

**City of Placerville
M E M O R A N D U M**

DATE: January 22, 2008

TO: City Council

FROM: Randy Pesses, Public Works Director

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PLACERVILLE FOR THE PURPOSE OF APPROVING THE CITY'S
SEWER SYSTEM MANAGEMENT PLAN AND SCHEDULE.**

RECOMMENDATIONS:

That the City Council adopt a resolution:

1. Approving the Sewer System Management Plan and Schedule attached hereto.

BACKGROUND:

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirement (GWDR). Collection systems are the last major component of the wastewater management system to be regulated. The GWDR applies to all public collection system agencies in California that own or operate collection systems comprised of more than one (1) mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment facility, and requires each agency to prepare a Sewer System Management Plan (SSMP). Further, the GWDR specifies the time schedule within which the local agencies are required to prepare and adopt the SSMP.

DISCUSSION:

The SSMP is a document that dictates the activities the City of Placerville uses to manage the wastewater collection system effectively. As stipulated in the GWDR, the first requirement is to get approval by the City Council on the Plan and Schedule. See Attachment "A".

The tasks and completion deadlines identified within the attached schedule are consistent with those required by the GWDR. The "Plan" outlines the required elements for the management of the collection system. The "Schedule" is the schedule that is set up for communities with a population of 2,500 to 10,000. The City of Placerville's population was 9,610 as of the 2000 census.

To assist the City in preparing the SSMP within the required timeframe, staff is anticipating securing the services of Mr. Ken Holmes, Consulting Engineer with Holmes International.

Mr. Holmes has done work for the City before on projects such as the Trunk Sewer System Capacity Analysis. Mr. Holmes is extremely experienced with completing a Sewer System Management Plan. He has helped other cities complete Sewer System Management Plans and has indicated that he is available to assist Placerville in this endeavor, as well. Staff anticipates coming back to City Council with a Consultant Services Agreement for Mr. Holmes services.

FISCAL IMPACTS:

The City Council adopted the Fiscal Year 2006/2007 Capital Improvement Program Budget which appropriated \$200,000 for the Sanitary Sewer Master Plan (CIP #40710). Staff anticipates utilizing this appropriation for the completion of the Sewer System Management Plan. It is anticipated that this project will require the equivalent of one half-time staff person per year for two years, and approximately \$100,000 in consulting services agreements to complete the Sanitary Sewer Management Plan. Staff will recommend a project budget when the proposed agreement with Mr. Holmes is brought to the City Council for approval.

Tonight, staff respectfully requests the City Council to approve the Sewer System Management Plan and Schedule.

Prepared by:

Reviewed for Fiscal Impact by:

Randy Pesses
Public Works Director

Dave Warren
Director of Finance

Approved for Submittal to City Council:

John Driscoll, City Manager/City Attorney

EXHIBIT “A”

Sewer System Management Plan (SSMP) Development Plan and Schedule

As of November 2006, the City of Placerville has been registered with the State Water Resources Control Board to do Sanitary Sewer Overflow (SSO) electronically.

This plan and schedule will be approved by the City of Placerville City Council before February 2, 2008.

The City of Placerville Public Works Department will develop the SSMP over the next two years to complete all the milestones. The following are the “Tasks and Milestones” that need to be met:

Goals – Stated goals for the SSMP. Public Works Department is currently working on the goals for our SSMP. The due date is May 2, 2008. The Public Works Department will go for City Council approval on April 20, 2010.

Organizational Structure – Shows the City’s organizational structure, which will consist of the names, staff positions and chain of communications for reporting SSOs. The due date is May 2, 2008. The Public Works Department will go for City Council approval on April 20, 2010.

Legal Authority – Give evidence of the City’s legal authority to operate and maintain its sewage collection system. The due date is November 2, 2009. The Public Works Department will go for City Council approval on April 20, 2010.

Operation and Maintenance – There are multiple parts to this task. Those parts are mapping, preventative maintenance program, rehabilitation and replacement program, inspection program, staff training, and equipment and parts inventory. The Public Works Department will be updating the sewer collection maps; give a written description of the preventative maintenance activities; develop a short and long-term plan for the rehabilitation and/or replacement due to system deficiencies, including the funding; show that the staff receives operation and maintenance training; and that the contractors, if any, are adequately trained. The due date is November 2, 2009. The Public Works Department will go for City Council approval on April 20, 2010.

Design and Performance – There are two (2) parts to this task, design standards and inspection and testing standards. The design standards will address new and rehabilitated systems and the necessary inspection and testing standards. The due date is May 2, 2010. The Public Works Department will go for City Council approval on April 20, 2010.

Overflow Emergency Response Plan – These are the written procedures that show how the City responds to SSOs. The due date is November 2, 2009. The Public Works Department will go for City Council approval on April 20, 2010.

Fats, Oils and Grease (FOG) Control Program – There are two (2) parts to this task, FOG ordinance and FOG program. Develop an ordinance to prevent the discharge of FOG in to the sewer collection system. Develop a plan to reduce or eliminate FOG related SSOs. The due date is November 2, 2009. The Public Works Department will go for City Council approval on April 20, 2010.

System Evaluation and Capacity Assurance Plan – The Public Works Department will evaluate those portions of the system that are experiencing capacity related overflows and establish steps to eliminate capacity related overflows, including the I & I program and the short and long term CIP for capacity issues. The due date is May 2, 2010. The Public Works Department will go for City Council approval on April 20, 2010.

Monitoring, Measurement and Program Modifications – Show how the Public Works Department maintains records, monitors and assess the effectiveness of the program and update, if necessary. The due date is May 2, 2010. The Public Works Department will go for City Council approval on April 20, 2010.

SSMP Audits - Show how the Public Works Department will conduct the necessary audits of the SSMP every two years. The due date is May 2, 2010. The Public Works Department will go for City Council approval on April 20, 2010.

Communications Program – Develop a public communication program with customers and potential customers. The due date is May 2, 2010. The Public Works Department will go for City Council approval on April 20, 2010.

Final SSMP – The Public Works Department will final the SSMP document after all the elements have been developed and implemented. The due date is May 2, 2010. The Public Works Department will go for City Council approval on April 20, 2010.

In summary:

<u>Task</u>	<u>Due Date</u>	<u>City Council Approval</u>
Goal	5/2/08	4/20/10
Organizational Structure	5/2/08	4/20/10
Legal Authority	11/2/09	4/20/10
Operation and Maintenance	11/2/09	4/20/10
Design and Performance	5/2/10	4/20/10
Overflow Emergency Response Plan	11/2/09	4/20/10
Fats, Oils and Grease Control Program	11/2/09	4/20/10
System Evaluation and Capacity Assurance Plan	5/2/10	4/20/10
Monitoring, Measurement and Program Modification	5/2/10	4/20/10
SSMP Audits	5/2/10	4/20/10
Communications Program	5/2/10	4/20/10
Final SSMP	5/2/10	4/20/10

Each section of the SSMP must be certified to the State Board as complete. Each section will be certified complete by the Authorized Representative, Randy Pesses, Director of Public Works

and the City of Placerville City Council. The City Council must give its approval of the Plan and Schedule and the completed SSMP. The City Council will be kept informed of the development of the SSMP as it is established and implemented.