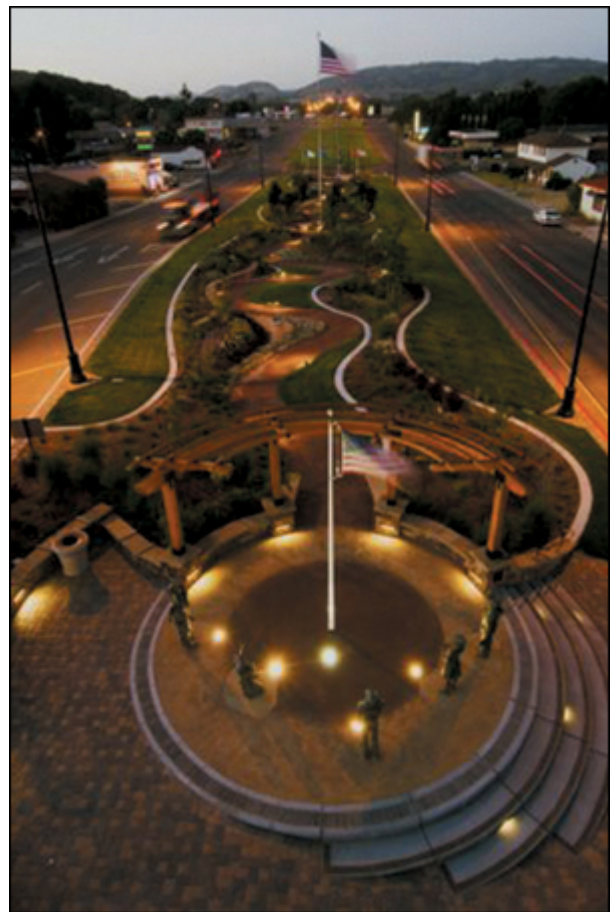
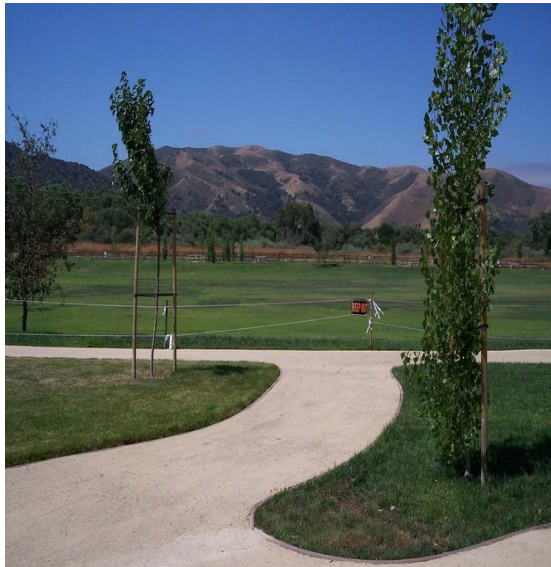


City of Buellton

Sewer System Management Plan



Prepared By:

**Phase 1
2009**



WALLACE GROUP®

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List of Acronyms and Abbreviations

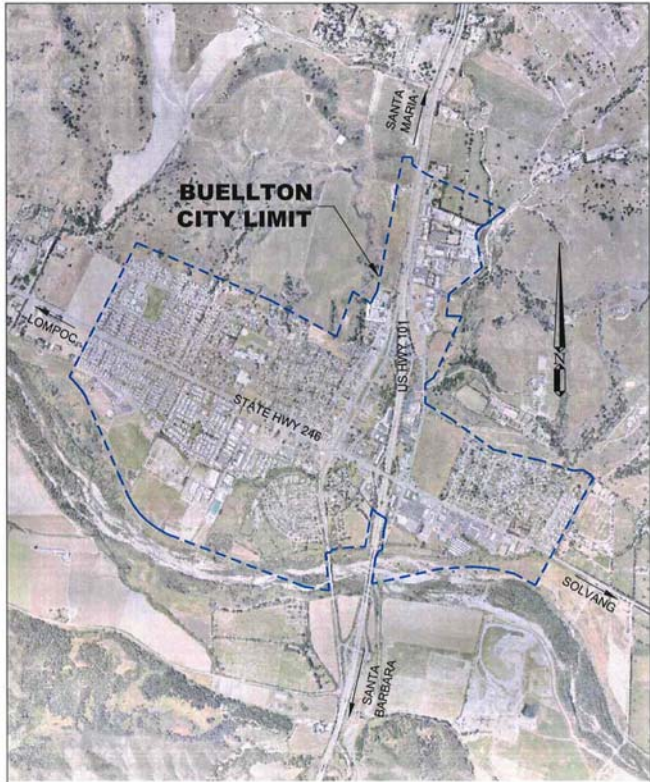
APCD	Air Pollution Control District
BMP	Best Management Practices
CAP	Capacity Assessment Plan
Cal EMA	California Emergency Management Agency
CCTV	Closed Circuit Television
CDFG	California Department of Fish and Game
CIP	Capital Improvement Plan
CITY	City of Buellton or its Delegate(s)
CIWQS	California Integrated Water Quality System
CRWA	California Rural Water Association
CWEA	California Water Environment Association
EH	Santa Barbara County Environmental Health Department
FOG	Fats, Oils and Grease
FSE	Food Service Establishment
GWDR	General Waste Discharge Requirement
HMA	High Maintenance Area
I/I	Inflow & Infiltration
LRO	Legally Responsible Official
mgd	Million Gallons per Day
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
O&M	Operations and Maintenance
PM	Preventative Maintenance
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SHECAP	Sewer Hydraulic Evaluation and Capacity Assessment Plan
SSOR	Sanitary Sewer Overflow Report
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirement

Introduction

This introductory section provides background information on the purpose and organization of this Sewer System Management Plan (SSMP) and provides a brief overview of the City's service area and sewer system.

City Service Area and Sewer System

The City of Buellton (City) is located in the western Santa Ynez Valley of northern Santa Barbara County along Highway 101 half way between Santa Barbara and Santa Maria. The City takes its name from the Buell family who were instrumental in settling the area around the present-day City in the late 1800s. The City was incorporated in 1992 and has been steadily growing from a "crossroads" commercial center for automobile travelers to a place of interest. The total incorporated area of Buellton is approximately 1.6 square miles. The City is predominately residential and is surrounded by equestrian ranches, farms, and wineries.



There are two sewer collection systems within the City of Buellton City limits, private and public. Though ultimately connected, the systems are maintained separately. Private sewer collection systems are located at the Ranch Club Mobile Estates, Rivergrove Mobile Home Park, Flying Flags RV Park, South Industrial Way Industrial Park, and the southeast Highway 246 commercial sites (east of Thumbelina Creek). These systems which include several thousand feet of gravity sewer and lift stations are privately owned and maintained.

The Public Works Department maintains approximately 20 miles of gravity sewer with one lift station. The City also operates a Publicly Owned Treatment Works (POTW) facility whose discharge influences the Santa Ynez River.



BUELLTON CITY BOUNDARY FIGURE 2-1	JOB No. : 778-1-770
	DRAWING : FIG 2-1
	DRAWN BY: MJB
	DATE : 6-28-2007
	SCALE : 1" = 2000'

Sewer System Management Plan Requirement Background

On May 2, 2006, The State Water Resources Control Board (SWRCB) adopted Water Quality Order No. 2006-0003-DWQ, requiring all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under General Waste Discharge Requirements (GWDR). The SWRCB action mandates the development of an SSMP and the reporting of Sanitary Sewer Overflows (SSO) using an electronic reporting system.

Document Organization

This SSMP is intended to meet the requirements of both the Central Coast Regional Water Quality Control Board (RWQCB) and the Statewide GWDR and specifically covers the publicly owned and maintained sewer system. The SSMP includes eleven elements listed below.

- 1. Goals**
- 2. Organization**
- 3. Legal Authority**
- 4. Operation and Maintenance**
- 5. Design and Performance Standards**
- 6. Overflow Emergency Response Plan**
- 7. Fats, Oils & Grease Control Program**
- 8. System Evaluation and Capacity Assurance Plan**
- 9. Monitoring, Measurement and Program Modifications**
- 10. Sewer System Management Plan Program Audits**
- 11. Communication Program**

Each element is organized into sub-sections as follows:

- Description of Regulatory Requirement for the element identified
- Identification of the associated appendices and/or references for the element.
- Discussion of the required element. The discussion may be split into multiple sub-sections depending on the length and complexity of that element.

Supporting information for each element will be included in the appendix associated with that section. In general, information expected to require relatively frequent updates (such as names and phone numbers) are included in the appendices, as well as sample forms, schedules and lists.

Plan & Schedule Regulatory Requirement:

An SSMP Draft Plan Schedule is required to be certified by City Council. The Draft Plan Schedule is included in **Appendix A**. The development of the Sewer System Management Plan is to be completed in phases.

Phase 1 of the SSMP consists of an Introduction followed by Goals and Organization. Phase 1 is required to be certified by the City Council to be in compliance with the requirements set forth above and must be presented to the City Council for approval at a public meeting. This Phase is to be completed by May 2, 2008.

Phase 2 consists of Legal Authority, Operation and Maintenance, Overflow Emergency Response Plan, and Fats, Oils & Grease Control Program. Phase 2 is to be completed by November 2, 2009. Phase 2 is not required to be certified by City Council but is required to be kept on-site.

Phase 3 is to be completed by May 2, 2010. Design and Performance Standards, System Evaluation and Capacity Assurance Plan, Monitoring, Measurement and Program Modifications, SSMP Program Audits and Communication Program are all part of Phase 3.

The final document is required to be certified by City Council and reported on the State CIQWS database. The SSMP is considered a living document and is to be kept on-site and reviewed regularly.

Element 1 – Goals

This SSMP element identifies goals for management, operations and maintenance of the sewer system and discusses the role of the SSMP in supporting these goals. These goals provide focus for City staff to continue high-quality work and implement improvements in the management of the City's sewer collection system.

1.1 Regulatory Requirements

The summarized requirements for the Goals element of the SSMP are as follows:

- 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 occur.

Element 1 – Goals Appendix

Supporting information for Element 1 is included in **Appendix A** which contains the following document:

- **Sewer System Management Plan Schedule**

1.2 Goals Discussion

The City has developed the following SSMP goals which will contribute to the proper management of the system and will assist in minimizing the frequency and impacts of Sanitary Sewer Overflows. This task will be accomplished through providing proper guidance for appropriate maintenance, City management, and emergency response.

The City strives to provide high quality and cost-effective wastewater collection for customers by meeting the following goals:

- Continue with the proactive approach to minimize the likelihood of an SSO (current practices in place have prevented an SSO incident for five (5) years). Should one occur the goal of the City is to perform a comprehensive analysis determining if any process/management of the collection system changes are warranted.
- Prevent public health hazards through proper notification, emergency response and spill containment and clean up procedures.
- Minimize inconveniences by responsibly handling interruptions in service.
- Protect large investments in collection system by maintaining adequate capacities and extending useful life.
- Use available funds for sewer operations in the most efficient manner. Identify, prioritize, and continuously renew and replace sewer system facilities to maintain reliability.
- Convey wastewater to the treatment facility with a minimum infiltration and inflow.
- Provide adequate capacity to convey peak flows.
- Remain proactive in capacity assurance through continual system evaluations so that the City can ensure proper wastewater collection throughout future growth.
- Perform all operations in a safe manner to avoid personal injury or property damage.

- 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 Sanitary Sewer Overflows (SSOs).
- Implement regular, practical maintenance of the sewer system to remove roots, debris, sand, and Fats, Oils and Greases (FOG) in areas prone to blockages that may cause SSOs or sewer backups.

The SSMP supplements and supports the City's existing Operations & Maintenance Program and goals by providing high level, consolidated guidelines and procedures for all aspects of the City's sewer system management.

Element 2 – Organization

This section of the SSMP identifies City staff that is responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) to meet SWRCB requirements for completing and certifying spill reports.

2.1 Regulatory Requirements

The SSMP must identify:

- a. **The name of the agency’s responsible or authorized representative;**
- b. **The names and telephone numbers for management, administrative, and maintenance positions 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 Quality Control Board and other agencies, if applicable, such as County Health Officer, County Environmental Health Agency, and/or California Emergency Management Agency (Cal EMA).**

Element 2 - Organization Appendix

Supporting information for Element 2 will be included in **Appendix B** which contains the following documents:

- **Current List of Council Members and their Contact Numbers(update as needed)**
- **Current List of City Staff and their Contact Numbers (update as needed)**

2.2 City Organization

Buellton was incorporated on February 1, 1992 and operates under a five-member City Council, five-member Planning Commission, five member Parks and Recreation Commission and City Manager form of government. The City adopted a general plan and also established a Redevelopment Agency for a project area of about 180 acres in November 1993. The City Council members also serve as members of the Redevelopment Agency, and the City Manager holds the title of Executive Director of Redevelopment. City Council meetings are held at 6:00 PM on the second and fourth Thursdays of each month in the Council Chambers at 140 West Highway 246. Redevelopment Agency meetings are convened immediately following the council meeting adjournment. Planning Commission meetings are held at 6:00 PM on the first and third Thursdays of each month in the same hearing room. Parks & Recreation Commission meetings are held at 6:00 PM on the fourth Monday of each month in the same hearing room.

Daily management of the wastewater system is carried out by the Public Works Director and Field Workers. The Public Works Director reports directly to the City Manager. The Public Works Director is the authorized representative responsible for implementation of the Sewer System Management Plan.

Operations staff is on-call twenty four (24) hours per day.

2.3 Description of General Responsibilities

Public Works Director

The Public Works Director plans, organizes, directs, and supervises public works activities of the City, specifically the operation and maintenance of water and sewer networks and wastewater treatment. This person also ensures regulatory compliance, reporting and monitoring of these facilities. The Public Works Director prepares and controls department budget, reviews project plans and specifications for public works projects and coordinates with the City Engineer and engineering consultants. This person also addresses the City Council on matters of public works.

City Engineer

The City Engineer ensures compliance with State regulatory requirements, oversees utilities general design performance parameters, preparation of capital improvements design (including plan specifications and cost estimates) and construction management of public roads, storm drain, water and sewer facilities coordinating with other City departments. The City Engineer also addresses the City Council on matters relating to engineering and public works.

City Manager

The City Manager provides oversight of the Public Works Director and City Engineer and other City departments. This person addresses the City Council on all matters and confers with the Public Works Director and City Engineer on matters of the City's infrastructure.

Field Workers

The Field Workers are part of the Public Works crew that operates and maintains all public facilities, including the sewer collection system and the wastewater treatment plant.

2.4 Authorized Representative

The City's authorized representative in all wastewater collection system matters is the Public Works Director. The Public Works Director is authorized to submit and certify Sanitary Sewer Overflow Reports to the appropriate government agencies.

2.5 Responsibility for SSMP Implementation

The Public Works Director is responsible for implementing and maintaining all elements of this SSMP.

Responsibility for Element 1 – Goals

The Public Works Director is responsible for leading Staff in the implementation of the City's goals.

Responsibility for Element 2 – Organization

The Public Works Director is responsible for updating the organizational structure, SSMP implementation assignments, and SSO responding and reporting chain of communication, as needed.

Responsibility for Element 3 – Legal Authority

The Public Works Director is responsible for upholding the City Sewer Code and for drafting new ordinances, as needed.

Responsibility for Element 4 – Operations and Maintenance

The Public Works Director is responsible for

- 1) Resources and Budget

- 2) Outreach to Plumbers and Building Contractors
- 3) Prioritizing Preventative Maintenance
- 4) Purchasing Contingency Equipment and Replacement Inventories
- 5) Training of Staff
- 6) Updating the Collection Systems Map, and
- 7) Scheduling Inspections and Condition Assessment.

Responsibility for Element 5 – Design & Performance Standards

The Public Works Director is responsible for reviewing design and construction documents to ensure that all construction projects meet the City standards. This position is responsible for updating standards for installation, rehabilitation and repair, as needed. This position is also responsible for the inspection of construction projects to ensure City standards have been followed.

Responsibility for Element 6– Overflow Emergency Response Plan

The Public Works Director is responsible for implementation of the Overflow Emergency Response Plan, including revisions to the plan and training for maintenance crew members and Staff.

Responsibility for Element 7 – Fats, Oils and Grease (FOG) Control Program

The Public Works Director is responsible for identifying grease hot spots and maintaining an effective cleaning program for grease problematic sewers. The Public Works Director is responsible for overseeing the FOG Program for the City of Buellton.

Responsibility for Element 8 – System Evaluation and Capacity Assurance Plan

The Public Works Director is responsible for establishing and assessing capacity requirements for the City trunk line system and for the preparation and implementation of System Evaluation and Capacity Assurance Plan. This portion of the SSMP covers the development and implementation of the City's long-term Capital Improvement Plan (CIP), including updating budgets and schedules.

Responsibility for Element 9 – Monitoring, Measurement and Program Modification

The Public Works Director is responsible for monitoring the implementation of and assessing success of the overall SSMP program elements, with the assistance of various Staff. This position is responsible for identifying trends in SSO occurrences and providing recommendations to the City Council.

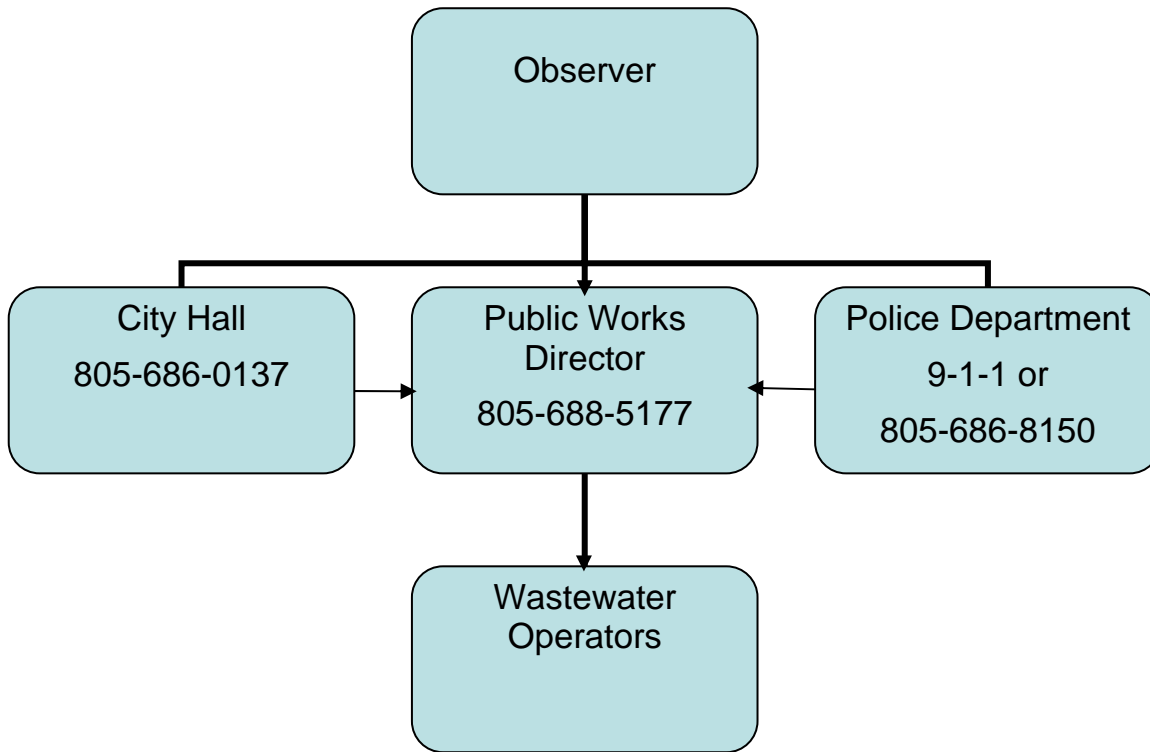
Responsibility for Element 10 – SSMP Audits

The Public Works Director is responsible for overseeing the SSMP audits.

Responsibility for Element 11 – Communication Plan

The Public Works Director is responsible for communicating with the public and regulatory agencies of the status of The City's SSMP. This position is also responsible for communicating all revisions and updates of the SSMP to City employees.

2.6 Chain of Communication for Responding to SSOs



1. A sewer spill is reported to the City one of four ways:
 - a. A call to City Hall
 - b. A call to the Police Department
 - c. A call to the Public Works Department, or
 - d. A call by radio from City Staff
2. All calls are immediately reported to the Public Works Director or On-call Operator who is then designated the First Responder. On-call Operators are designated weekly and are required to carry a pager and remain within a 30 minute response zone.
3. The First Responder is responsible for assessing the spill and filling out a Sewer Overflow Response Report (SORR). The First Responder will contact the appropriate agencies as soon as the spill is under control or assistance has arrived.
4. The applicable agencies that would be contacted include:
 - a. Santa Barbara County Health Department (Contact immediately if public contact)
(805) 346-8462
 - b. California Regional Water Quality Control Board (RWQCB) (Contact within 24 hours followed by written report within 3 days) Central Coast Region (805) 549-3147

- c. Santa Barbara County Office of Emergency Services (OES) (Contact within 2 hours if spill over 1,000 gallons) (805) 852-7550
- d. Cal Emergency Management Agency (Cal EMA) Warning Center (Contact within 2 hours if spill over 1,000 gallons) (800) 852-7550
- e. CA Department of Fish & Game (Contact within 24 hours if spill affects fish and/or wildlife) (831) 649-2810

Upon completion of containment and clean-up, the Public Works Director will use the SORR to complete the final spill reports to the SWRCB CIWQS database, the RWQCB, the County OES, Cal EMA, and the Santa Barbara County Environmental Health Department as needed.

Appendices

Appendix A for Element 1 - Goals

Sewer System Management Plan Task Schedule

Main Task/Sub-Task	Actions	Due Date / Status
(i) SSMP Development Plan and Schedule	Initial plan on how the agency intends on developing and implementing their SSMP.	Due February 2, 2008
Council certification of Development Plan and Schedule	Present SSMP Development plan to City Council for approval.	In Process
(ii) Goal - Ele 1	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.	Due: May 2, 2008
SSMP Goals	Stated goals for SSMP	Completed
(iii) Organization - Ele 2	Names and staff positions responsible for developing and implementing the SSMP.	Due: May 2, 2008
Organizational Chart for City of Buellton, Public Works Division	Develop organizational chart of management, administration and maintenance personnel.	Completed
SSO Chain of Communications	Develop the internal chain of communications for reporting SSO's.	Completed
(iv) Legal Authority - Ele 3	Agency's legal authority to operate and maintain it's sewage collection system.	Due: November 2, 2009
Ordinance Development for Preventing Prohibited Discharges	Municipal Code 14.24.030	Completed
Ordinance Development Requiring Proper Design and Construction	Municipal Code 14.24.040 and 14.24.050	Completed
Ordinance Development Requiring Inspections during and following construction	Municipal Code 14.24.030	Completed
Ordinance Development for the Limiting of the Fats, Oils and Grease	Municipal Code 14.24.030	Completed
Ordinance Development to Enforce Violations	Municipal Code 14.72	Completed
(v) Operation and Maintenance - Ele 4	Collection System operations program and procedures.	Due: November 2, 2009
Mapping	Up to date mapping of the sewage collection system facilities.	Completed
Mapping Updates	Develop procedures for maintaining mapping data.	Completed
Preventative Maintenance Program	Develop a written description of the preventative maintenance activities the City employs.	Under development
Pipeline Maintenance	Develop a schedule for line cleaning and maintenance.	Under development
Pumping and Other Facilities	Develop a schedule for maintenance of pumping and other facilities	Under development
Problem Areas	Identify problem areas (high maintenance areas; HMA) and develop procedures for their maintenance.	Under development
Rehabilitation and Replacement Program	Develop a short and long term plan for the rehabilitation or replacement of piping due to system deficiencies, including funding (CIP).	Under development
Inspection Program	Develop a program and schedule for the regular visual inspection of the system.	Under development
Inspection Schedule	Develop a schedule for ongoing inspection of the entire collection system.	Under development
Work Orders	Develop a system to track and schedule all maintenance activities.	Under development
Equipment and parts inventory	Develop an inventory of equipment and replacement parts.	Under development
Critical parts	Develop an inventory of critical replacement parts including procedures for acquisition.	Under development

(vi) Design and Performance - Ele 5	Develop and Implement the Capital Improvement Plan that will provide for equipment and system replacements.	Due: May 2, 2010
Design Standards	Develop and/or adopt design and construction standards and specifications for the installation of new sewer systems	Under review
Inspection and testing standards	Develop and/or adopt procedures and standards for inspecting and testing	In Practice
(vii) Overflow Emergency Response Plan - Ele 6	Written Procedures defining how the City responds to SSO's.	Due: November 2, 2009
Overflow Response Procedures	Develop standard operating procedures for SSO response.	Completed
Notification Procedures	Develop notification procedures to ensure all required regulators (and others) are properly and timely notified of an SSO event.	Completed
Emergency Response Training	Develop and implement Emergency Response Training Program for staff or contractors, if utilized.	Under development
Traffic and Crowd Control	Develop procedures for traffic and crowd control to be utilized during an SSO event.	Under development
Monitoring and Sampling	Develop procedures for monitoring and sampling, if required, for an SSO event.	Under development
Follow-Up	Develop procedures for following up on an SSO event, including investigation for the cause or responsible party.	Under development
(viii) Grease Control Program - FOG (Fats, Oils & Grease) - Ele 7	Prepare and implement a FOG Control Program to reduce the amount of these substances from being discharged into the collection system.	Due: November 2, 2009
Determination of FOG problems	Evaluate System to determine if FOG related problems exist.	Completed
FOG characterization Study	If FOG problems are present, perform a FOG Characterization Study to determine the location and extent of the problem.	Completed
FOG Ordinance	Develop ordinance/policy to ensure legal authority to prevent the discharge of FOG into the sewer system.	Completed
FOG Program	Develop a program to reduce and/or eliminate FOG related sources.	Completed
Public Outreach	Develop an appropriate public education, outreach program and marketing materials designed to assist in the reduction of FOG.	Completed
FOG Disposal	Develop a list of authorized FOG disposal sites.	Completed
FOG Inspections	Develop and implement a FOG inspection program.	Completed
(ix) System Evaluation and Capacity Assurance Plan (CAP) - Ele 8	Evaluate current capacity of Collection System and provide solutions to areas with needed improvement	Due: May 2, 2010
Inflow and Infiltration (I&I)	Develop procedures to detect and remediate I&I problems.	To be developed
Identify Deficiencies	Identify areas of the system that exhibit capacity deficiencies.	To be developed
Analyze Defects	Analyze and prioritize repairs/replacement of pipeline defects.	To be developed
Capital Improvement Projects	Five Year Planning and 10 Year Planning	To be developed
(x) Monitoring, Measurements and Plan Modifications - Ele 9	The ongoing evaluation of the performance of the SSMP document and it's ability to achieve its stated goals.	Due: May 2, 2010
Data Management	Develop procedures for accumulated and analyzing system maintenance, repairs, projects, reductions of SSO's, and any other pertinent data.	To be developed
Program Effectiveness	Develop procedures, report, etc. to measure the effectiveness of the SSMP.	To be developed
Program Changes	Develop procedures to initiate changes, enhancements, or correct deficiencies in the SSMP.	To be developed

(xi) SSMP Program Audits - Ele 10	Program audits are required every two years following the adoption of the final SSMP (August 2, 2011). Audits shall document the success of the SSMP and improvements made to it.	Due: May 2, 2010
Document Control	Develop procedure for SSMP document control.	To be developed
Key Individual(s)	Identify key individual(s) responsible for the SSMP audit (every 2 years). Development of an SSMP Adhoc Audit team consisting of local agencies for peer review and direction.	To be developed
Checklist	Develop a checklist to assist and ensure the SSMP is in compliance and effective.	To be developed
Reports	Develop reports to assist with analyzing the effectiveness of the SSMP.	To be developed
Milestones	Develop milestones (time, events, etc.) that denote program review.	To be developed
(xii) Communication Program - Ele 11	The communication program is the agency's outreach to the community and satellite contributors about the public collection system and the SSMP document.	Due: May 2, 2010
Public Outreach	Develop a protocol for soliciting and responding to public input.	To be developed
Staff SSMP Awareness	Develop a program to ensure staff awareness of SSMP procedures, protocol, etc.	To be developed
FINAL SSMP CERTIFICATION	Final SSMP document, after all elements have been developed, documented and implemented.	Due: May 2, 2010
Review by City Attorney	Review of completed SSMP by the City Attorney.	To be developed
Adoption/Certification of SSMP by City Council	Adoption and certification of final SSMP document by City's governing body.	To be developed

Appendix B for Element 2 - Organization

Current City Council Members

Title	Member	email
Mayor	Russ Hicks	rhicks1@wm.com
Mayor Pro Tem	Victoria Pointer	pointfam@gmail.com
Council Member	Ed Andrisek	eda@cityofbuellton.com
Council Member	Dave King	davek@cityofbuellton.com
Council Member	Holly Sierra	hollys@cityofbuellton.com

Current Public Works Department Contact Numbers

Staff Member	Phone	
Bill Albrecht – Public Works Director	(805) 688-5177	email: billa@cityofbuellton.com
Bob Covarrubias – Grounds and Maintenance		
Kurt Greer – Field Worker I		
Jim Graham – Field Worker II		
Joe Meehan – Field Worker II		
Ray Ochoa – Field Worker II		
John Sanchez – Field Worker III		