project, totaling \$7.7 million, consisted of the design and construction of a water recycling facility that diverts and treats raw sewage and stormwater for local reclamation and irrigation reuse. The Local Water Project will provide 125 acre-feet per year of non-potable water for irrigation of the Municipal Golf Links and the El Carmelo Cemetery, and provide toilet flushing at two public restrooms.

Learn more about the Local Water Project at:

<https://www.cityofpacificgrove.org/living/public-works/local-water-project>



# ClogBusters.org

Southern Monterey Bay  
Dischargers Group

October 31, 2017

[En Español](#)

[Report a Spill](#)

[Additional Resources](#)

[About Clog Busters](#)

[Contact Us](#)

[Visit the Stop the Clog Blog](#)

[Find us on Facebook](#)

[Clog Busters](#)  
[Like Page](#)



[Clog Busters](#)  
about 6 years ago

## COOKING OIL RECYCLING



### GreenWaste Recovery Pickup

Single-family residents may request Used Oil Recovery Kits for collection of cooking oils, and correctly place in the containers provided and set out next to the recycle cart on collection day.

For residents in Carmel-by-the-Sea, Del Rey Oaks, Marina, Pacific Grove, Pebble Beach CSD, Sand City, and Seaside  
831.920.6707 | [www.greenwaste.com](http://www.greenwaste.com)



### MRWMD Household Hazardous Waste Drop-Off

Residents in western Monterey County may drop-off up to 10 gallons of used cooking oil at District's Household Hazardous Waste Facility; open Tuesday to Saturday from 9 am-4 pm.

14201 Del Monte Blvd, 2 miles north of Marina | 831.384.5313 | [www.mrwmd.org](http://www.mrwmd.org)

[Click to View or Download as a PDF](#)

## STOP THE CLOG

- Do you have frequent sewer line backups?
- Do you call the plumber more than twice a month?
- Do roots grow in your sewer line?

If so, you could be a victim of "The Clog."



Cooking fat, oil and grease (FOG) is a leading cause of sewer pipe clogs.

FOGs cool and congeal on the inner walls of sewer lines and on tree roots that grow in them, much like arterial sclerosis in our bodies. The resulting clog restricts sewage flow, which can back up in your home or property, or even in the street. In fact, kitchen grease is a leading cause of sewer spills into the Monterey Bay.

To ensure the success of their sewer spill prevention plans, the [Southern Monterey Bay Dischargers Group](#) developed a recipe for fat-free and clog-free sewers. This recipe is part of the public outreach program for residential dischargers to a municipal sewer collection system.

### HOW DO SEWER CLOGS CAUSE SPILLS & BEACH CLOSURES?

Most storm drains flow to the Monterey Bay National Marine

Sanctuary. ... [read more](#)

### HOW CAN I HELP?

Six tips for clean drains ... [read more](#)

### GOT A CLOG?

On plumbers, snakes, and other clog removal methods ... [read more](#)

### WHAT ELSE IS BEING DONE?

Businesses play an important role, too ... [read more](#)

### WATCH THE LATEST TV ANNOUNCEMENT



Adobe Flash Player is blocked

May 2018 City of Pacific Grove Website  
Public Works Information

**City of Pacific Grove**  
August 25 · 🌐

We recognize that "Public Works" can be an abstract concept because of its multi-faceted nature. Check out this animation to learn more about the duties, responsibilities and accomplishments of the City of Pacific Grove's Public Works Department. You can watch the video by visiting the Public Works webpage or clicking on the link below!  
<https://www.youtube.com/watch?v=yepn2fctREA>

**What Is Public Works**  
YOUTUBE.COM

👍 Like    💬 Comment    ➦ Share

👍 5    Chronological ▾

**Debra DiFranco** My husband is retired from there 27 years fine workers  
Like · Reply · 👍 1 · August 25 at 4:57pm

Write a comment...  
Press Enter to post.

Facebook Post

May 2018 City of Pacific Grove Website  
Public Works Information



**City of Pacific Grove**

December 6, 2017 · 🌐

We hope to see you all today at 12 pm at the Local Water Project Ribbon Cutting!

Event Details:

<https://www.cityofpacificgrove.org/.../local-water-project-ri...>



### Local Water Project Ribbon Cutting on 12/6! | City of Pacific Grove

The City of Pacific Grove Public Works Department invites you to join us for a ribbon-cutting ceremony to celebrate the completion of the Local Water Project! The event...

[CITYOFPACIFICGROVE.ORG](http://CITYOFPACIFICGROVE.ORG)



👍 9

Chronological ▾

1 Share



**City of Pacific Grove** Such a great project and a model for the state!



👍 1

Like · Reply · 13w



**CITY OF PACIFIC GROVE**  
**Pacific Grove Public Works**  
2100 Sunset Drive  
Pacific Grove, CA 93950  
831-648-5722

September 15, 2017

Dear Pacific Grove Resident,

The City of Pacific Grove is in the process of conducting a very important Capital Improvement Program Sewer Replacement Project in your neighborhood. The purpose of this work is to replace deteriorated sewer infrastructure as specified in the City's Sewer Master Plan.

Construction for the last phase of this project began on July 31, 2017. During this phase of work, crews have replaced the sewer lines and manholes on Mermaid Avenue from 17<sup>th</sup> Street to Sea Palm Avenue.

This notice is to inform you that the paving process will begin on September 25, 2017 and conclude on September 29, 2017. During this time, access to your property on Mermaid Avenue, between 17<sup>th</sup> Street and Sea Palm Avenue, will be limited.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Daniel Gho". The signature is fluid and cursive, with a long horizontal stroke at the end.

Daniel Gho  
Director of Public Works



# Sewer Lateral Repair/Replacement Loan Program Application

**NOTICE**

Loan funds are available to property owners that are seeking to repair/replace their private sewer lateral voluntarily. Loan funds are not available to property owners that are required to repair or replace their private sewer lateral in accordance with the Chapter 9.20 (see general description on reverse side) of the Pacific Grove Municipal Code. Additional information is available in the Inspections and Repairs of Sewer Laterals guide. Chapter 9.20 of the Pacific Grove Municipal Code is available for review at City Hall, the Pacific Grove Library, and on the internet at: www.ci.pg.ca.us.

*Submit this loan application to: Community Development Department, 2nd Floor  
300 Forest Avenue, Pacific Grove, CA 93950 / Tel: (831) 648-3199, email: housing@ci.pg.ca.us*

**SECTION I: General Information Please print clearly.**

Current Property Owner(s):

Property Address:

Assessor's Parcel No.:

Is Property in a Trust?  Yes  No

Mailing Address (if different from above):

Social Security No.:

Date of Birth:

Phone Number:

Alternate Number:

Email Address:

Year Acquired  
Property:

Original Cost:  
\$

Amount of Existing Liens:  
\$

Present Value of Property:  
\$

Submit a copy of most recent payment statement(s) of primary and secondary liens (mortgages).  N/A-No liens.

**SECTION II: Site Information**

1. State the nature of problem(s):

Tree Roots  Collapsed Pipe  Grease/Fat Build-up  Other: \_\_\_\_\_

2. How many times have you had sewer backups in the last 12 months? \_\_\_\_\_

3. Has your private sewer lateral been inspected by a license plumber?  No  Yes

4. Is there an insurance claim for this work?  No  Yes *Please provide a copy of any claim information.*

5. Please indicate which describes the property?  Owner occupied  Tenant occupied  Single-family dwelling  
 Multi-family dwelling  Other \_\_\_\_\_

**SECTION III: Certification**

I certify by signing this application that I am the legal owner of the property described herein. I am aware the submission of this document does not constitute that a loan has been approved by the City of Pacific Grove. I have read the information discussing the requirements of the Sewer Lateral Repair/Replacement Loan Program and am aware that a letter will be issued advising if funds have been approved. Work performed prior to receiving a loan authorization letter is performed at my own risk.

Signature of Applicant

Date:

Signature of Co-Applicant

Pacific Grove Municipal Code, Chapter 9.20 generally says:

To be eligible for the loan program, property owners must be replacing their lateral lines voluntarily. **Loan funds will not be available to property owners that have discovered damage through an inspection that is required by the City.** The City requires private sewer laterals to be inspected as follows:

- When building a new structure on property with existing lateral, or when otherwise proposing to connect a previously unconnected structure to an existing lateral.
- As a condition of approval of any major building remodel project. A major building remodel project is one that is estimated by the city to cost \$50,000 or more.
- Prior to the close of escrow when the property is transferred via sale or other transfer of ownership by deed, instrument or writing.
- Whenever the city finds that a sewage overflow emanating from a lateral has reached public property, including but not limited to a city street or the city storm drain system, or has flowed onto private property owned by another property owner.
- Whenever the city finds that a sewage overflow emanating from a lateral presents a threat to public health, even if it has not flowed across a property line

MONTEREY COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH BUREAU

For Additional Information call (831) 755-4505



**HOME-GENERATED  
PHARMACEUTICAL**

**TAKE-BACK LOCATIONS**



**Proper Preparation and Disposal of  
Pharmaceuticals**

**DO NOT flush medicines down the drain!**

Contain and dispose of household medicines following these recommendations:

1. Take unused or outdated medicines to a recognized take-back location.\*
2. If option (1) is not possible, medicines may be disposed in household trash by mixing medications with undesirable materials such as kitty litter or coffee grounds. The mixture should then be placed into a watertight container and placed in the trash.

**How to prepare medicines for disposal at  
Take-Back locations:**

1. Remove pills from original containers and place in a clear zipper bag. Keep liquids and creams in original containers.
2. If using original containers, remove or black-out all personal information to protect identity.
3. Then take your unused medications including liquids or creams to a Take-Back location!

**What Do Take-Back Locations Accept?\***

**YES!** Prescription and over-the-counter drugs, pet medications and medicated ointments.\*

**NO!** Controlled substances, personal care products, sharps, bloody or infectious waste, thermometers, hydrogen peroxide, aerosol cans, business waste, and radiopharmaceuticals are NOT accepted.\*

\*Acceptance policies may vary. Contact the Take-Back Location for site specific information and hours of operation.

**TAKE-BACK LOCATIONS\***

**Peninsula**

**Central Avenue Pharmacy**  
133 15<sup>th</sup> St.  
Pacific Grove, CA 93950  
(831) 373-1225

**CHOMP Pharmacy**  
23625 Holman Hwy  
Monterey, CA 93942  
(831) 625-4613

**Pebble Beach  
Community Service  
District**  
3101 Forest Lake Road  
Pebble Beach, CA 93953  
(831) 647-5642

**Salinas Area**

**A & O Clinic Pharmacy**  
(For customers only)  
610 E. Romie Lane, Ste 1  
Salinas, CA 93901  
(831) 758-0976

**Allcare Pharmacy**  
331 Main St.  
Salinas, CA 93901  
(831) 424-8053

Call for availability  
**Alisal Drug Store**  
323 N. Sanborn Rd.  
Salinas, CA 93905  
(831) 484-7321



Additional U.S. Food and Drug Administration policy information can be found here:

<http://www.fda.gov/ForConsumers/ConsumerUpdates/ucm101653.htm>



# Pure Water Monterey

A Groundwater Replenishment Project

**MIKE McCULLOUGH**  
**GOVERNMENT AFFAIRS ADMINISTRATOR**

**MAY 31, 2017**

**Pacific Grove City Council Meeting**



# Impetus of the Rate Increase

- MRWPCA needed to review all of the rates charged to customers.
- The Agency also needed to review future capital needs and analyze the condition of assets.
- Embarked on an in-depth rate study to thoroughly vet the current infrastructure baseline and future improvement areas.

## ■ Rate & Fee Study Goals

- Sustainable reliable infrastructure, fiscal sustainability, and fiscal stewardship
- Phase in any necessary rate increases over time to meet future funding needs while minimizing annual impact on ratepayers



# Findings of Rate Study

- MRWPCA is adequately positioned financially, but faces some financial challenges:
  - CIP identified \$10 million per year in capital needs yet current rates only generate about \$3.9 million in annual funding
  - Increased maintenance needs of aging facilities
  - Fund reserves low compared to industry standards
  - PERS contribution requirements are increasing
  - Ongoing cost inflation



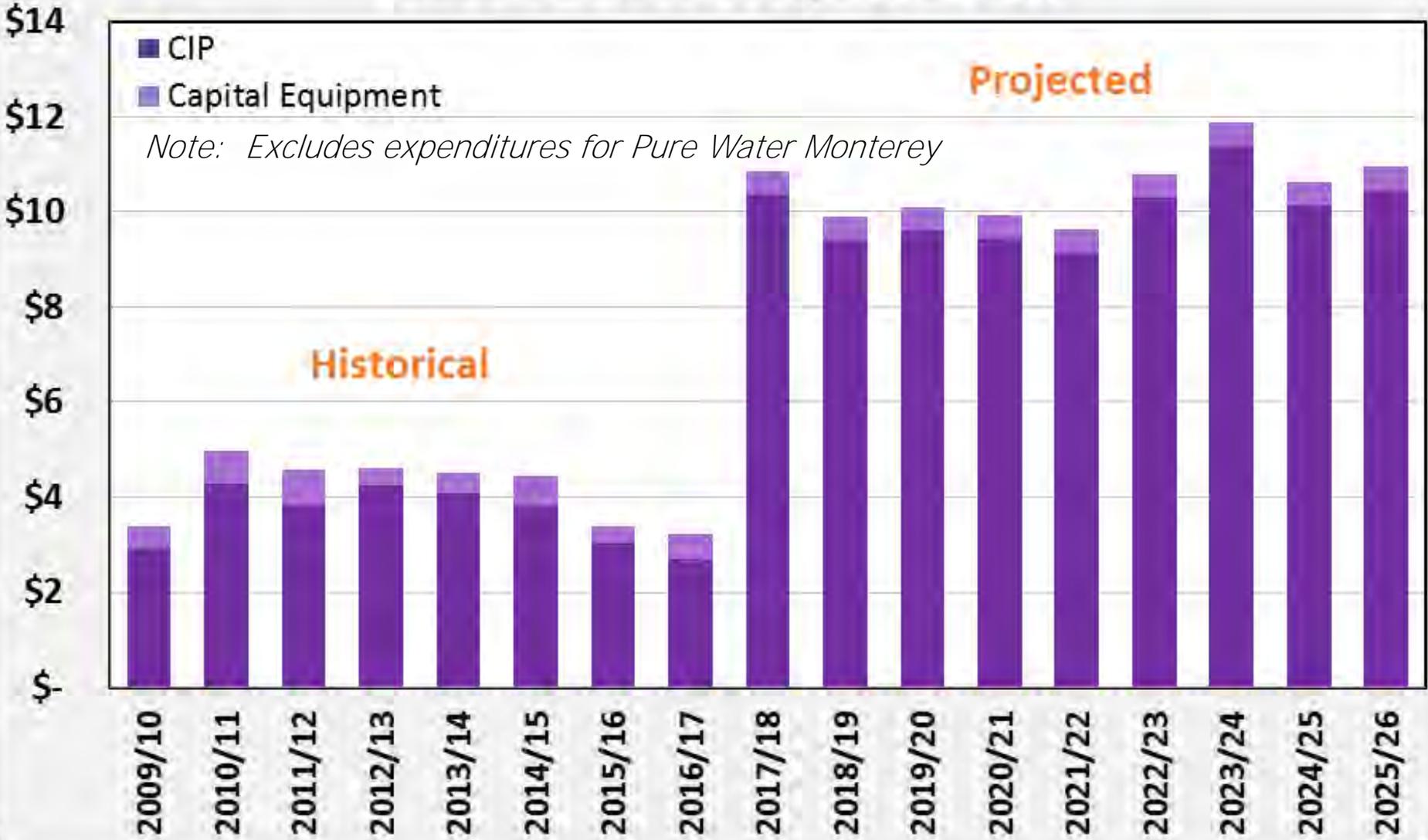
# Capital Improvement Projects

- Current rates generate roughly \$3.9 million per year for capital improvement expenses & capital equipment
  - Includes roughly \$3.4 million CIP + \$500K for capital equipment
  - Historical average = \$4.3 million annual average over past 5 years
- Aging facilities
  - Require more maintenance, rehabilitation and replacement
  - Treatment plant 27 years old, pump stations older
- Future 10-Year CIP projected at roughly \$10 million per year
  - Engineering studies will fine tune & prioritize CIP





# Historical & Projected CIP



■ CIP

■ Capital Equipment

*Note: Excludes expenditures for Pure Water Monterey*

Projected

Historical

## CIP Expenses as % of O&M + CIP

(Source: Projected CIPs & FY2016 Audited Operating Costs)

100%

Assumes funding of projected CIPs

80%

60%

40%

20%

0%

19%

20%

25%

30%

34%

44%

44%

48%

53%

58%

80%

MRWPCA (Historical)

Dublin San Ramon SD

Central Marin SA

Central Contra Costa SD

MRWPCA (Future CIP)

Delta Diablo SD

Union SD

Encina WWA

Inland Empire UA

Napa SD

Silicon Valley CW

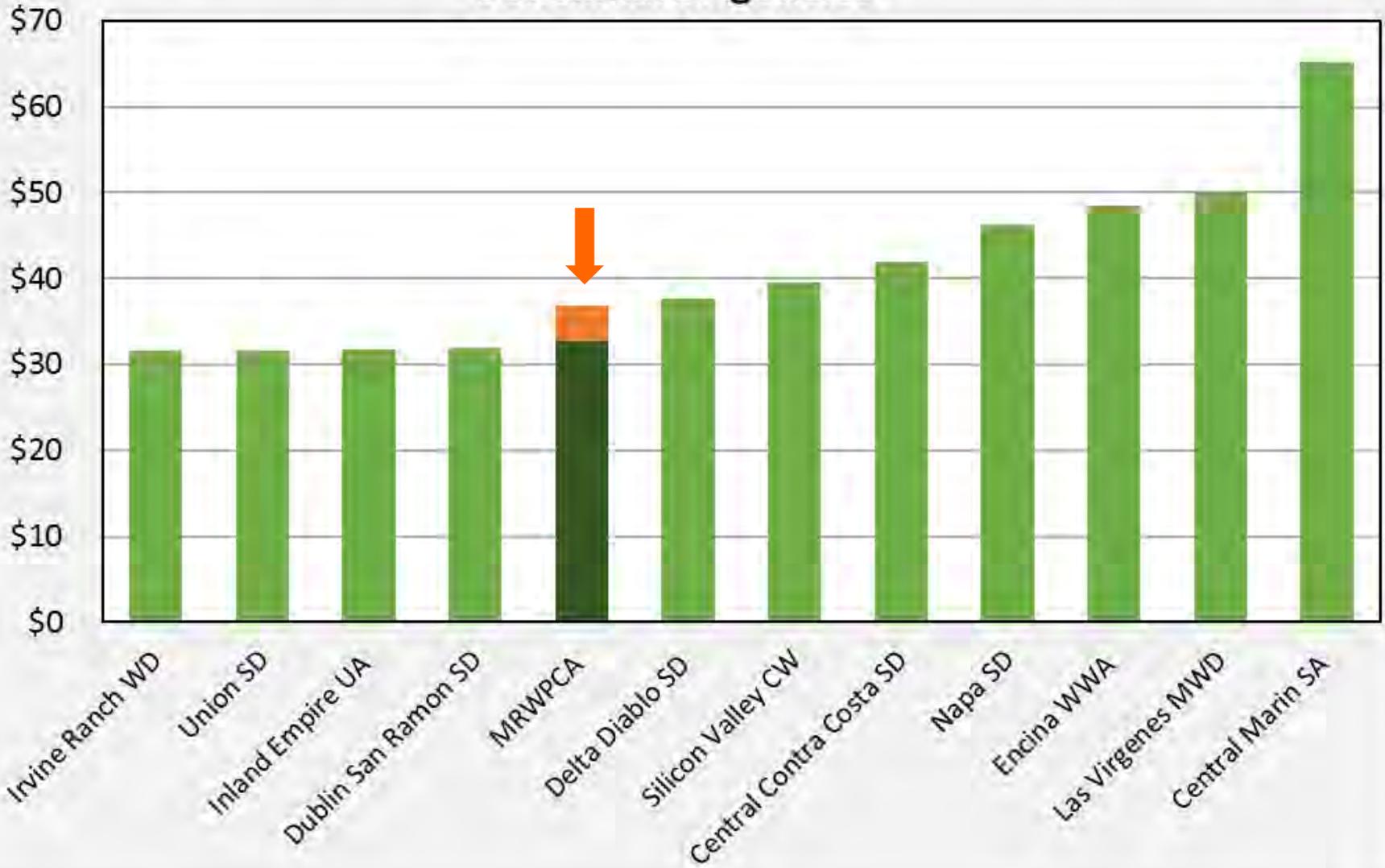
Note: CIP expenses estimated based on annual average of 5-year projected CIP

# FUTURE IMPACT

- Prop 218 process
  - Up to a 10% increase for three years or \$1.55, \$1.75 and \$1.90 respectively.
  - After the 3 year 218 process concludes, the monthly bills will be \$5.20 higher per month.
  - Public Hearing on the Prop 218 will occur on June 5<sup>th</sup> at 6:00 p.m. at the MRWPCA Administrative Offices in Ryan Ranch.



# Single Family Residential Average Monthly Sewer Bill Survey Benchmark Agencies



# Cost Centers

- None of the rate increase goes to support Pure Water Monterey
- Pump Station upgrades in Moss Landing, Salinas, Pacific Grove, and Monterey
- Rehabilitation of Wastewater Treatment Facilities
- Supervisory Control and Data Acquisition (SCADA) Upgrade (improve efficiencies and active operation control)



# Questions





# City of Pacific Grove

## FY 2017-18 Proposed Operating & Capital Budget

Bill Kampe, Mayor

Robert Huitt, Mayor Pro Tempore

Ken Cuneo, Council Member

Rudy Fischer, Council Member

Cynthia Garfield, Council Member

Bill Peake, Council Member

Nick Smith, Council Member

May 31, 2017



**Presented by: Dave Culver, Interim Administrative Services Director**  
**Ben Harvey, City Manager**

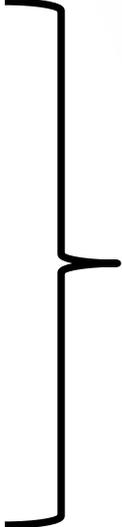
# Budget Workshop Topics

- **FY 2017-18 Recommended Budget**
  - Budget Adoption Calendar
  - Total Operating & Capital Budget Overview
  - FY 2017-18 Department Summary
  - Changes in FTE's
  - Capital Improvement Program
- **Future Pressures**
  - Increasing Pension costs
  - Deferred Infrastructure Maintenance
- **Five Year Forecast – Revisit**
  - Baseline & Alternative Scenarios

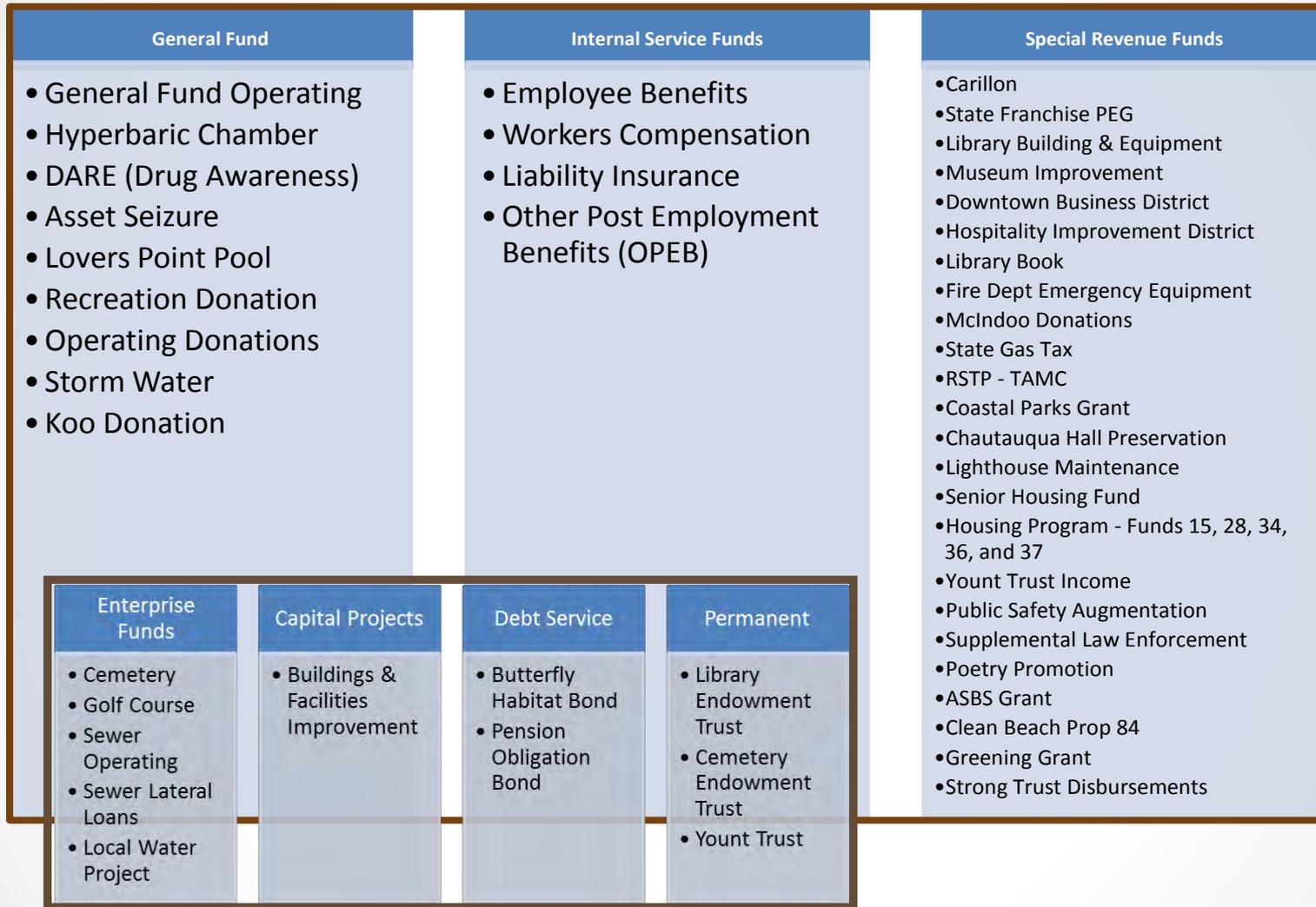
# **FY 2017-18 Recommended Budget**

# Budget Adoption Calendar

Budget Adoption Calendar	
Forecast/YE Estimate	January 18, 2017
Capital Improvement Plan	April 19, 2017
Master Fee Schedule	April 19, 2017
Departmental Budget Preparation	April 2016
Gann Limit	May 17, 2017
Operating Budget Workshop	May 31, 2017
Operating Budget 1 <sup>st</sup> Reading	June 7, 2017
Operating Budget 2 <sup>nd</sup> Reading & Adoption	June 21, 2017

 **Completed**

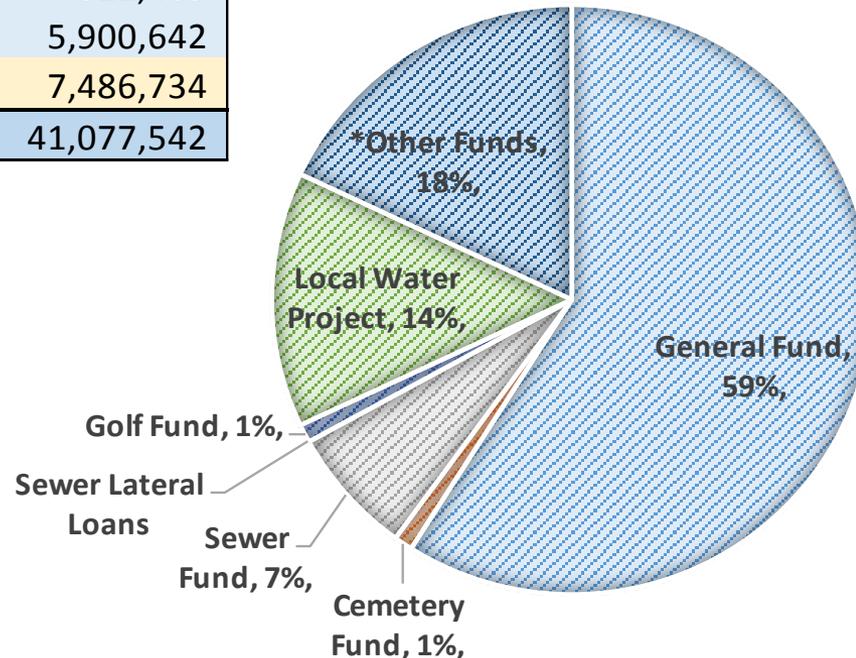
# Organizational Chart of Funds



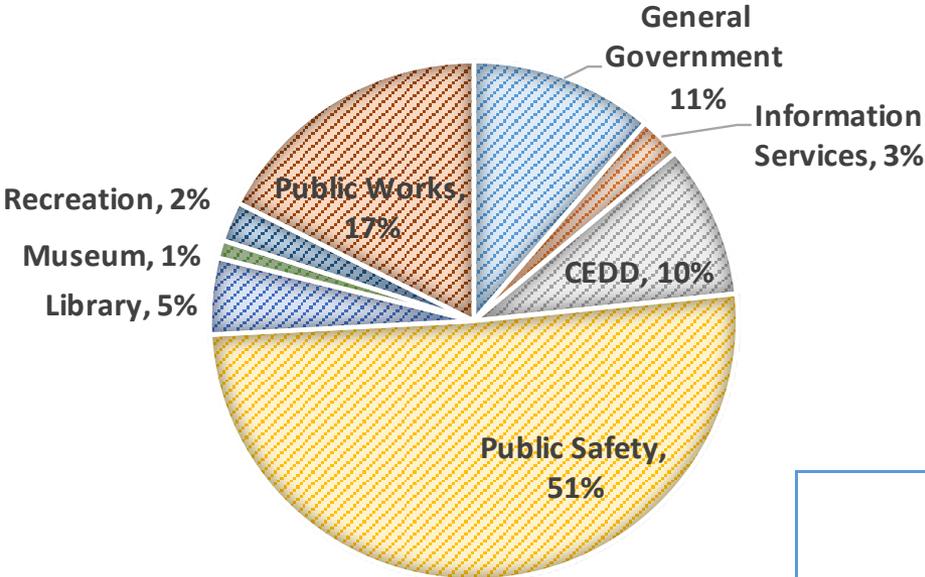
# TOTAL EXPENDITURE RECOMMENDED BUDGET SUMMARY

Fund	Expenditure
General Fund	24,084,684
<b>Enterprise Funds</b>	
Cemetery Fund	418,737
Sewer Fund	2,862,741
Sewer Lateral Loans	1,515
Golf Fund	322,489
Local Water Project	5,900,642
*Other Funds	7,486,734
<b>TOTAL ALL FUNDS</b>	<b>41,077,542</b>

*\*Other Funds include Special Revenue, Capital Project, Debt Service, and Trust/Permanent Funds*



# GENERAL FUND FUNCTIONAL SUMMARY



<b>*General Government</b>	<b>\$ 2,700,980</b>	11%
<b>Information Services</b>	<b>\$ 623,294</b>	3%
<b>CEDD</b>	<b>\$ 2,294,758</b>	10%
<b>Public Safety</b>	<b>\$ 12,241,221</b>	51%
<b>Library</b>	<b>\$ 1,145,387</b>	5%
<b>Museum</b>	<b>\$ 268,501</b>	1%
<b>Recreation</b>	<b>\$ 596,134</b>	2%
<b>Public Works</b>	<b>\$ 4,214,409</b>	17%
<b>Total General Fund</b>	<b>\$ 24,084,684</b>	

*\*General Government includes City Council, City Manager,*

# OVERALL POSITION SUMMARY FULL TIME EQUIVALENTS (FTE'S)

	FY 2015-16	FY 2016-17	FY 2017-18	Change over Prior Yr
<b>TOTAL FULL TIME EMPLOYEES</b>	<b>76.48</b>	<b>79.00</b>	<b>82.75</b>	<b>3.75</b>
<b>TOTAL PART TIME EMPLOYEES</b>	<b>31.35</b>	<b>31.50</b>	<b>28.50</b>	<b>-3.00</b>
<b>GRAND TOTAL ALL DEPARTMENTS</b>	<b>107.83</b>	<b>110.50</b>	<b>111.25</b>	<b>0.75</b>

*Many adds/deletes/changes result in 0.75 FTE overall increase*

# Department Expenditures

DEPARTMENT	FY 2016-17 Budget	OPERATING REQUESTS	CAPITAL REQUESTS	TOTAL	% CHANGE OVER 2016-17 Budget	\$ CHANGE OVER 2016-17 Budget
CITY COUNCIL	391,659	\$393,659		\$393,659	0.5%	2,000
CITY ATTORNEY	294,756	\$297,704		\$297,704	1.0%	2,948
CITY MANAGER	889,557	\$922,046		\$922,046	3.7%	32,489
FINANCE	1,075,735	\$1,087,571		\$1,087,571	1.1%	11,836
INFORMATION SERVICES	383,113	\$503,294	\$120,000	\$623,294	62.7%	240,181
COMMUNITY DEVELOPMENT	1,581,407	\$2,038,198	\$200,000	\$2,238,198	41.5%	656,791
HOTEL DURRELL	56,000	\$ 56,560		\$56,560	1.0%	560
POLICE OPERATIONS	7,797,073	\$7,806,258	\$280,000	\$8,086,258	3.7%	289,185
FIRE OPERATIONS	3,690,929	\$4,154,963		\$4,154,963	12.6%	464,034
LIBRARY OPERATIONS	1,088,585	\$1,145,387		\$1,145,387	5.2%	56,802
MUSEUM OPERATIONS	266,778	\$268,501		\$268,501	0.6%	1,723
RECREATION OPERATIONS	511,829	\$596,134		\$596,134	16.5%	84,305
PUBLIC WORKS	3,430,053	2,919,409	1,295,000	4,214,409	22.9%	784,356
						-
ADMIN	441,566	\$454,681		\$454,681	3.0%	13,115
MECHANICAL	317,098	\$294,912	\$15,000	\$309,912	-2.3%	(7,186)
BUILDINGS & GROUNDS	1,316,000	\$1,260,138	\$650,000	\$1,910,138	45.1%	594,138
STREET CLEANING	118,170	\$119,352		\$119,352	1.0%	1,182
STREET MAINTENANCE	1,031,212	\$511,077	\$630,000	\$1,141,077	10.7%	109,865
FORESTRY	206,007	\$279,249		\$279,249	35.6%	73,242
PUBLIC WORKS SUBTOTAL	3,430,053	2,919,409	1,295,000	4,214,409	22.9%	784,356
						-
						-
TOTAL GENERAL FUND DIVISIONS	\$21,457,474	\$22,189,684	\$1,895,000	<b>\$24,084,684</b>	12.2%	2,627,210
<b>FY 2017-18 Revenue</b>				<b>\$ 22,051,000</b>		
<b>Surplus/(Deficit)</b>				<b>(\$2,033,684)</b>		

# DEPARTMENT EXPENDITURES

## MAJOR BUDGET CHANGES

- **City Manager** – Add .50 FTE part-time Volunteer Coordinator, Delete .25 FTE Rec Coordinator, \$40K Library & ASD recruitments, \$10K ergonomic desks for staff
- **Admin Services/Finance** – Move .25 FTE Admin Svc Dir & Admin Tech to Information Svc, 10% salary differential from Finance Director to Admin Svc Dir
- **Admin Services/Info Svc** – \$226K Contract with Monterey for shared svc & IT support
- **Community Development** - \$20K Reclassify 3 positions, \$103K increased bldg. activity (offset by revenue), \$200K Lighthouse Streetscape Improvement Program, \$200K consultant services & \$25K tribute catalog items
- **Police** – COLA & Medical increases, \$22K CALEA, \$111K increase in Interfund Transfers (Liability, OPEB, Workers Comp)
- **Fire** – Contract increase 6.1% or \$133K also \$371K increase in unfunded pension liability
- **Building & Grounds** – \$54K add 1 Maintenance Wkr, \$8K add PT Maintenance Wkr for trails, \$42K increase in CalAM H2O rates, \$32 general aging bldg. repairs, \$650K general building improvements
- **Street Maintenance** - \$54K add 1 Maintenance Wkr, \$15K upgrade existing position to Construction Supervisor (50% Sewer/50% Admin, Street Maintenance, Bldg. & Grounds)
- **Forestry** - \$11K Admin Tech moved from CEDD, \$46K increase in tree & arborist services

# LONG-TERM DEBT OBLIGATIONS

## 2017-18

Long-Term Debt Obligations			
<i>Taxable Bonds</i>	<i>General Obligation Bonds</i>	<i>Revenue Refunding Loan</i>	<i>Certificates of Participation (COP's)</i>
<b>Pension Obligation Bond</b>	<b>*Butterfly Habitat Bond</b>	<b>Wastewater Bond Refunding</b>	<b>Golf Course COP Refunding Project</b>
General Fund 01	Butterfly Fund 54	Sewer Fund 76	Golf Fund 77
<b>\$2,000,000</b>	<b>\$91,179</b>	<b>\$88,254</b>	<b>\$272,097</b>
<b>2017-18 Total Long-Term Debt Obligation Payments</b>			<b>\$2,451,530</b>

*\*Butterfly Habitat GO debt retired 8/2017*

# CAPITAL IMPROVEMENT PLAN (CIP)

<b>Capital Improvement Program (CIP)</b>	
<b>General Fund</b>	
Information Services	120,000
CEDD	200,000
Police	280,000
Public Works	1,295,000
<b>Other Funds</b>	8,575,000
<b>TOTAL CIP</b>	<b>10,470,000</b>

- Other Funds top 3 projects = \$7M
  - Local Water Project = \$5.9M
  - Library Renewal = \$736K
  - Measure X street overlay = \$410K

# FUTURE PRESSURES

- INCREASING PENSION COSTS
- DEFERRERD INFRASTRUCTURE MAINTENANCE
  - Forestry, Shoreline, Streets

# PENSION FUNDING BASICS

- **Pension Funding comes from**
  - Employer Contributions
  - Employee Contributions
  - Investment Returns
- **Factors Driving Funding Increases**
  - Plan Demographics (make-up of employees)
  - Market return expectations (Discount Rate)
    - Historically assumed 7.5% (recent decision to reduce assumption)
    - 10 year average = less than 6%
    - FY 2015-16 was 0.61%
    - Next 10 years – 6.4% expected

# MAJOR PENSION MILESTONES AFFECTING ANNUAL CONTRIBUTION RATES

- **Public Employee Pension Reform Act of 2013 (PEPRA)**
  - Created new tier for employees not previously in CalPERS or reciprocal system (PEPRA employees) and many other changes to reform pension benefits
- **CalPERS Board of Administration actions affecting employer contribution to reduce risks to the Fund and ensure long-term stability:**
  - 2013: Changing amortization and smoothing policies that spread rate increases or decreases over a five-year period
  - 2014: Adopting new demographic assumptions that show retirees are living longer
  - 2015: Approving a new funding risk mitigation policy to incrementally lower the discount rate during good economic times (gradual annual reduction & spread over 5 years)

# ANNUAL PENSION COST

*Cost of current benefits being earned by active employees*



*Cost of past service credits for retirees, survivors & active employees*



	2015-16 Actual	2016-17 Estimated	2017-18 Budget	Change over Prior Year
<b><u>Normal Cost</u></b>				
Classic Miscellaneous	324,999	255,880	275,530	19,650
Classic Safety	337,848	301,712	276,861	(24,851)
PEPRA Miscellaneous	4,848	26,363	60,585	34,222
PEPRA Safety	-	26,921	78,733	51,812
<b>Sub total</b>	<b>667,695</b>	<b>610,876</b>	<b>691,709</b>	<b>80,833</b>
<b><u>Unfunded Liability</u></b>				
Classic Miscellaneous	465,812	498,741	641,228	142,487
Classic Safety	793,797	880,155	1,073,121	192,966
PEPRA Miscellaneous	-	60	249	189
PEPRA Safety	-	68	229	161
<b>Sub total</b>	<b>1,259,609</b>	<b>1,379,024</b>	<b>1,714,827</b>	<b>335,803</b>
<b>Total</b>	<b>1,927,304</b>	<b>1,989,900</b>	<b>2,406,536</b>	<b>416,636</b>



# CALPERS DISCOUNT RATE CHANGES

Valuation Date	Discount Rate (expected investment earnings)	Fiscal Year Impact
June 30, 2016	7.375%	2018-19
June 30, 2017	7.250%	2019-20
June 30, 2018	7.000%	2020-21

Each decrease in assumed earnings is phased in over 5 years

So, for example, only 1/5<sup>th</sup> of the decrease from 7.5% to 7.375% will be recognized in 2018-19 rates.

# MOST RECENT PENSION NORMAL COST & UNFUNDED LIABILITY FROM CALPERS

- CalPERS Projection for 2018-19 Employer rates did not include reduction in discount rate. Expect 2018-19 rates to be higher in next annual valuation.
- Unfunded Liability also expected to see significant increase



	FY 2017-18		FY 2018-19 (Projected)	
	Employer Rate	Unfunded Liability	Employer Rate	Unfunded Liability
<b>Classic Miscellaneous</b>	8.92%	\$ 641,228	8.9%	\$ 825,602
<b>Classic Safety</b>	19.72%	\$1,073,121	19.7%	\$1,341,921
<b>PEPRA Miscellaneous</b>	6.53%	\$ 249	6.5%	\$ 636
<b>PEPRA Safety</b>	11.99%	\$ 229	12.0%	\$ 521

# PENSION UNFUNDED LIABILITY

- **Pension Liability Forecast to increase \$1.8M over next 5 years**
  - This is in addition to the “normal cost” of benefits being earned annually by working employees

Fiscal Year	Unfunded Liability	Annual Increase	Change from 2016-17
2016-17	1,379,024		
2017-18	1,714,827	335,803	
2018-19	2,168,680	453,853	
2019-20	2,648,220	479,540	
2020-21	2,924,572	276,352	
2021-22	3,232,686	308,114	<b>1,853,662</b>



# EXPECTED CONTRIBUTION RATE CHANGES

## Unfunded Actuarial Liability

		Normal Cost		UAL Payments	
Valuation Date	FY Impact	Misc. Plans	Safety Plans	Misc. Plans	Safety Plans
6/30/2016	2018-19	0.25% - 0.75%	0.5% - 1.25%	2% - 3%	2% - 3%
6/30/2017	2019-20	0.5% - 1.5%	1.0% - 2.5%	4% - 6%	4% - 6%
6/30/2018	2020-21	1.0% - 3.0%	2.0% - 5.0%	10% - 15%	10% - 15%
6/30/2019	2021-22	1.0% - 3.0%	2.0% - 5.0%	15% - 20%	15% - 20%
6/30/2020	2022-23	1.0% - 3.0%	2.0% - 5.0%	20% - 25%	20% - 25%
6/30/2021	2023-24	1.0% - 3.0%	2.0% - 5.0%	25% - 30%	25% - 30%
6/30/2022	2024-25	1.0% - 3.0%	2.0% - 5.0%	30% - 40%	30% - 40%

# DEFERRED INFRASTRUCTURE MAINTENANCE

## Forestry

- **2015 Report noted 7,394 Public Trees**
  - Need additional \$500K to address only Priority 1 trees: Does not include routine maintenance and priority clearance: Additional \$500K

## Shoreline

- **Complete plan needs to be put in place**
  - Coastline protection
  - Maintenance and monitoring of existing protection
  - Address trail condition
  - Shoreline parks and landscaping

Feasibility study would be necessary to determine long term cost  
Estimation would be in multiple millions for study and associated construction

# STREET IMPROVEMENT FUNDING VS. DEFERRED STREET MAINTENANCE

- **Total Street Improvement Funding 2017-18 = \$817K**
  - General Fund = \$200K
  - Measure X street overlay = \$410K
  - SB1 = \$86K (new state funding bill effective November 2017)
  - RSTP = \$121K One time amount for next three FY (initially will be used for a complete needs assessment)

**Estimated cost needed** to rehabilitate all road ways in the City

- 129 Lane Miles
  - 50% of Roads Slurry Seal at a cost of **\$5.6 Million\***
  - 50% overlay or repave at a cost of **\$55 Million\***

\*Cost based on current engineers estimates

# FIVE YEAR FORECAST – REVISIT

- **Baseline & Alternative Scenarios**

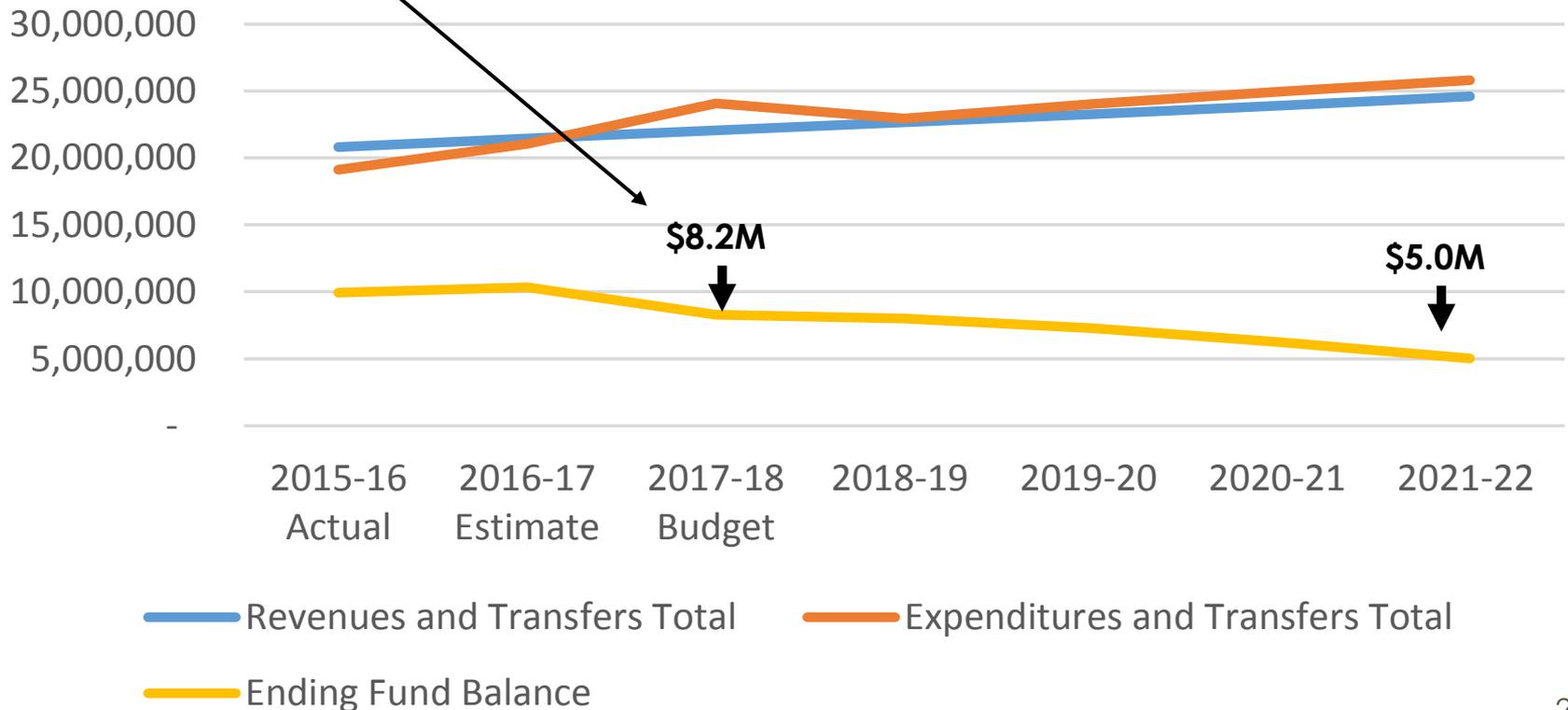
- Baseline Forecast Current Gap
- #1 - \$1M Annual Revenue Loss starting 2018-19
- #2 - Current Gap (includes existing revenues)
- + Additional Annual \$1.5M for  
Maintenance
- #3 - \$1M New Revenue Source + Additional  
Annual \$1.5 Maintenance

***In Baseline  
and all  
Alternative  
Scenarios  
expenditures  
exceed  
annual  
revenues  
every year***

# BASELINE FORECAST

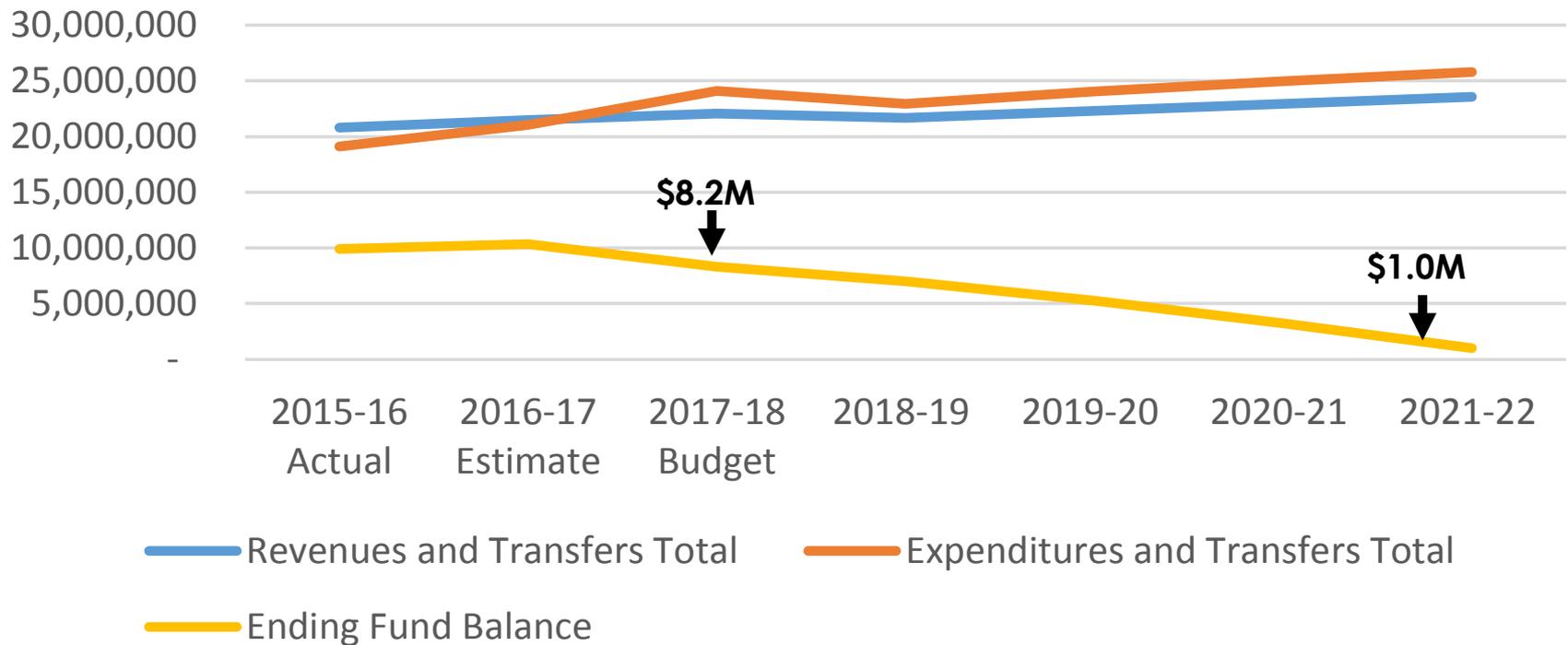
**Beginning Fund Balance \$10.3M. \$2.1M Planned Draw Down primarily for capital projects**

## Baseline Forecast Current Gap



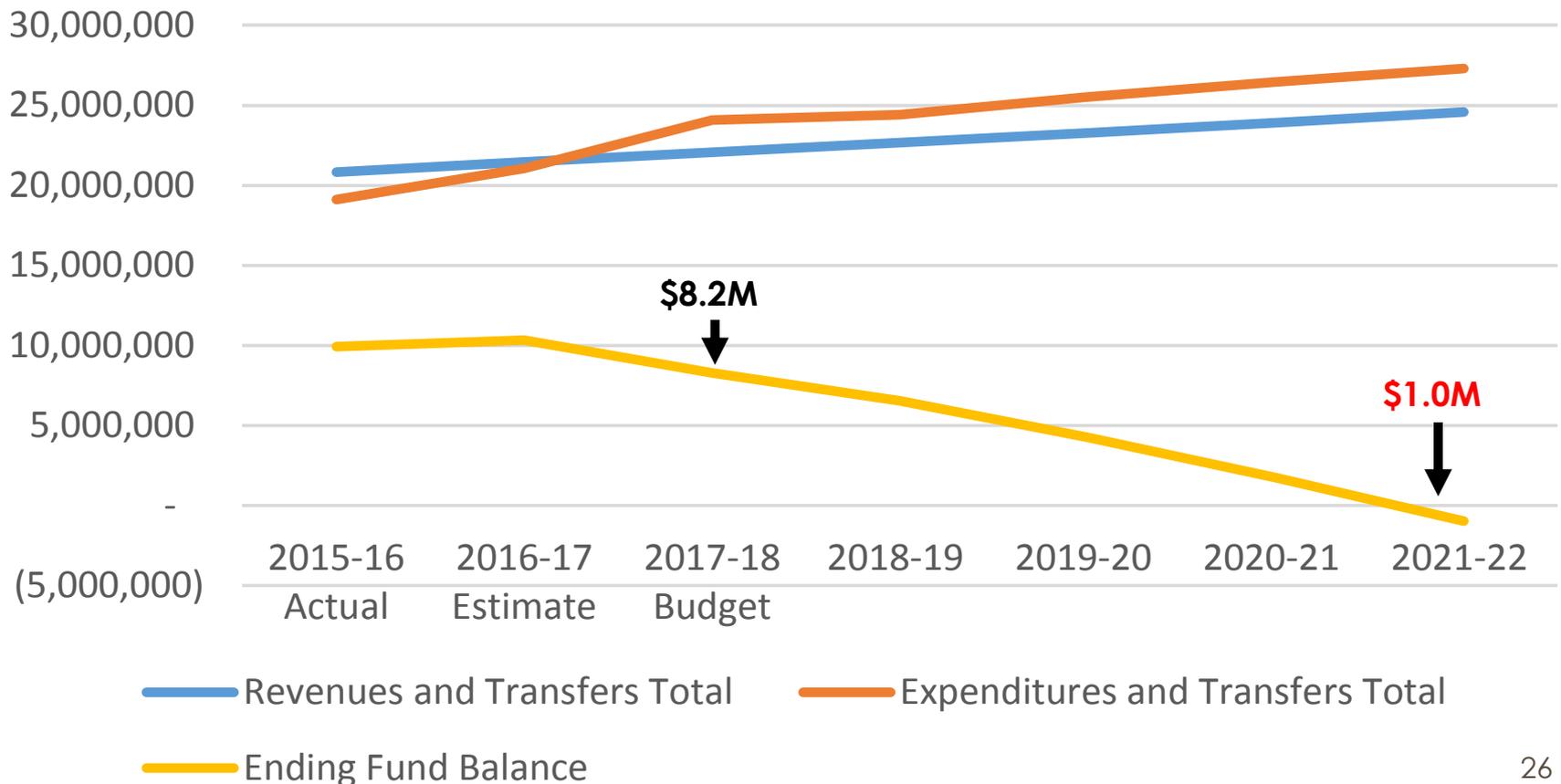
# ALTERNATIVE SCENARIO #1

## \$1M Annual Revenue Loss Starting 2018-19



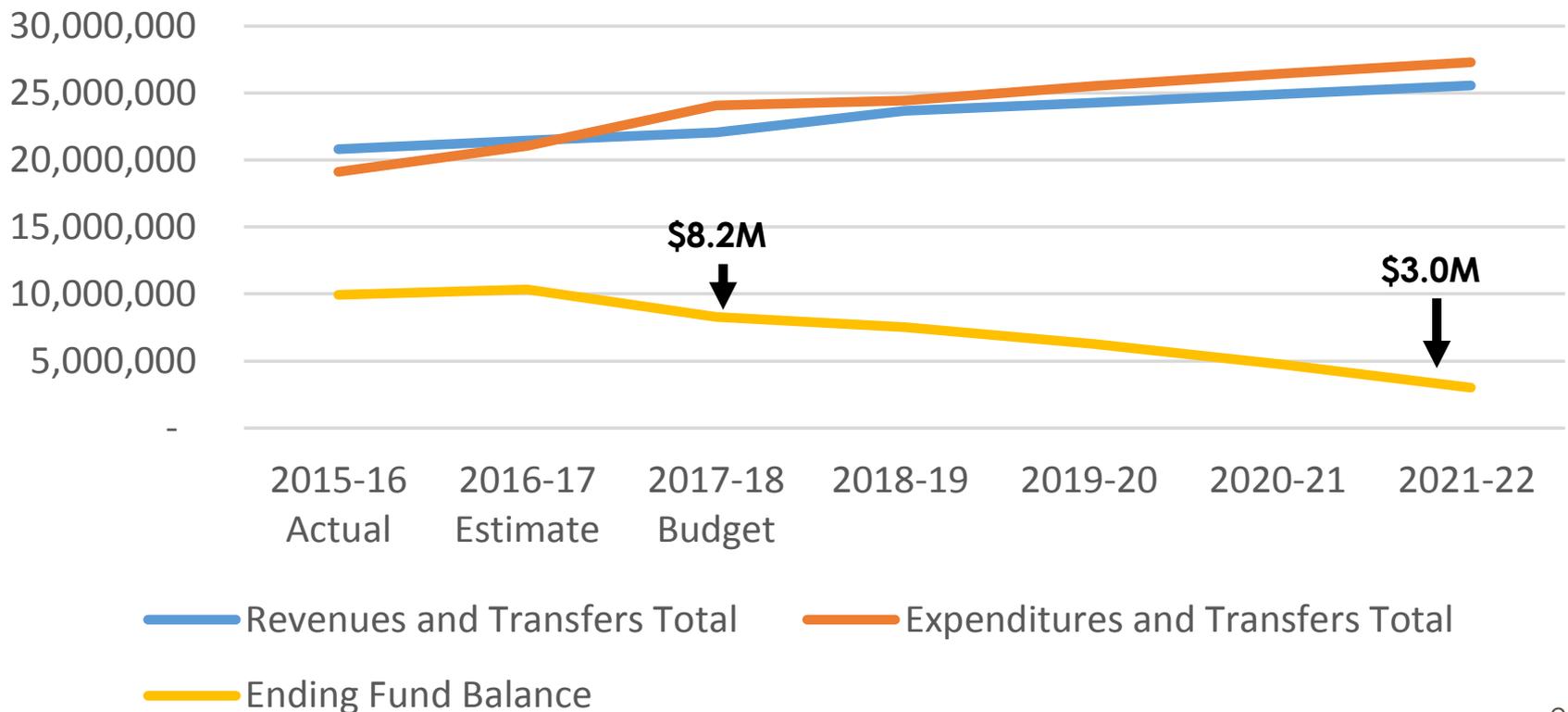
# ALTERNATIVE SCENARIO #2

## Current Gap + annual add \$1.5M Maintenance



# ALTERNATIVE SCENARIO #3

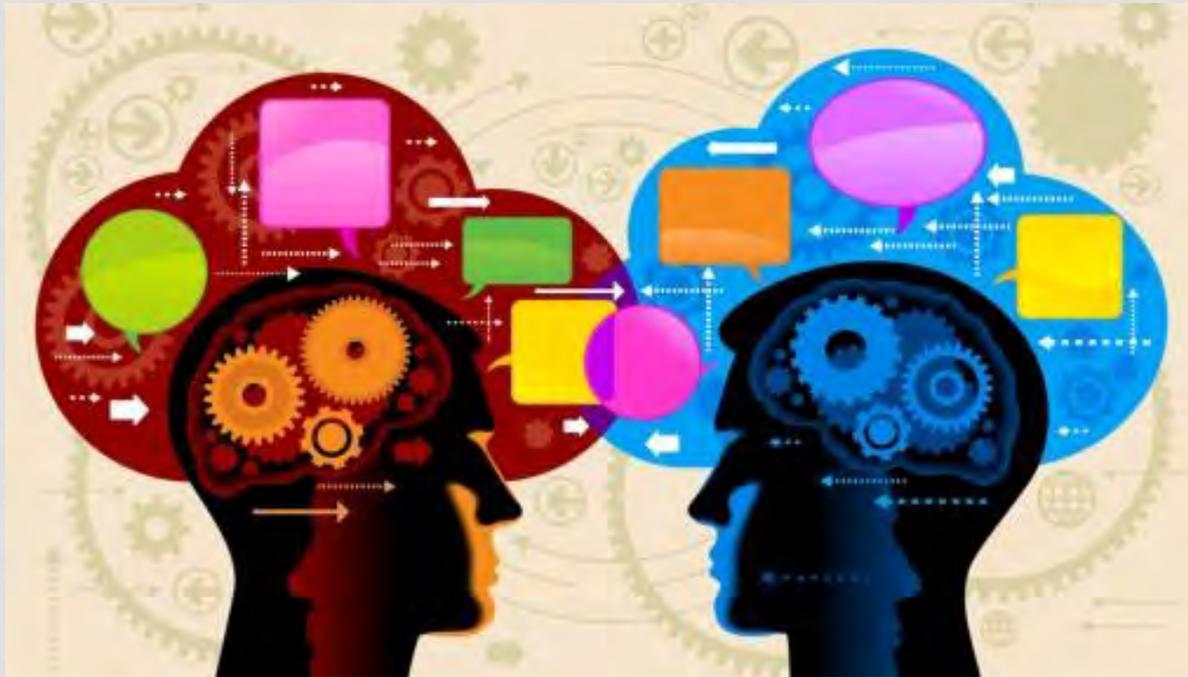
## \$1M Annual Increase New Revenue Source + \$1.5M Infrastructure



# ALTERNATIVE SCENARIOS FORECAST SUMMARY

	Forecast Scenarios	Ending Fund Balance FY 2021-22
	FY 2017-18 Beginning Fund Balance \$10.3M	
	Baseline Forecast - Current Gap	\$5.0M
#1	\$1M Annual Revenue Loss starting 2018-19	\$1.0M
#2	Current Gap + Addl Annual \$1.5M Maintenance	(\$1.0M) Deficit
#3	\$1M New Revenue Source + Addl Annual \$1.5 Maintenance	\$3.0M

# PUBLIC COMMENT/DISCUSSION/QUESTIONS





## **MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY**

5 Harris Court, Bldg. D, Monterey, California 93940-5756  
(831) 372-3367 or (831) 422-1001 - FAX: (831) 372-6178

### **SUMMARY OF RECENT ACTIONS**

#### **Report for September 2016**

##### **Regional Inspection Services**

At our August Board meeting, the Agency voted to approve a Memo of Agreement with the Seaside County Sanitation District and the cities of Monterey, Sand City, and Pacific Grove to provide inspections services regarding fats, oils, grease, and storm water.

The MRWPCA had been approached by the Seaside County Sanitation District and the Cities of Monterey, Pacific Grove, and Sand City to identify a regional solution to perform Inspection Services for Fats, Oil, and Grease (FOG) Inspections and Storm water Inspections. This regional approach will take advantage of economies of scale and develop a consistent and cost effective approach to meet requirements under each of the entities' respective Grease Source Control and Storm Water Permit programs.

The MRWPCA is already performing FOG Inspection Services on behalf of the Cities of Pacific Grove and Salinas, utilizing members of the Agency's Source Control Division. The proposed Memorandum of Agreement (MOA) will continue the efforts for the City of Pacific Grove while adding additional members to the Agreement and introducing Storm water Inspections to the contract. The City of Salinas will continue to be served under its existing Agreement.

Under the terms of the Agreement, MRWPCA Staff will be authorized to perform Inspection Services on behalf of member entities, completing a standard checklist of inspection items as agreed to by all parties, meeting respective program requirements. MRWPCA staff will then report findings to member entities, which are solely responsible for any follow-up enforcement measures.

This brings an additional \$95,000 per year in revenue to the Agency but, as a result of this agreement, the other entities do not now have to develop solutions either in-house or through the use of outside consultants.

## **Regional Storm water Resources Plan.**

We authorized the General Manager to enter into a financial assistance agreement with the State Water Resources Control Board for planning, design, and development of a Monterey Peninsula regional storm water resources plan.

Earlier this year the Agency was successful in pursuing a \$300,637 Prop 1 Planning Grant on behalf of the Monterey Regional Storm water Management Program (MRSWMP) toward the development of a regional Storm water Resource Plan (SRP). To receive the funds to pursue this project, the MRWPCA will now enter into a Financial Assistance Agreement with the State Water Resources Control Board (SWRCB).

Since 2006, the MRWPCA has facilitated the Monterey Regional Storm water Management Program, a regional collaboration intended to implement local Municipal Separate Storm Sewer System (MS4) Phase II Storm water Permit Requirements in a consistent and cost-effective manner.

In September 2014, Governor Brown signed into law Senate Bill 985, a bill requiring a Storm water Resource Plan (SRP) as a condition for public agencies to receive funds for storm water and dry weather runoff capture projects from any bond approved by voters after January 2014. This requirement applies to Proposition 1, the water bond measure approved by voters in November 2014, which authorized \$200 Million in grants for multi-benefit storm water management projects (Storm Water Grant Program).

The State Water Resources Control Board allocated \$20 Million of the \$200 Million Prop 1 Storm water Grant Program toward planning grants intended for the development of these SRP's. This represents a collaborative watershed based planning document that views storm water and dry weather runoff as a resource, and prioritizes projects based on regional multi-benefit objectives, while promoting water quality protection.

Due to a Prop 1 Planning Grant 50% match requirement, the \$300,637 grant is part of a projected \$659,389 effort. The remaining matching funds toward the effort include:

- A. The City of Monterey is pursuing a Neighborhood Improvement Project (NIP) allocating \$85,000 to analyze storm water capture potential of lakes and infrastructure regionally.
- B. The Monterey Peninsula Water Management District (MPWMD) recently awarded an \$85,000 match toward this study of regional capacity.
- C. The MRSWMP program has spent considerable staff time toward the development of a quantitative modeling program that will assist with Planning Grant requirements,

### **Action on the Agency's Zero Waste Anaerobic Digester**

The Agency has for some time used the gas produced by a Zero Waste Anaerobic Digester for producing and exporting more power than our agreement with PG&E allows. As a result, late last year PG&E demanded we take one of our (non-conforming) generators off-line. Since we already produce the gas this generator uses, this action was a waste, and we have been negotiating with PG&E to change the agreement to allow us to send more power to the system in future. Though it will still take 9-12 months to implement all of the terms of this agreement, we are working cooperatively with PG&E to amend the original Power Purchase Agreement.

## Source Control Outreach

The agency is conducting a thorough review of water quality problems for the Monterey Peninsula. Companies and individuals have always discharged (dumped) waste products into the Agency's system and those substances were dealt with.

That discharge is still occurring but, because of conservation efforts, the Agency is getting less overall flow into the system; meaning that the potentially harmful substances are more noticeable. For instance, at one time Culligan was discharging waste salts from water softening units into the Agency's system. We long ago worked with them to take these salts separately so that we can process them differently and separately and use the Agency's waste drying beds for these compounds. The Agency is also looking into grant opportunities so as to encourage the use of potassium salts instead of chloride salts for these units.

Potassium salts are much less harmful and easier to deal with. Others still discharge similar items, however, and we thus have more concentrated salts. The chemicals used by municipalities are also more noticeable because of reduced overall wastewater flows.

Staff will review what substances are being put into the system and provide city Public Works Departments and others a list of substances which can be used and those that should not be discharged into the wastewater system.

## Pacific Grove Pump Station Number 13

The sewage leak that occurred last year was at Pump Station number 13, and at that time the MRWPCA cleaned everything up; returning the station to normal use. This fiscal year the agency will start a project to replace some valves in this pump station and upgrade the supporting infrastructure to further improve pump station reliability.

This work will include:

1. Replace main header valve and the manual actuator that failed to properly close inside the pump station with a new valve and manual actuator.
2. Install a vault structure and isolation valve (a backup station isolation valve) on the force main just outside the pump station. The vault will house the isolation valve so that maintenance personnel can have full access to the valve for maintenance purposes. A new emergency pump around connection will be provided just downstream of this new valve.
3. Provide seismic flexibility at the force main discharge from the pump station structure.
4. Provide an external electrical disconnect (new meter/main) along with a new transfer switch for the pump station so that the Agency staff can shut down all electrical components at the pump station from outside the structure. The current electrical disconnect and transfer switch are located inside the pump station so staff was unable to enter the pump station to immediately disconnect the power due to the flooded drywell during the sewage spill on May 18, 2015. By locating the new meter/main outside the pump station, this will ensure that the Agency staff can shut down all electrical components at the station and begin recovery operations without having to wait for PG&E to disconnect at their transformer.
5. Provide a portable generator receptacle so that the Agency can run one (1) pump in an emergency in the event there is a power failure at the pump station, and the permanent emergency generator located at the pump station does not start.

The above are the main tasks that will be undertaken, though the Agency will also do other work while there. It was also brought up that a better scrubber system at this location would provide a

more efficient and effective means of controlling odors in this public area and ~~for the~~ surrounding homes. While Pump Station 13 is situated on Agency property, however, it would require access to city owned property in that area to make any modifications.

This work is giving the Agency an opportunity to also review other pump stations in Pacific Grove. Some of these locations may pose future problems for the City of Pacific Grove as well as the MRWPCA. That is because many of the pump stations are located in low lying areas right along the coast, which makes them susceptible to damage during storm surges, high tides, and related flooding.

Because of sea level rise and the intensification of local storm events, it has also been noted that the Coral Street Station and others are also susceptible to operational failures during major storm events. Since the costs to move the equipment and build new facilities would be between \$1.5 and \$2 million for each location, however, building new stations is not feasible. The Agency will continue to look at other alternatives to protect the equipment in its pump stations from high tides and related flooding.

Anyone having questions should contact me. I will try to either answer or – if I don't know the answer – get the information for you.

Respectfully Submitted



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Councilman Rudy Fischer



# Pure Water Monterey

A Groundwater Replenishment Project

**MIKE McCULLOUGH**  
**GOVERNMENT AFFAIRS ADMINISTRATOR**

**MAY 31, 2017**

**Pacific Grove City Council Meeting**



# Impetus of the Rate Increase

- MRWPCA needed to review all of the rates charged to customers.
- The Agency also needed to review future capital needs and analyze the condition of assets.
- Embarked on an in-depth rate study to thoroughly vet the current infrastructure baseline and future improvement areas.

## ■ Rate & Fee Study Goals

- Sustainable reliable infrastructure, fiscal sustainability, and fiscal stewardship
- Phase in any necessary rate increases over time to meet future funding needs while minimizing annual impact on ratepayers



# Findings of Rate Study

- MRWPCA is adequately positioned financially, but faces some financial challenges:
  - CIP identified \$10 million per year in capital needs yet current rates only generate about \$3.9 million in annual funding
  - Increased maintenance needs of aging facilities
  - Fund reserves low compared to industry standards
  - PERS contribution requirements are increasing
  - Ongoing cost inflation



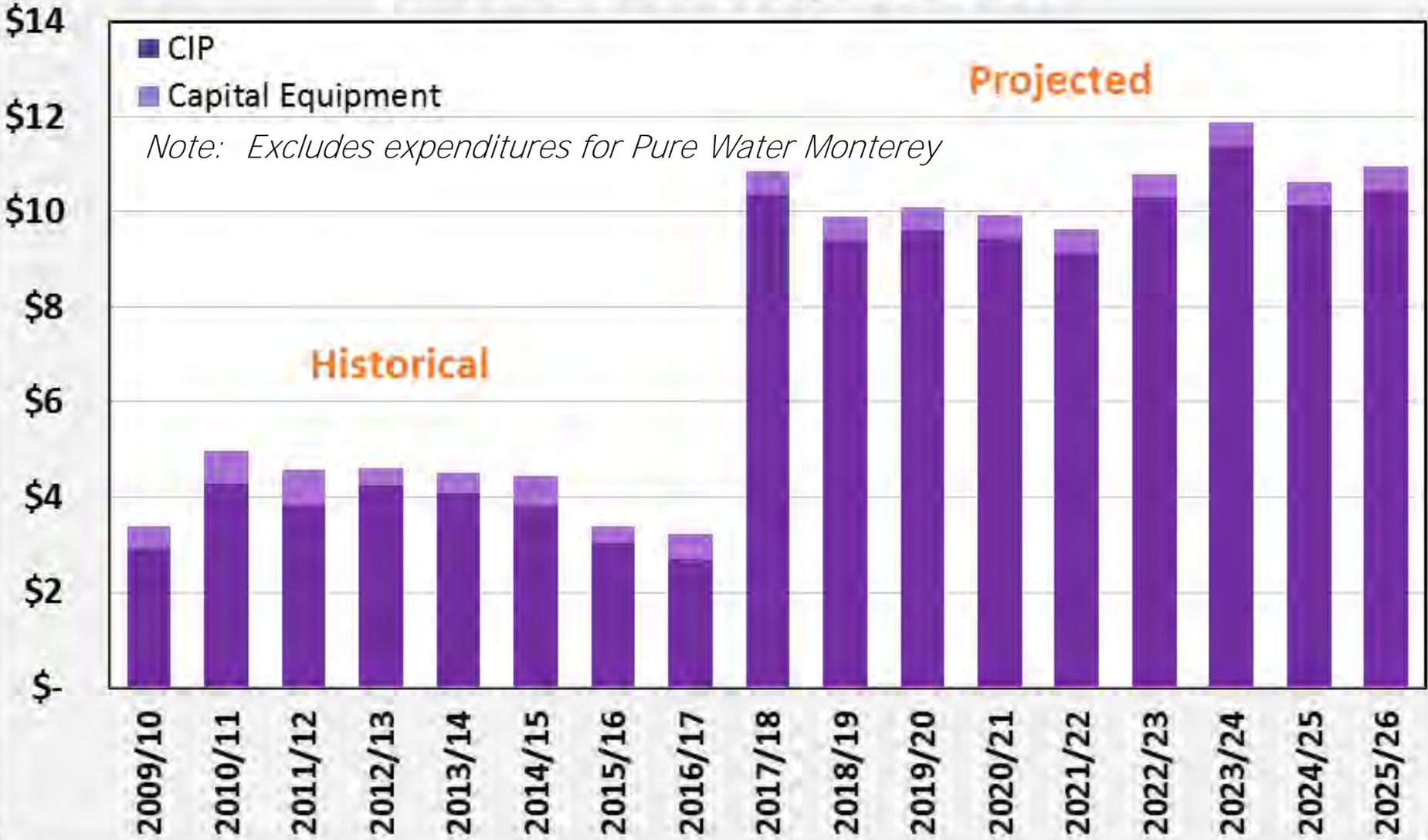
# Capital Improvement Projects

- Current rates generate roughly \$3.9 million per year for capital improvement expenses & capital equipment
  - Includes roughly \$3.4 million CIP + \$500K for capital equipment
  - Historical average = \$4.3 million annual average over past 5 years
- Aging facilities
  - Require more maintenance, rehabilitation and replacement
  - Treatment plant 27 years old, pump stations older
- Future 10-Year CIP projected at roughly \$10 million per year
  - Engineering studies will fine tune & prioritize CIP





# Historical & Projected CIP



■ CIP

■ Capital Equipment

*Note: Excludes expenditures for Pure Water Monterey*

Projected

Historical

## CIP Expenses as % of O&M + CIP

(Source: Projected CIPs & FY2016 Audited Operating Costs)

100%

Assumes funding of projected CIPs

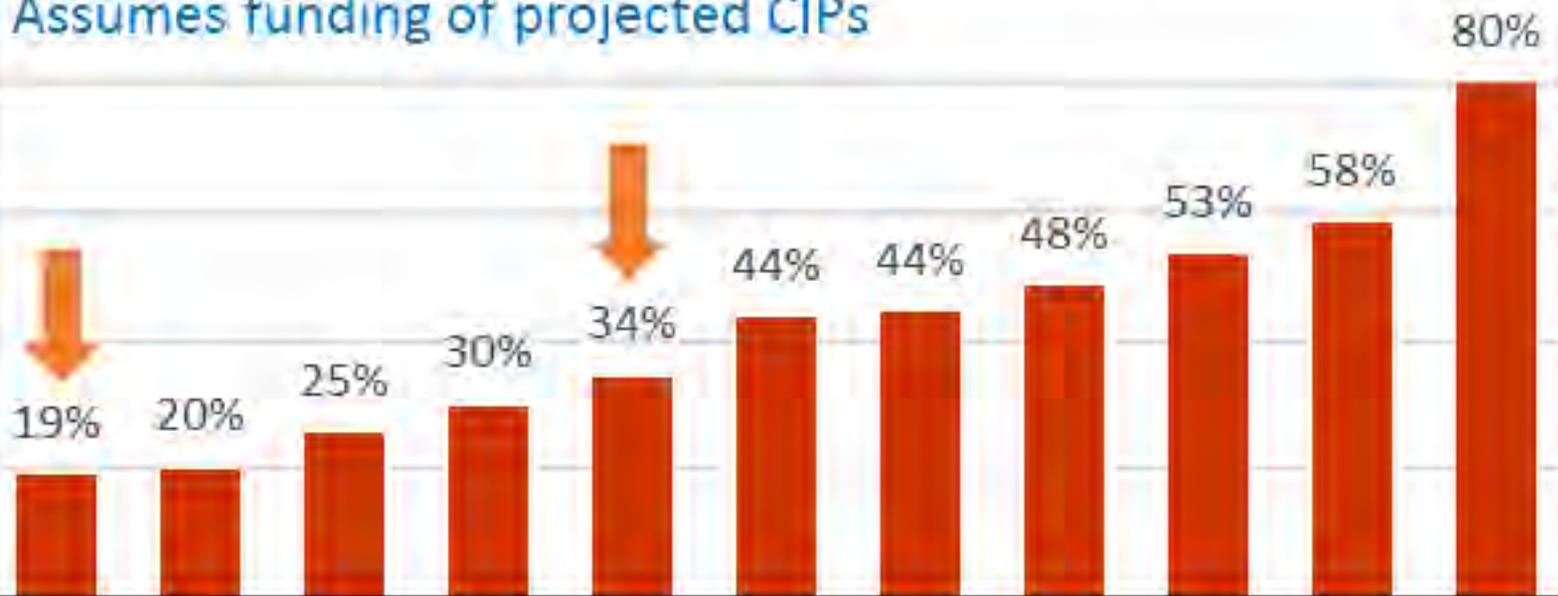
80%

60%

40%

20%

0%



MRWPCA (Historical)

Dublin San Ramon SD

Central Marin SA

Central Contra Costa SD

MRWPCA (Future CIP)

Delta Diablo SD

Union SD

Encina WWA

Inland Empire UA

Napa SD

Silicon Valley CW

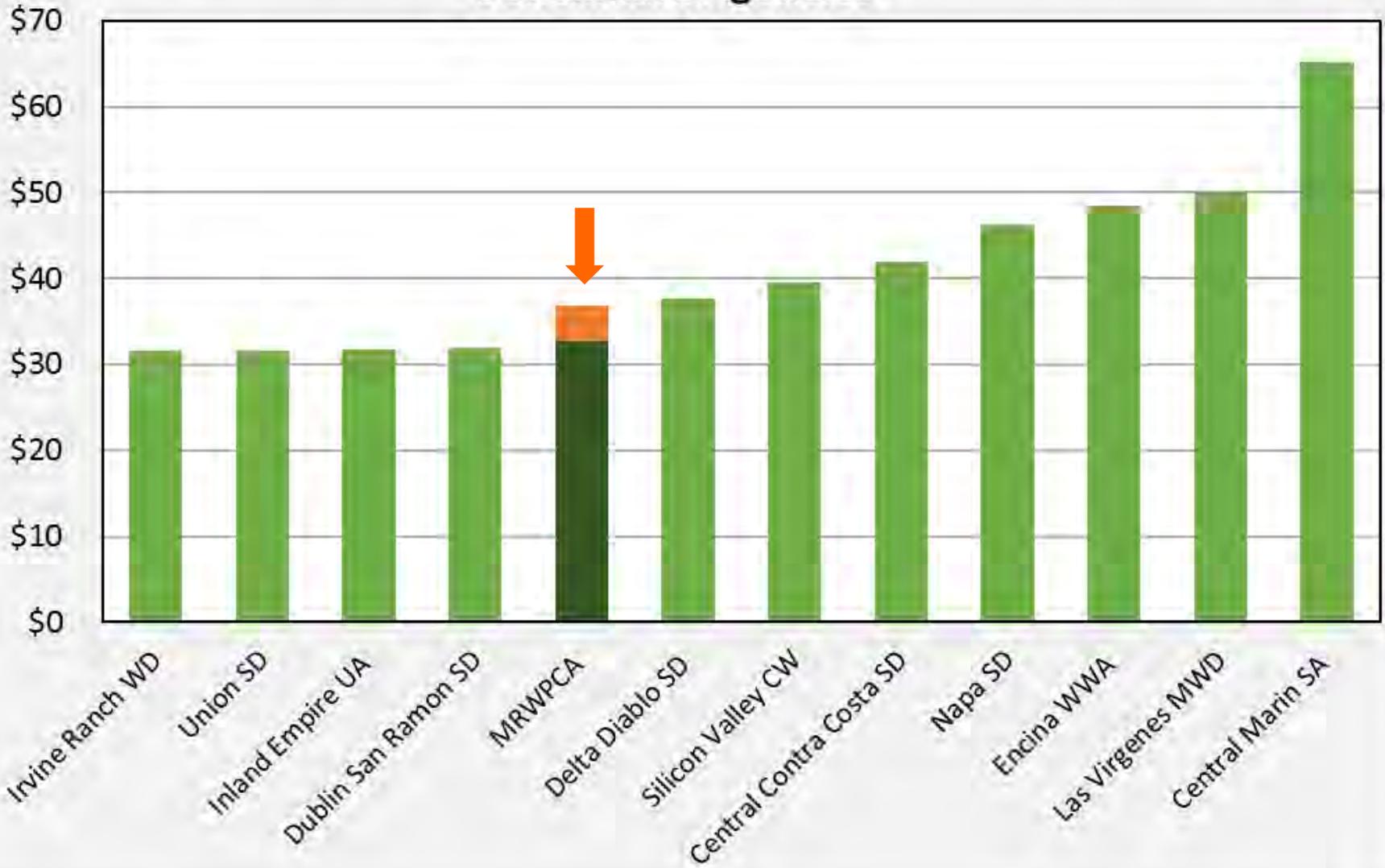
Note: CIP expenses estimated based on annual average of 5-year projected CIP

# FUTURE IMPACT

- Prop 218 process
  - Up to a 10% increase for three years or \$1.55, \$1.75 and \$1.90 respectively.
  - After the 3 year 218 process concludes, the monthly bills will be \$5.20 higher per month.
  - Public Hearing on the Prop 218 will occur on June 5<sup>th</sup> at 6:00 p.m. at the MRWPCA Administrative Offices in Ryan Ranch.



# Single Family Residential Average Monthly Sewer Bill Survey Benchmark Agencies



# Cost Centers

- None of the rate increase goes to support Pure Water Monterey
- Pump Station upgrades in Moss Landing, Salinas, Pacific Grove, and Monterey
- Rehabilitation of Wastewater Treatment Facilities
- Supervisory Control and Data Acquisition (SCADA) Upgrade (improve efficiencies and active operation control)



# Questions



## Come Join the First Flush

Teams of volunteers collect samples from storm drain outfalls within the sanctuary during the first major rainfall of the fall season. Field measurements of pH, temperature, conductivity, and water clarity are taken. Samples are collected for further lab testing for metals, nutrients and bacteria.



Training includes a classroom session and a sampling date (the Dry Run) prior to the First Flush. The Dry Run is used as a comparison between the first rains and any dry weather water flowing from storm drain outfalls. The Dry Run also allows volunteers to visit and become familiar with their First Flush sites before the first rains.



After the Dry Run teams are **on call**-we never know when the first rains will come-day or night, so teams need to be prepared for the unexpected!

Are interested in volunteering for First Flush? Contact **Lisa Emanuelson** to schedule a training time.



City of Pacific Grove



## Neighborhood Clog Alert

### Trash is clogging sewers in your neighborhood.

Our sewer maintenance crews have been finding troublesome amounts of trash and debris in the city sewage system in this area. Some have caused blockages that require emergency response to prevent sewage overflows into your home, the street and the Monterey Bay. These emergencies are preventable by simply throwing trash in the garbage.

### Help Stop The Clog:



✓ **DON'T** flush trash down the toilet

✓ **DO** toss trash in the garbage:

- Baby wipes and diapers
- Cleaning & disinfecting wipes
- Toilet cleaning pads
- Paper towels & toilettes
- Cotton balls and pads
- Tampons & panty liners
- Condoms
- Dental gloss
- Q-Tips
- Mop refills
- Kitty litter
- Hair

✓ **FLUSH FACT:**  
products labeled  
"flushable" don't  
dissolve in water.



**Need Cash to Replace a Failing Sewer Line?** The City can help. We offer low interest, deferred payment loans up to \$10,000 to replace residential sewer laterals. Loans are limited to budgeted funds and eligibility criteria. Call 648-3199 or visit [www.ci.pg.ca.us/cdd/grants](http://www.ci.pg.ca.us/cdd/grants).

**For more information on how to help prevent costly sewage overflows visit [www.ClogBusters.org](http://www.ClogBusters.org) or call the City Public Works Dept. at (831) 648-5722.**



CITY OF PACIFIC GROVE  
PUBLIC WORKS DEPARTMENT

**Only Water Down  
the Drain!**

---

## Tips for Preventing Sewer Back-ups and Spills

**This is a don't do!**

*Run water, preferably hot in your kitchen sink and pour the cooking grease or old oil down the drain.*

While many think this is a safe way to insure the grease gets into a main line and into the treatment plant, grease is the # 1 contributor of clogs and sewer spill overflows.

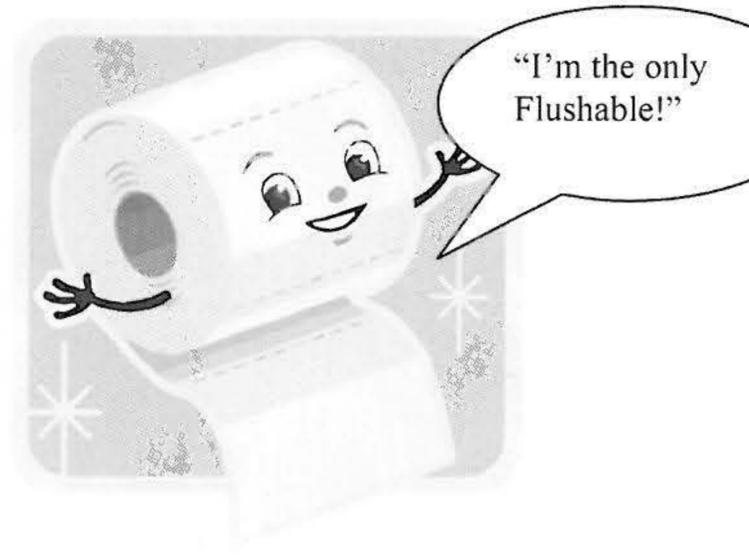
At first glance, the toilet may seem like an easy place to dispose of things. It is not. The toilet is for organic waste and toilet paper only. Even items deemed "safe" for your toilet like certain feminine products and "flushable" diapers are not appropriate.

**In the last two years paper products are the number one cause of clogs and spills.**

**From the field:** When City staff is cleaning sewer lines or responding to a private lateral city sewer main spill here is what they find in the lines; do not dispose of these items in your toilets or sinks and be clog and spill free.

**Don't Flush!**

**Any oil**  
**Diapers, including flushables.**  
**"Flushable" wipes**  
**Facial cloths**  
**Personal wipes**  
**Newspaper**  
**Solid food particles**  
**Paper towels**  
**Coated paper, like wax paper**  
**Wrappers from personal hygiene products**  
**Personal Hygiene products.**  
**Facial tissue**  
**Coffee grounds**  
**Cat litter and other like pet products**  
**Cigarette butts**  
**Disposable cleaning cloths**  
**Cotton Swabs**  
**Dental Floss**  
**Plastic Utensils**  
**Medical Equipment such as hypodermic needles and tubing**  
**Disposable razors**



Each of these items contributes in its own way. Let's keep your and our system running free by disposing of these and other like products in your waste cans.

**City of Pacific Grove**



***Trash is clogging sewers in our neighborhoods.***

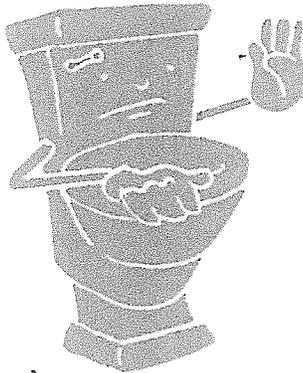


City sewer maintenance crews have been finding troublesome amounts of trash and debris in the sewage system. Some have caused blockages that require emergency response to prevent sewage overflows into your home, the street and the Monterey Bay. These emergencies are preventable by simply throwing trash in the garbage.

**For more information on how to help prevent costly sewage overflows visit the [City Public Works Dept.](#) or call (831) 648-5722.**

## Help Stop The Clog:

Trash belongs in the garbage. Please don't flush anything down the drain that can clog sewers. Only toilet paper and human waste should be flushed in the toilet.



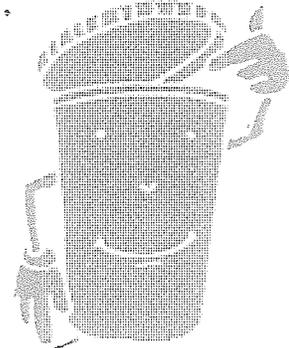
✓ **DON'T** flush trash down the toilet

✓ **DO** toss trash in the garbage:

- Baby wipes and diapers
- Cleaning & disinfecting wipes
- Toilet cleaning pads
- Paper towels & toilettes
- Cotton balls and pads
- Tampons & panty liners
- Condoms
- Dental gloss
- Q-Tips
- Mop refills
- Kitty litter
- Hair
- Band-aids
- Wrappers

✓ **FLUSH FACT:**

products labeled  
"flushable" don't  
dissolve in water.

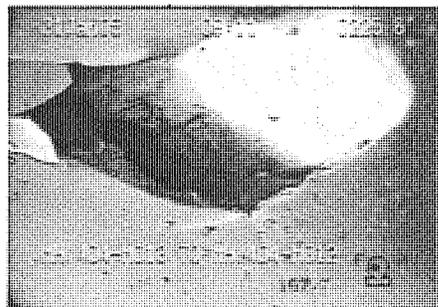
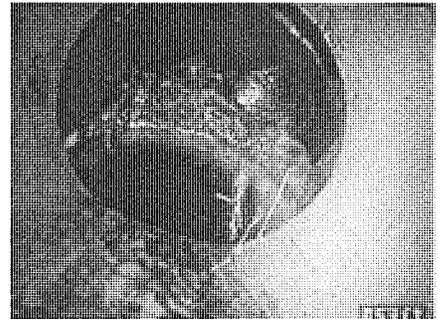


For more information on how to help prevent costly sewage overflows visit the [City Public Works Dept.](#) or call (831) 648-5722.

## Private Sewer Laterals - Ensure Yours is Fully Functional

Preventing sewage overflows into the street is everyone's business. The City works hard to keep wastewater within city sanitary sewer lines so it flows to the wastewater treatment plant to be cleaned. Equally important, every property owner must also prevent sewage backups from overflowing from their private sewer lateral into the environment and storm drains. Owners should inspect their private sewer laterals regularly to insure they are fully functional. Frequent causes of sewer line problems include:

- Collapsed sewer line
  - Do plant plants thrive over your sewer line even though irrigation systems are turned off or no watering is being conducted?
  - Is water pooling in your yard from unknown sources?
- Root intrusion
  - Thirsty trees and shrubs are ingenious at finding water and will send roots into the tiniest crack in sewage lines. Before long, the crack becomes quite large and roots have overtaken your sewer line.
  - When lines are clogged with roots, sewage can't flow properly.
  - Roots readily snare unflushables and grease
  - Root intrusion is a leading cause of sewage backups.
- Grease
  - Like arterial sclerosis, grease and oil accumulate on sewage pipe walls. Over time, the accumulation becomes so thick, it creates a clog which causes backups in your home and in city streets.
  - Grease is another leading cause of sewage backups.
- Offset line
  - When soils settle under sewage lines, it can cause the pipe to slip down at the joints and become misaligned. When this happens, the pipe is not able to carry its full volume and unflushables can easily hang-up.
- Leaking joints
  - Seals around the pipe joints have separated, allowing sewage to leak out.
- Damaged pipes
  - Fencing posts, stakes, and digging can accidentally pierce and crack sanitary sewer lines.



Have your line checked immediately if you suspect any of the conditions above or have frequent sewage back ups in your sink, bathtub or other drains, or pooling water in your yard from an unknown source.

Ensuring your sewer lateral line is operating smoothly is required by Pacific Grove Municipal Code, Chapter 9.20. The City may impose fines and charge property owners recovery costs if a sewage overflow is found to originate from the private lateral where sewage flows off the property or threatens the public health. In addition, mandatory closed-circuit television or other improved inspections of sewer laterals are required when the sale of a property or major remodel is undertaken on a property.

**For more information on how to help prevent costly sewage overflows visit the [City Public Works Dept.](#) or call (831) 648-5722.**

## Need Cash to Replace a Failing Sewer Line?

The City can help. We offer low interest, deferred payment loans up to \$10,000 to replace residential sewer laterals. Loans are limited to budgeted funds and eligibility criteria. Call the Housing Development Department at 648-3199 or visit us online [<http://www.ci.pg.ca.us/cdd/grants.htm> ]



Note: This is a VOLUNTARY program. Loan funds are NOT available to property owners that are required to conduct mandatory inspections pursuant to the City's municipal code, Chapter 9.20 [<http://www.codepublishing.com/CA/pacificgrove/html/PacificGrove09/>]

SEWER LATERAL LOAN PROGRAM GUIDELINES [19kb]  
guidelines



SEWER LATERAL LOAN PROGRAM APPLICATION [51kb]  
application

For more information on how to help prevent costly sewage overflows visit the [City's Public Works Dept.](#) or call (831) 648-5722.

## **APPENDIX 11C**

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2017 City of Pacific Grove Sewer Line Replacement Project Communications (4 pages)

# Sewer Line Replacement

Origination Year:	FY 2014/15	Program:	Waste Water
Planned Comp Year:	FY 2016/17		
Department:	Public Works	Project Manager:	Vince Gentry

## Project Description/Scope/Purpose

This project consists of 17 Mile Drive: Upgrade sewer main due to capacity deficiencies as noted as project 1 in the SCSMP

## Project Evaluation and Analysis

This project has been evaluated by the City Engineer and is part of the SCSMP

## Fiscal Impact

Proposed Fund/Account Numbers	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Wastewater / Sewer Fund	1,624,000					1,624,000



## Sewer Line Replacement

Origination Year:	FY 2014/15	Program: Waste Water
Planned Comp Year:	FY 2017/18	
Department:	Public Works	Project Manager: Vince Gentry

### Project Description/Scope/Purpose

This project consists of 14th Street Lighthouse to Central to consolidate multiple sewer mains as noted in the SCSMP Project #7

### Project Evaluation and Analysis

This project has been evaluated as part of the SCSMP

### Fiscal Impact

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Wastewater / Sewer Fund	\$448,000					\$448,000



## Sewer Line Replacement

Origination Year:	FY 2014/15	Program:	Waste Water
Planned Comp Year:	FY2016/17		
Department:	Public Works	Project Manager:	Vince Gentry

### Project Description/Scope/Purpose

This project consists of Mermaid Avenue, Ocean View and side alleys from Mermaid to Ocean View replacing main lines until Sea Palm as specified in the sewer collection system master plan

### Project Evaluation and Analysis

#### Fiscal Impact

Proposed Fund/Account Numbers	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Wastewater / Sewer Fund	757,000					757,000



## Sewer Pump Station upgrades

Origination Year:	FY 2014/15	Program: Waste Water
Planned Comp Year:	FY 2018/19	
Department:	Public Works	Project Manager: Vince Gentry

### Project Description/Scope/Purpose

This project consists of replacement of equipment, control panels, essential for the functionality of pumps stations.

### Project Evaluation and Analysis

This project has been evaluated by the Public Works Waste Water Department and Monterey Regional Water Pollution Control District.

### Fiscal Impact

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Wastewater / Sewer Fund	\$35,000	\$64,000				\$99,000

