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Agenda Item No. 6d
October 9, 2007
CITY OF VACAVILLE

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UTILITIES DIVISION

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TO: Honorable Mayor and City Council
Attention: David J. Van Kirk, City Manager

FROM: Dale I. Pfeiffer, Director of Public Works

SUBJECT: RESOLUTION APPROVING THE DEVELOPMENT PLAN AND SCHEDULE
FOR THE SEWER SYSTEM MANAGEMENT PLAN (SSMP)

DISCUSSION:

The State Water Resources Control Board (State Board) has adopted order number 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR's). This order is intended to promote proper management of wastewater collection systems and reduce the occurrences of Sanitary Sewer Overflows (SSO's). The State Board's order is referred to as WDR's for collection systems. The State Board has the authority for ordering these WDR's under California Water Code Section 13263, and intends that the WDR's be the primary regulatory mechanism for sanitary sewer collection systems statewide.

The WDR's contain provisions that require wastewater collection system agencies (such as the City of Vacaville) to develop programs and plans for operation and maintenance of the wastewater collection system, and that those programs and plans be adequately documented in what the WDR's refer to as a Sewer System Management Plan (SSMP). Each element of the SSMP will describe how the City's programs and plans comply with the various provisions of the WDR's. The minimum required elements of the SSMP include the following:

- Development Plan and Schedule
- Goals
- Organization
- Legal Authority
- Operation and Maintenance Program
- Design and Performance Provisions
- Overflow Emergency Response Program
- Fats, Oils, and Grease (FOG) Control Program
- System Evaluation and Capacity Assurance Plan
- Monitoring, Measurement, and Program Modifications
- SSMP Audits
- Communication Program

The first SSMP element is the SSMP Development Plan and Schedule, which is a plan and schedule for complying with the WDR's and for preparing the SSMP. The WDR's require that the City Council approve the SSMP Development Plan and Schedule at this time, and then complete the SSMP in the future. The purpose of this requirement is to ensure that the City Council is aware of the SSMP and its potential impacts such as budget and staffing needs, and new ordinances. Once the SSMP is complete, it must be updated on a regular basis, and any significant changes to the SSMP must be approved by the City Council.

In response, the Department of Public Works has developed the SSMP Development Plan and Schedule, Attachment 1, which is a plan and schedule for complying with the WDR's and for preparing the SSMP. The SSMP Development Plan and Schedule is a general approach and schedule that must be approved by the City Council. Over the next two years, as the SSMP is developed, the plan and schedule will be refined to meet the City's needs as well as the WDR Requirements.

In developing the SSMP, the work load of City staff will be increased. To reduce impacts to the normal schedule of City staff, consultants have been retained to assist with the development of the SSMP. During the development process, the need for additional City staff or consultants may be identified to assist with the preparation of the SSMP. Also, additional City staff may be needed for the on-going implementation of the SSMP.

The City will most certainly incur additional costs in order to comply with the WDR's. The costs incurred may result in the need to increase utility rates. To estimate the order of magnitude of these costs for agencies in California, the State Board analyzed costs associated with implementing a similar set of requirements required previously by a regional water quality control board. Based on financial summaries from 21 agencies, the State Board estimated that the increased cost (in order to comply with the WDR's) would be, on average, \$6 per household per month. During the development of the WDR program and the SSMP over the next two years, the Department of Public Works will evaluate the cost of compliance specific to the City's program, and determine staffing needs and whether utility rates will need to be raised.

RECOMMENDATION:

By simple motion, to adopt the subject resolution.

RESOLUTION NO. 2007 - 108

RESOLUTION APPROVING THE DEVELOPMENT PLAN AND SCHEDULE
FOR THE SEWER SYSTEM MANAGEMENT PLAN (SSMP)

WHEREAS, the State Water Resources Control Board (State Board) has adopted order number 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR's); and

WHEREAS, the WDR's contain provisions that require wastewater collection system agencies (such as the City of Vacaville) to develop programs and plans for operation and maintenance of the wastewater collection system, and that those programs and plans be adequately documented in what the WDR's refer to as a Sewer System Management Plan (SSMP); and

WHEREAS, the WDR's require that the City prepare a plan and schedule for complying with the WDR's and for developing the SSMP, which is referred to as the SSMP Development Plan and Schedule; and

WHEREAS, the WDR's require that the SSMP Development Plan and Schedule be approved by the City Council; and

WHEREAS, the Department of Public Works has developed the SSMP Development Plan and Schedule, Attachment 1; and

WHEREAS, the City will likely incur additional costs, as well as impacts to City staff workload, in order to comply with the WDR's; and

WHEREAS, the Department of Public Works will determine the cost of compliance and staffing needs specific to the City's program and whether utility rates will need to be raised and;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Vacaville hereby adopt a resolution approving the SSMP Development Plan and Schedule.

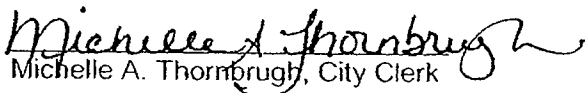
I HEREBY CERTIFY that the foregoing resolution was introduced and passed at a regular meeting of the City Council of the City of Vacaville held on the 9th day of October 2007, by the following vote:

AYES: Council members Clancy, Hunt, Vice-Mayor Dimmick, and Mayor Augustine

NOES: None

ABSENT: Council member Wilkins

ATTEST:


Michelle A. Thornbrugh, City Clerk

ATTACHMENT 1. DEVELOPMENT PLAN AND SCHEDULE FOR THE SEWER SYSTEM MANAGEMENT PLAN (SSMP) FOR THE CITY OF VACAVILLE, CALIFORNIA

This document presents the development plan and schedule for the sewer system management plan (SSMP) for the City of Vacaville, California. Background information about the SSMP and the new regulations that require the SSMP is also presented.

BACKGROUND

The State Water Resources Control Board (State Board) has adopted order number 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. This order is intended to promote proper management of wastewater collection systems and reduce the occurrences of sanitary sewer overflows (SSOs). The State Board's order is referred to as WDRs for collection systems. The State Board has the authority for ordering these WDRs under California Water Code Section 13263, and intends that the WDRs be the primary regulatory mechanism for sanitary sewer collection systems statewide.

The WDRs contain provisions that require wastewater collection system agencies (such as the City of Vacaville) to develop programs and plans for operation and maintenance of the wastewater collection system, and that those programs and plans be adequately documented in what the WDRs refer to as a sewer system management plan (SSMP). Each element of the SSMP will describe how the City's programs and plans comply with the various provisions of the WDRs. The overall program to comply with the WDRs will be referred to as the SSMP herein. The minimum required elements of the SSMP include the following:

- Development Plan and Schedule
- Goals
- Organization
- Legal Authority
- Operation and Maintenance Program
- Design and Performance Provisions
- Overflow Emergency Response Program
- Fats, Oils, and Grease (FOG) Control Program
- System Evaluation and Capacity Assurance Plan
- Monitoring, Measurement, and Program Modifications
- SSMP Audits
- Communication Program

The State Board requires that the SSMP Development Plan and Schedule and the completed SSMP be approved by the City Council. The purpose of this requirement is to ensure that the City Council is aware of the SSMP and its potential impacts such as budget and staffing needs and new ordinances. The Department of Public Works has prepared the following plan and schedule for complying with the WDRs and for developing the SSMP.

SSMP DEVELOPMENT PLAN AND SCHEDULE

A special task force of Public Works staff has been created to prepare the SSMP. Members of the task force have been assigned to the elements of the SSMP, as shown in Table 1, based on applicable sewer facilities or WDR activities (fourth column in Table 1). Task force members will be responsible for identifying and coordinating staff resources necessary to complete their assigned SSMP element or sub-element. Meetings will be held with task force members and other staff as needed to complete the SSMP elements before the corresponding mandated deadlines shown in Table 1. Consultants have already been retained to assist the task force in the development of the SSMP. Additional consultant assistance may be needed, depending on staff workload.

As can be seen in Table 1, most of the SSMP elements are due in 2009. The SSMP Development Plan and Schedule (this document) and the Goals and Organization elements are to be completed in November 2007. Online reporting of SSOs by City staff is required beginning September 2, 2007. The SSMP must be updated every five years, and program audits are required at least every two years.

The intent of the SSMP development effort is to comply fully with all requirements of the WDRs that are applicable to the City and to implement the programs documented in the SSMP. If it is identified that a program cannot be fully implemented by the deadlines discussed below, the SSMP will include a description of the needed steps to fully comply with the WDRs and a schedule to do so.

Table 1. SSMP Schedule and Assignments

WDR Task/SSMP Element	Due Date	Responsible Party	Applicable Sewer Facility or SSMP Activity
Application for Permit Coverage	November 2, 2006	Dale Pfeiffer	All
SSMP Development Plan and Schedule	November 2, 2007	Deb Galway	All
Goals and Organization	November 2, 2007	Deb Galway	All
Legal Authority	May 2, 2009	Deb Galway	All
Operation and Maintenance Program	May 2, 2009	Shawn Cunningham	Mapping
		Jeff Horn	Sewers
		Steve Economon	Lift Stations & Force Mains
Design and Performance Provisions	August 2, 2009	Shawn Cunningham	Pipeline Design
		Deb Galway	Master Planning
			Lift Station Design
Overflow Emergency Response Program	May 2, 2009	Jeff Horn Craig Isham, Back-up	Sewers
		Steve Economon	Lift Stations & Force Mains
Fats, Oils, and Grease Control Program	May 2, 2009	Tom Reyes	Pretreatment Program
		Jeff Horn	Sewers
System Evaluation and Capacity Assurance Plan	August 2, 2009	Deb Galway	All
Monitoring, Measurement, & Program Modifications	August 2, 2009	Deb Galway	SSMP Implementation and Management
		Craig Isham	SSO Online Reporting
	September 2, 2007	Jeff Horn Craig Isham, Back-up	Reporting and Monitoring Program (SSO Online Reporting)
SSMP Program Audit	August 2, 2011, etc.	Deb Galway	All
Communication Program	August 2, 2009	Deb Galway	All
SSMP Update	August 2, 2014, etc.	Deb Galway	All

Whereas the SSMP Development Plan and Schedule is a general approach and schedule, the task force will use two other more detailed documents as management tools in developing the SSMP. The two documents are the (1) the Roles and Responsibilities Chart and (2) the Action Plan. Both documents are under development. The current versions of the Roles and Responsibilities Chart and the Action Plan are attached as Attachment A and Attachment B, respectively, and are discussed below.

Roles and Responsibilities Chart

The Roles and Responsibilities Chart, Attachment A, shows graphically the organization of staff and their assigned activities for developing the SSMP and complying with the WDRs. Activities currently being conducted by the City (Current Activities) are shown. Activities that are not being conducted or that are partially being conducted and are needed for compliance (Needed Activities) are also shown. Furthermore, activities not being conducted that may not be necessary for compliance but are recommended (Recommended Activities) to help facilitate other required activities are shown. The organization of staff and the activities for which they are responsible correspond to those in Table 1.

Action Plan

The Action Plan, Attachment B, is a table containing a detailed plan and schedule for compliance with the WDRs. In the Action Plan, the Needed/Recommended Activities from the Roles and Responsibilities Chart (Attachment A) are listed with corresponding numbering. Under each Needed/Recommended Activity in the Action Plan are detailed action items needed to complete that activity. The detailed action items are the specific steps that need to be carried out by City staff in order to complete each Needed/Recommended Activity. Each action item has a responsible party and due date. Each action item will be deleted once it has been completed. Action items may be added to the Action Plan as the need for them is identified.