

ELEMENT 2 - ORGANIZATION

The Organization Element of the SSMP identifies the City of Pacific Grove Staff and Contract Staff, who are responsible for implementing this SSMP, responding to SSO events, and meeting SSO reporting requirements. The Legally Responsible Official (LRO) is also designated below in order to meet SWRCB requirements for completing and certifying SSO reports in CIWQS.

This SSMP Element outlines the City organization, SSMP responsibilities of personnel, authorized representatives, and chains of communication for SSO response and reporting. Names and contact information of the current Mayor, City Council members, and the current representative to MRWPCA are available in Appendix 2A.

2.1 Regulatory Requirements

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

The SSMP must identify:

- (a) The name of the responsible and 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 persons responsible for reporting SSOs to the State or Regional Water Board and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

The aforementioned WDR Order No. 2006-0003-DWQ 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.

2.2 Responsible and Authorized Representatives [WDR D.13(ii)(a)]

The name of the authorized representative described in WDR Section J above is listed in Table 2-1:

Table 2-1: City of Pacific Grove Authorized Representative

Name	Title	CIWQS SSO Database
Michael Zimmer	Community Development/Public Works Director	Legally Responsible Official

2.3 SSMP Program Implementation [WDR D.13(ii)(b)]

The names and contact information for management, administrative, and maintenance Staff who are responsible for implementing specific measures for the City’s SSMP Program are presented in Table 2-2 below along with their specific responsibilities.

An organization chart showing the lines of authority for all City Staff, consultants contracted with the City, and contract MRWPCA, City of Seaside, and City of Monterey Staff described below in Table 2-2 is included in Appendix 2B1 to 2B4.

Table 2-2: Staff and Contract SSMP Responsibilities and Contact Information

Name and Title	SSMP Responsibilities	Contact Information
Thomas Frutchey City Manager <i>City of Pacific Grove</i>	<ul style="list-style-type: none"> ▪ The City Manager directs the Community Development/Public Works Director in the management of all eleven (11) SSMP Elements. 	(831) 648-3106 Office E-mail: TFrutchey@ci.pg.ca.us
David Laredo City Attorney <i>De Lay and Laredo – Contract with City of Pacific Grove</i>	<ul style="list-style-type: none"> ▪ The City Attorney assists the Community Development/Public Works Director to manage Element 3 – Legal Authority. 	(831) 648-3187 Office E-mail: Dave@laredolaw.net



Name and Title	SSMP Responsibilities	Contact Information
<p>Michael Zimmer</p> <p>Community Development/Public Works Director</p> <p><i>City of Pacific Grove</i></p>	<ul style="list-style-type: none"> ▪ The Community Development/Public Works Director is directs City, MRWPCA, and Contract Staff in the management of all eleven (11) SSMP Elements. 	<p>(831) 648-5722 x203 Office (831) 760-0604 Cell</p> <p>E-mail: MZimmer@ci.pg.ca.us</p>
<p>Lawrence (Stoney) Bangert</p> <p>Administration</p> <p><i>City of Pacific Grove</i></p>	<ul style="list-style-type: none"> ▪ The Administrator receives and assures the appropriate City Staff respond to in person communications, phone calls, e-mails, and faxes to assist with the implementation of <ul style="list-style-type: none"> - Element 4 – Operation and Maintenance Program; - Element 6 – Overflow Emergency Response Plan; - Element 7 – FOG Control Program; - Element 11 – Communication Program. ▪ In a SSO response, could provide a carefully pre-scripted message for citizens who call with general questions. 	<p>(831) 648-5722 Office</p> <p>E-mail: LBangert@ci.pg.ca.us</p>
<p>Sherman Low, PE</p> <p><i>City Engineer</i></p> <p><i>Neill Engineers Corp – Contract with City</i></p>	<ul style="list-style-type: none"> ▪ Neill Engineers, Corp. is under contract as the City Engineer and is directed by the Community Development/Public Works Director to implement: <ul style="list-style-type: none"> - Element 4 – Operation and Maintenance Program, Rehabilitation and Replacement Plan; - Element 5 – Design and Performance Provisions; and - Element 8 – System Evaluation and Capacity Assurance Plan. 	<p>(831) 624-2110 Office</p> <p>E-mail: Sherman@neillcorp.com</p>



Name and Title	SSMP Responsibilities	Contact Information
<p>Daniel Gho</p> <p>Public Works Manager</p> <p><i>City of Pacific Grove</i></p>	<ul style="list-style-type: none"> ▪ The Public Works Manager manages the implementation of: <ul style="list-style-type: none"> - Element 1 – Goal; - Element 2 – Organization; - Element 3 – Legal Authority; - Element 4 – Operation and Maintenance Program; - Element 6 – Overflow Emergency Response Plan; - Element 9 – Monitoring, Measurement, and Program Modifications; and - Element 10 – SSMP Program Audits. ▪ Ensures Public Works Maintenance Workers are trained and follow required SOPs and EOPs. ▪ Responds to an SSO if the Community Development/Public Works Director is unreachable after hours, on weekends, and on holidays. 	<p>(831) 648-5781 Office</p> <p>E-mail: DGho@ci.pg.ca.us</p>
<p>Rick Riedl, PE Leslie Llantero Scott Ottmar, PE</p> <p>Construction and Project Management</p> <p><i>City of Seaside – Contract with City of Pacific Grove</i></p>	<ul style="list-style-type: none"> ▪ The City of Seaside Engineering Staff provides CIP project and construction management and for the City of Pacific Grove capital improvement construction projects associated with: <ul style="list-style-type: none"> - Element 4 – Operation and Maintenance Program; and - Element 8 – System Evaluation and Capacity Assurance Plan. ▪ Work under the direction of the Community Development/Public Works Director to review plans and specifications of assigned projects, attend pre-construction conferences, and perform field inspections of sanitary sewer facilities among other tasks described in the contract. 	<p>Rick: (831) 899-6825</p> <p>Leslie: (831) 899-6832</p> <p>Scott: (831) 899-6885</p> <p>Public Works Emergency: (831) 899-6828</p> <p>E-mail: RRiedl@ci.seaside.ca.us LLLantero@ci.seaside.ca.us SOTTmar@ci.seaside.ca.us</p>



Name and Title	SSMP Responsibilities	Contact Information
<p>Sarah Hardgrave</p> <p>Environmental Programs Manager</p> <p><i>City of Pacific Grove</i></p>	<ul style="list-style-type: none"> ▪ The Environmental Programs Manager manages the: <ul style="list-style-type: none"> - Element 1 – Goal; - Element 7 – Fats, Oils, and Grease Control Program; and - Element 11 – Communication Program. ▪ Responds to SSOs after hours, on weekends, and on holidays if the Community Development/Public Works Director and/or Public Works Manager are unreachable after hours, on weekends, and on holidays. 	<p>(831) 648-5722 x202 Office</p> <p>E-mail: SHardgrave@ci.pg.ca.us</p>
<p>Bret Boatman</p> <p>Maintenance Supervisor</p> <p><i>Monterey Regional Water Pollution Control Agency – Contract with City</i></p>	<ul style="list-style-type: none"> ▪ The Maintenance Supervisor and his team of MRWPCA mechanics and electricians perform routine operation, preventative maintenance, and repair and major maintenance services for the City owned lift stations as described in Element 4 – Operation and Maintenance Program. ▪ Communicates maintenance results for the City lift stations to the Wastewater Supervisor. 	<p>(831) 883-6112 Office</p> <p>E-mail: BretB@mrwpc.com</p>
<p>Gary Weier</p> <p>Source Control Supervisor</p> <p><i>Monterey Regional Water Pollution Control Agency – Contract with City</i></p>	<ul style="list-style-type: none"> ▪ The Source Control Supervisor manages the City FOG Program inspections, enforcement, and outreach services as described in Element 7 – Fats, Oils, and Grease Control Program. ▪ Delivers an annual FOG Program inspection summary report to the Environmental Program Manager in February of each year. 	<p>(831) 883-1118 Office</p> <p>(831) 424-1108 Cell</p> <p>E-mail: Gary@mrwpc.com</p>

Name and Title	SSMP Responsibilities	Contact Information
<p>Courtney Bonovich</p> <p>Source Control Inspector</p> <p><i>Monterey Regional Water Pollution Control Agency – Contract with City</i></p>	<ul style="list-style-type: none"> ▪ The Source Control Inspector conducts new FSE FOG inspections, annual FSE FOG inspections, and FSE re-inspections in accordance with the City Municipal Code 18.08: Grease Traps, as part of Element 7 – Fats, Oils, and Grease Control Program. ▪ Drafts enforcement letters when necessary and works with the Wastewater Field Supervisor to issue the enforcement letters to FSEs in violation of City Code Chapter 18.08. 	<p>(831) 883-6173 Office</p> <p>E-mail: Courtney@mrwpca.com</p>
<p>Karen Harris</p> <p>Community Relations Specialist</p> <p><i>Monterey Regional Water Pollution Control Agency – Contract with City</i></p>	<ul style="list-style-type: none"> ▪ The MRWPCA Community Relations Specialist conducts public education and outreach as described in: <ul style="list-style-type: none"> - Element 7 – Fats, Oils, and Grease Control Program; and - Element 11 – Communication Program. ▪ Conducts residential and commercial outreach via newspaper articles, television, and radio ads. 	<p>(831) 645-4604 Office</p> <p>E-mail: KarenH@mrwpca.com</p>
<p>Cary Stiebel</p> <p>GIS Specialist</p> <p><i>PIE Services – Contract with City</i></p>	<ul style="list-style-type: none"> ▪ The GIS Specialist updates and revises the Geographical Information System (GIS) database and creates sanitary sewer system maps as required by Element 4 – Operation and Maintenance Program. ▪ Updates the Computerized Maintenance Management System (iWorQ) as directed by the Wastewater Supervisor. 	<p>(831) 915-9449 Office</p> <p>E- Mail: cary@pieservices.net</p>

Name and Title	SSMP Responsibilities	Contact Information
John Kuehl Building Official <i>City of Monterey – Contract with City</i>	<ul style="list-style-type: none"> ▪ The Building Official inspects newly installed grease traps and interceptors to ensure that the grease trap or interceptor is the correct size and is installed properly as required by Element 7 – Fats, Oils, and Grease Control Program. 	(831) 648-3183 Office Email: kuel@monterey.org
Roque Pinhiro Buildings and Grounds Supervisor <i>City of Pacific Grove</i>	<ul style="list-style-type: none"> ▪ The Buildings and Grounds Supervisor and his maintenance staff work with the Wastewater Supervisor to implement Element 4 – Operation and Maintenance Program and Element 6 – Overflow Emergency Response Plan. ▪ Responds to SSOs after hours, on weekends, and on holidays. 	(831) 648-5722 x211 Office E-mail: RPinheiro@ci.pg.ca.us
John Goss Sam Crosby Arturo Navarro Maintenance Workers <i>City of Pacific Grove</i>	<ul style="list-style-type: none"> ▪ Performs maintenance in the several divisions of the Public Works Department, which include Buildings & Grounds and Streets, These Public Works Maintenance Staff are not in the Sewer Division but assist the Sewer Division in the event of an emergency. ▪ Respond to SSOs with the Vactor truck and other cleanup tools, notifies regulatory agencies, document response activities using City procedures, assist in determining cause of SSO, and assist in implementing corrective actions to prevent recurrence of future SSOs. 	(831) 648-5722 Office (831) 760-0648 Truck Cell Phone
Emilio Alcaraz Safety Supervisor <i>City of Pacific Grove</i>	<ul style="list-style-type: none"> ▪ The Safety Supervisor manages training associated with Element 4 – Operation and Maintenance Program and Element 6 – Overflow Emergency Response Plan. ▪ Responds to SSOs after hours, on weekends, and on holidays. 	(831) 648-5722 x209 Office E-mail: EAlcaraz@ci.pg.ca.us

Name and Title	SSMP Responsibilities	Contact Information
<p>Joe Vital Streets Supervisor <i>City of Pacific Grove</i></p>	<ul style="list-style-type: none"> ▪ The Streets Supervisor and his maintenance workers assist the Wastewater Supervisor and his maintenance workers to implement Element 4 – Operation and Maintenance Program and Element 6 – Overflow Emergency Response Plan. ▪ Responds to SSOs after hours, on weekends, and on holidays. 	<p>(831) 648-5722 x214 Office E-mail: JVital@ci.pg.ca.us</p>
<p>Mike Condon Sal Di Franco Maintenance Workers <i>City of Pacific Grove</i></p>	<ul style="list-style-type: none"> ▪ Assist Wastewater Field Maintenance Worker in the implementation of Element 4 – Operation and Maintenance Program. ▪ Respond to SSOs with the Vactor truck and other cleanup tools, notifies regulatory agencies, document response activities using City procedures, assist in determining cause of SSO, and assist in implementing corrective actions to prevent recurrence of future SSOs. 	<p>(831) 648-5722 Office (831) 760-0648 Truck Cell Phone</p>



Name and Title	SSMP Responsibilities	Contact Information
<p>Vince Gentry Wastewater Field Supervisor <i>City of Pacific Grove</i></p>	<ul style="list-style-type: none"> ▪ The Wastewater Supervisor implements: <ul style="list-style-type: none"> – Element 4 – Operation and Maintenance Program; and – Element 6 – Overflow Emergency Response Plan. ▪ Coordinates with the MRWPCA Source Control Supervisor to manage Element 7 – Fats, Oils, and Grease Control Program, which includes enforcement activities in response to identified FOG violations. ▪ Coordinates with the MRWPCA Maintenance Supervisor to manage lift station maintenance and capital projects as part of Element 4 – Operation and Maintenance Program. ▪ Creates the schedule and tracks work performed using iWorQ for the weekly tasks, which includes inspecting a percentage of the manholes in the City system, mechanical line cleaning, and chemical root treatment. 	<p>(831) 648-5722 x213 Office E-mail: VGentry@ci.pg.ca.us</p>



Name and Title	SSMP Responsibilities	Contact Information
<p>Mike Aliotti Robin Kramer</p> <p>Maintenance Workers</p> <p><i>City of Pacific Grove</i></p>	<ul style="list-style-type: none"> ▪ The Maintenance Workers conduct routine and preventative maintenance, of the sanitary sewer system (SSS) and respond to SSOs as described in: <ul style="list-style-type: none"> - Element 4 – Operation and Maintenance Program; and - Element 6 – Overflow Emergency Response Plan. ▪ Perform weekly manhole inspections, maintenance, and cleaning of the SSS, and relay critical information, such as High Maintenance Areas, to the Wastewater Field Supervisor. ▪ Deliver FOG and other SSS notices or door hangers. ▪ Respond to SSOs with the Vactor truck and other cleanup tools, notifies regulatory agencies, document response activities using City procedures, assist in determining cause of SSO, and assist in implementing corrective actions to prevent recurrence of future SSOs. 	<p>(831) 648-5722 Office</p>
<p>David Phillips</p> <p>Sewer Cleaning and Emergency Response</p> <p><i>Green Line Corporation – Contract with City</i></p>	<ul style="list-style-type: none"> ▪ Green Line contractually implements sewer line hydroflush cleaning, root removal, and emergency call-services to SSOs as described by: <ul style="list-style-type: none"> - Element 4 – Operation and Maintenance Program; and - Element 6 – Overflow Emergency Response Plan. 	<p>(831) 649-6388 Office</p> <p>E-mail: phillipsd@lfgw.com</p>



2.4 Chain of Communication for Responding to SSOs [WDR D.13(ii)(b)]

SSO reports usually begin with a call from a resident to the City Public Works Department, 911 dispatchers, or the City Police and Fire Departments.

The City Public Works telephone contact number is (831) 648 - 5722. After hours, the voicemail directs callers to call (831) 648-3143, the main line for the City Police Department in the event of a sewer emergency.

The City Police and Fire personnel have a Public Works Call Out List, which has the names and phone numbers of:

1. Wastewater Supervisor;
2. City Maintenance Staff; and
3. Green Line.

The Public Works Call Out List is included in SS-EOP-02: SSO Notification Attachment 1, which is provided in SSMP Element 6 – Overflow Emergency Response Plan Appendix A, and has the names of Staff to call in order of who lives in the City, as staff who live east of the City have a response time of thirty (30) minutes or greater as California Highway 68 and Carmel Valley Road are frequently impacted with traffic.

During the process of responding to a SSO, the following actions are taken to verify the report and ensure the safety of the public:

1. During Public Works business hours, the Public Works Administrator receives the call from a citizen, the Police, or Fire Department and obtains the location of concern and a description of the problem. The name and phone number of the caller is requested and documented if not anonymous for follow-up information.
2. After hours, the City Police or Fire Department contact the on-call City Maintenance Staff and direct them to the described location. The Overflow Emergency Response Plan (OERP) contained in Element 6 is initiated.
3. City Public Works Maintenance Staff proceed to the location to verify the report.
4. If a SSO is verified, the Maintenance Staff member contacts the Wastewater Supervisor and requests support.
5. The Wastewater Supervisor will notify the Public Works Manager and Community Development/Public Works Director both during and after business hours.
6. The Public Works maintenance staff responding notify the regulatory agencies listed below in Table 2-3. If the maintenance staff are unable to make the notifications, the Wastewater Supervisor or Public Works Manager are contact the agencies listed in Table 2-3, and contact the City Manager.

- Monterey County Environmental Health, Cal EMA, and RWQCB must be contacted within two (2) hours of an SSO, when the SSO is over 1,000 gallons or the SSO reaches a drainage channel or surface water.

SSMP Element 6 – Overflow Emergency Response Plan and SS-EOP-01: Overflow Emergency Response Program, which is provided in SSMP Element 6 – Overflow Emergency Response Plan Appendix A, contain a chain of communication for reporting SSOs for use in the field by the Sewer Field Supervisor or Environmental Programs Manager. This chain of communication is reproduced in Figure 2-1 for reference.

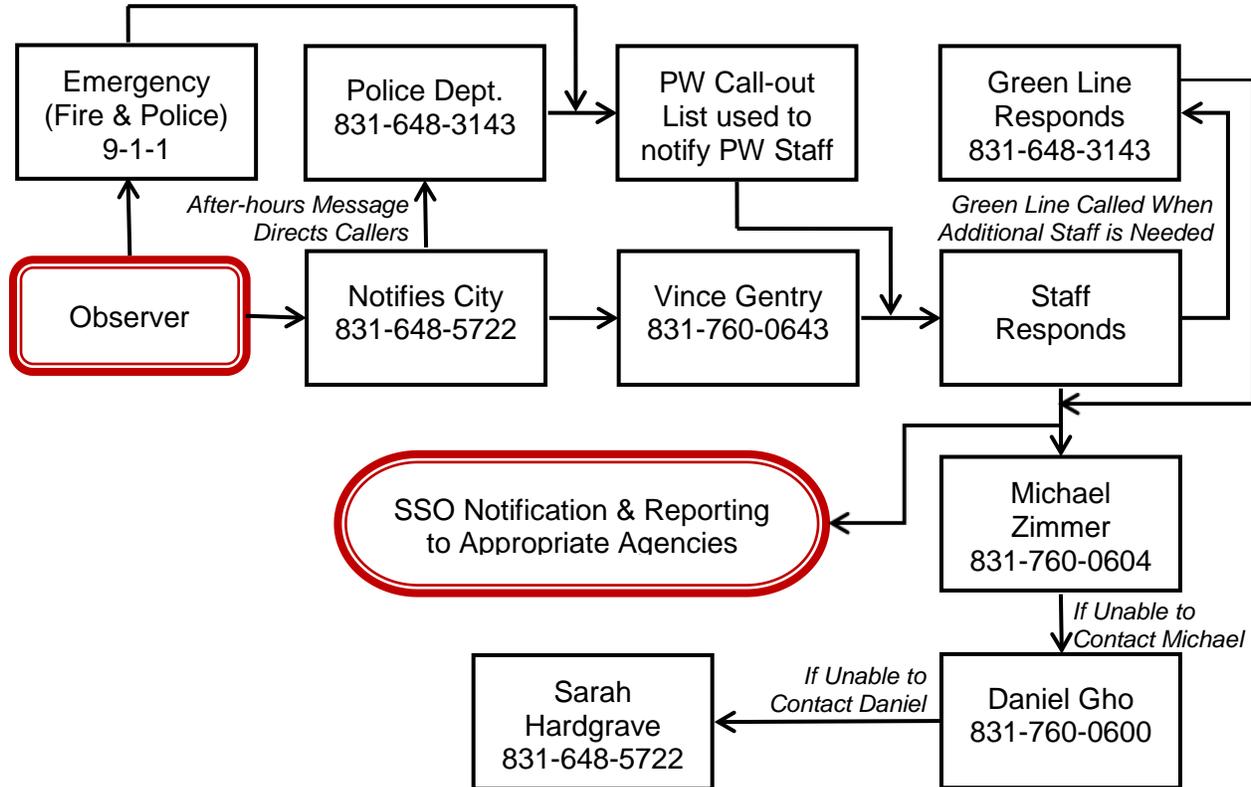


Figure 2-1: SSO Response Chain of Communication

SSO notification is outlined in SSMP Element 6 – Overflow Emergency Response Plan and SS-EOP-02: SSO Notification. The contact information and notification requirements associated with notifying RWQCB and other applicable agencies, such as Cal EMA, Monterey County Office of Emergency Services, and Monterey County Environmental Health Services, are included in that SSMP Element and EOP.

Upon completion of containment and clean-up, the Wastewater Supervisor, Public Works Manager, and Community Development/Public Works Director will use SS-EOP-03: SSO Reporting Attachment 1: Reporting SSOs in CIWQS, which is provided in SSMP Element 6 – Overflow Emergency Response Plan Appendix A, to initiate the Draft SSO Report in CIWQS.

APPENDIX 2A

City of Pacific Grove Council Members and MRWPCA Representatives

Table 2A-1: City of Pacific Grove Governing Council Members and MRWPCA Representatives

Name	Title	Term Expires	Council Representative to MRWPCA
Bill Kampe	Mayor	November 2014	-
Robert Huitt	Mayor Protempore	November 2016	-
Alan Cohen	Council Member	November 2014	MRWPCA Alternate
Ken Cuneo	Council Member	November 2014	-
Rudy Fischer	Council Member	November 2014	MRWPCA Alternate
Casey Lucius	Council Member	November 2016	MRWPCA Alternate
Daniel Miller	Council Member	November 2016	-

APPENDIX 2B

City of Pacific Grove Organization Charts

Organization Chart of all Pacific Grove Staff with SSMP Responsibilities

Organization Chart of Lines of Authority from City Manager

Organization Chart of Lines of Authority from Community Development/Public Works Director

Organization Chart of Lines of Authority from Public Works Manager

Organization Chart of Lines of Authority from Environmental Programs Manager

