

Mendocino City Community Services District Sewer System Management Plan

Section 1

Introduction

1.1 System Overview

The MCCSD service area encompasses a population of approximately 1,000 residents and covers a 1 square mile area. This area is predominantly characterized by residential development. The MCCSD Sewerage System is comprised of collection, treatment and disposal facilities. The District manages and maintains over 47,000 feet of collection system sewer lines and three lift stations (Figure 1). The California Department of Parks and Recreation maintains a collection system and lift station at Russian Gulch State Park. State Park wastewater is pumped from their lift station through a force main to the MCCSD gravity collection system. Wastewater collected from the Mendocino Sewerage System is treated at the District's wastewater treatment plant. The plant provides full tertiary treatment before discharge via an ocean outfall. There is no industrial flow to the MCCSD Sewerage System. It is anticipated that there will be continued residential growth in the service area.

The District's wastewater collection system is comprised of vitrified clay, concrete, and PVC pipe ranging in size from 15-inch trunk lines to 4-inch laterals. The collection system includes the major portion of the system that was built in the mid 1970's, several pre-existing concrete collection lines from the old "Heeser System", and a private collection system constructed three years after the District system was completed in the Hills Ranch Subdivision.

Several of the old sewer lines were incorporated into the District collection system that was completed in 1975. The date of the installation of the original "Heeser System" is unknown. In 2003, the District added a privately owned Hills Ranch Subdivision collection system and lift station at the request of the property owners. This system was constructed in 1978.

Three lift stations, "A" (Main Street), "B" (Heeser Drive), and Hills Ranch are now maintained and operated by the MCCSD. Originally, lift stations "A" and "B" served only a limited number of local residents; therefore, they had wet wells designed to provide 12 hours storage capacity, which eliminates the need for standby power facilities. Hills Ranch Lift Station C, located in the Suntrap Meadow Circle cul-de-sac, collects wastewater from the areas within the subdivision. This station pumps wastewater by means of centrifugal pumps through a 4-inch PVC force main to the gravity portion of the system at Manhole No. HR9 located in the intersection of Hills Ranch Road and Suntrap Meadow Circle. The lift station has an emergency generator.

1.2 SSMP Background

The State Water Resources Control Board (SWRCB) acted at its meeting on May 2, 2006 to require all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under Statewide General Waste Discharge Requirements (WDR). The SWRCB action applies to the Mendocino City Community Services District (MCCSD), and mandates the development of a Sewer System Management Plan (SSMP) and the reporting of sanitary sewer overflows (SSOs) using an electronic reporting system. The SWRCB SSMP requirements are similar to those promulgated by the California Regional Water Quality Control Board (RWQCB).

The intent of this SSMP is to meet the requirements of both the RWQCB and the Statewide WDR. The organization of this document is consistent with the RWQCB guidelines, but the contents address both the RWQCB and SWRCB requirements. This SSMP is in compliance with California Regional Water Quality Board, North Coast Region (SDRWQB); order R1-2004-0055.

The SSMP outlines the annual management and scheduled maintenance for the sewer lines and the District's three lift stations. A five year cleaning and videotaping schedule of the sewer lines and lift stations has been developed by

MCCSD. The District performs ongoing repair and maintenance activities to the collection system and the ocean outfall line as needed. Any damage to the collection system found during regular collection system maintenance will be repaired during that year.

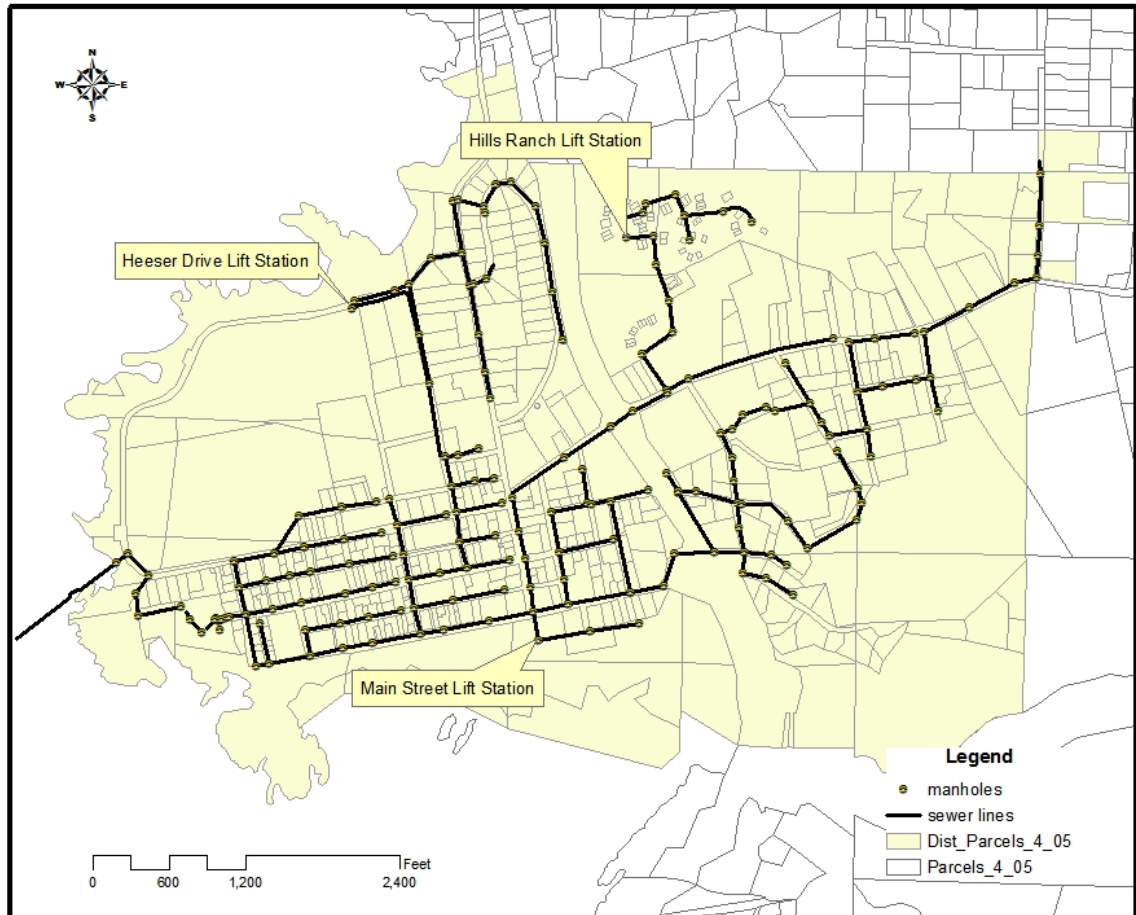


Figure 1 Location map showing MCCSD collection system and lift stations

The SSMP includes eleven elements, as follows:

- I. Goals
- II. Organization
- III. Legal Authority
- IV. Operation and Maintenance Program
- V. Design and Performance Provisions
- VI. Overflow Emergency Response Plan
- VII. Fats, Oils and Grease Control Program
- VIII. System Evaluation and Capacity Assurance Plan
- IX. Monitoring, Measurement, and Program Modifications
- X. SSMP Program Audits
- XI. Communication Plan

1.3 SSMP Development Plan and Implementation Schedule

MCCSD has developed an SSMP Development Plan and Implementation Schedule designed to address each mandated element of the SSMP and in accordance with the specified deadlines required in the WDRs. The SSMP Development Plan and Implementation Schedule has been divided into three (3) phases based upon to GWDR deadline (see Appendix A).

Section 2

Element I—Goals

The purpose of the SSMP is to provide a plan and schedule to manage, operate, and maintain all parts of the sanitary sewer system. The primary objective of this Plan is to eliminate sanitary sewer overflows. The District has developed goals to reduce the frequency of sanitary sewer overflows and mitigate any SSOs that occur. The District seeks to provide high quality and cost-effective wastewater collection for its constituents by meeting these goals. The District's Board of Directors and MCCSD personnel are committed to providing the resources necessary to maintain the sewer collection system and to implement this SSMP.

2.1 SSMP Goals

The following goals are herewith established by this SSMP:

- Properly manage and operate the District's facilities to minimize SSOs.
- Implement regular, proactive maintenance of the system to remove roots, debris, and fats, oils and grease in areas prone to blockages that may cause sewer backups or SSOs.
- Provide adequate capacity to convey peak wastewater flows.
- Protect public health and safety.
- Perform all activities in accordance with established safety policies and practices.
- Protection of the Pacific Ocean waters and tributaries within the District's service area.
- Protect the Town's shallow aquifer.
- Retain qualified employees who are well trained and certified in Collection System Maintenance.
- Uphold the District's standards and specifications on newly constructed public and private sewers.
- Preserve the District's capital investment in the sanitary sewer system to assure maximum system service life.

Section 3

Element II—Organization

The intent of this section of the SSMP is to identify District Staff who are responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet SWRCB requirements for completing and certifying spill reports.

3.1 District Organization

The Mendocino City Community Services District is a special district that is also an enterprise district. The District is governed by a 5-member Board of Directors elected at large. Election of Directors is held in November of odd numbered years. Directors are elected to serve four year terms. The District Board routinely meets on the last Monday of each month, with special meetings called as necessary. Daily management is carried out by the District Superintendent who oversees the District's staff and reports directly to the Board of Directors. Figure 2 illustrates the MCCSD organizational structure.

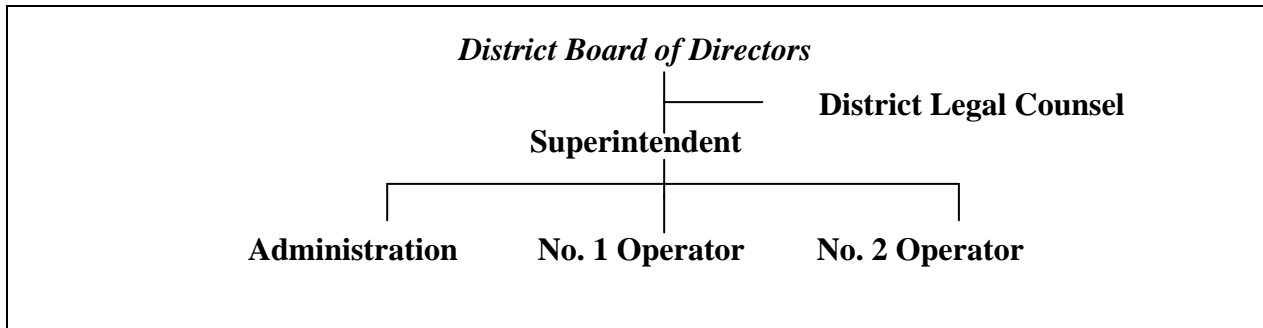


Figure 2 **MCCSD Organization Chart**

3.2 Description of General Responsibilities of District Personnel

District Superintendent

Under administrative direction from the Board of Directors, the District Superintendent plans and manages the affairs of the District and directs the staff in all functions and operations. The District Superintendent represents Board policy and programs with employees, community organization, and the general public. The District Superintendent reviews budget requests and makes recommendations to the Board on final expenditure levels, manages all labor/management activities, and performs all related work as required. The District Superintendent performs inspections to ensure compliance with approved plans and enforcement of District regulations relating to construction of public and private sewers, collection system pumping stations, and related appurtenances.

Administrative Assistant

Under direction and supervision of the Board of Directors and the District Superintendent, the Administrative Assistant performs secretarial, receptionist and administrative tasks, some of which are complex and confidential in nature. The Administrative Assistant provides technical assistance to the general public and public agencies regarding implementing District procedures for development review and permit issuance. The Administrative Assistant is responsible for the District’s accounting and financial record keeping activities, and provides a variety of responsible professional assistance in the areas of budgeting, and fiscal planning and control, and performs related work as assigned.

Operator No. 1

Is under the direction of the District Superintendent, and reports directly to the District Superintendent. Operator No. 1 operates a variety of plant equipment in connection with the continuous safe and efficient operation of the wastewater treatment plant and collection system in order to meet all WDR and N.P.D.E.S. discharge requirements. Personally performs a variety of tasks related to the maintenance, cleaning, and repair of the District’s wastewater collection system, pump stations, and related appurtenances. When required, Operator No. 1 is responsible for enforcement of District safety regulations. This staff position is also responsible for collecting process samples and performing all laboratory testing and analyses.

Operator No. 2

Under supervision of the District Superintendent, the Maintenance/Operator performs a variety of tasks related to the maintenance, cleaning, and repairing of the District’s wastewater collection system, pump stations, and related appurtenances. Maintains the collection system geographic information system maps and database, and updates the District’s collection system maintenance records. Also serves as the District’s information technology staff person.

3.3 Responsibility for SSMP Implementation

MCCSD’s SSMP identifies staff responsible for implementation of the SSMP program. Table 1 summarizes the responsibilities for SSMP implementation by element.

**Table 1 Responsibility for SSMP Implementation by Element
SSMP Elements**

SSMP Elements	Responsible Person(s)
I – Goals	District Superintendent
II – Organization	District Superintendent
III – Legal Authority	District Superintendent, District Legal Counsel
IV – Operations and Maintenance Program	District Superintendent
V – Design and Performance Provisions	District Superintendent, Engineering Consultant
VI – Overflow Emergency Response Plan	District Superintendent
VII – FOG Control Program	District Superintendent
VIII – System Evaluation and Capacity Assurance Plan	District Superintendent, Engineering Consultant
IX – Monitoring, Measurement and Program Modifications	District Superintendent, Engineering Consultant
X – SSMP Program Audits	District Superintendent
XI – Communication Plan	District Superintendent

Element I – Goals

The District Superintendent is responsible for leading staff in the implementation of the District’s goals.

Element II – Organization

The District Superintendent is responsible for updating the organizational chart, and for assigning SSMP implementation assignments.

Element III – Legal Authority

The District Superintendent is responsible for upholding or revising the District’s Sanitary Sewer Use and Sewer System Design Standards Ordinances (Appendix B). The Sanitary Sewer Use Ordinance includes residential and non-residential sewer use regulations and discharge permitting procedures and pre-treatment requirements for non-residential users. The Sewer System Design Standards Ordinance establishes standards for new and rehabilitated collection system components. The District’s legal counsel will review these ordinances and any amendments to the ordinances, and will make recommendations for necessary changes.

Element IV—Operations and Maintenance Program

The District Superintendent is responsible for developing the Collection System Operation and Maintenance Program (CSOMP). The CSOMP establishes procedures intended to prevent or minimize the potential for sanitary sewer overflows. MCCSD staff maintains the CSOMP and amend or update it as necessitated by the addition of new facilities, or changes in operation or maintenance of the sewer system that may materially affect the potential for sewer overflows.

Element V—Design and Performance Provision

The District uses consultants and contract engineering firms to develop and review design and construction documents and plans to ensure that all construction projects meet the District’s standards. A District contract engineer would be responsible for updating standards for installation, rehabilitation and repair of the collection system.

The District’s contract engineer and the District Superintendent are responsible for inspecting, testing, and acceptance of all new collection system construction projects, rehabilitated, or repaired portions of the collection system to ensure the District’s construction standards have been followed. The District Superintendent serves as project manager for new and rehabilitated facilities, as needed. MCCSD has adopted a Sewer System Design Standards Ordinance that provides standards for the installation, rehabilitation and repair of the collection system, pump stations, and related appurtenances (Appendix B).

Element VI – Overflow Emergency Response Plan

The District Superintendent is responsible for implementing the Overflow Emergency Response Plan (Appendix D). Revising the plan and annual operator training is also the Superintendent's responsibility.

Element VII – Fats, Oils, and Grease Control Program

The District Superintendent and operators are responsible for developing a Fats, Oils, and Grease Program that identifies grease hot spots to help develop and maintain an effective cleaning program for grease problem sewers. A draft of the Fat Oil and Grease Ordinance is attached in Appendix B.

The Operators are responsible for inspecting grease interceptor traps that have been installed at non-residential locations at the District Superintendent's direction. The District Superintendent under the direction of the Board of Directors is responsible for enforcing user discharge permit regulations.

Element VIII – System Evaluation and Capacity Assurance Plan

An engineering consultant hired by the District will perform a collection system capacity evaluation study. The engineering firm is responsible for establishing and assessing capacity requirements for the District's collection system and for providing recommendations for corrective actions needed to address hydraulic deficiencies.

The District Superintendent is responsible for preparation and implementation of the District's System Evaluation and Capacity Assurance Plan, which includes an implementation schedule that prioritizes short and long-term actions recommended by the District's engineer to correct hydraulic deficiencies. The District Superintendent under the direction of the Board of Directors is responsible for development and implementation of the District's long-term Capital Improvement Plan (CIP) including updating budgets and schedules for making capital improvements to reduce inflow and infiltration and to correct hydraulic deficiencies.

Element IX – Monitoring, Measurement and Program Modifications

The District Superintendent is responsible for monitoring implementation and assessing success of the overall SSMP program elements with the assistance of staff. The District Superintendent will update the SSMP, as needed. SSO trends, including frequency, location, and volume will be identified by the Superintendent. Key performance indicators monitored by staff to measure SSMP performance include service calls, blockages, and SSOs over the last year.

Element X – SSMP Program Audits

The District Superintendent is responsible for overseeing SSMP audits. Every two years an internal audit will be performed and a report will be prepared and kept on file that evaluates the effectiveness of the SSMP and District compliance with SSMP requirements.

Element XI – Communication Plan

The District Superintendent is responsible for communicating with the public and nearby agencies the status of the District's SSMP. Public notification will be given that the District is preparing an SSMP at a regularly scheduled Board of Directors meeting to provide the public with an opportunity for input to the District as the program is developed and implemented.

The District Superintendent will notify Russian Gulch State Park, which operates a tributary collection system to the MCCSD sanitary sewer system, that the District is preparing an SSMP.

3.4 Authorized Representative

The District Superintendent is the District's authorized representative registered with the State Water Resources Control Board to enter and certify SSO data by email, which is accessed through the California Integrated Water Quality System (CIWQS). The District Superintendent has been authorized by the Board of Directors to prepare and

submit electronic reports. Name and contact information for the current authorized representative is available in Appendix C.

3.5 Chain of Communication for Responding to SSOs

The communication chain for responding to an SSO is shown in Figure 3. Detailed information on the District’s overflow response procedure can be found in Element 3 Overflow Emergency Response Plan and in the District’s full Overflow Emergency Response Plan in Appendix D.

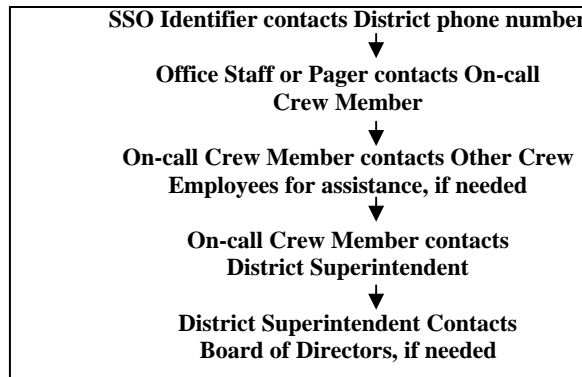


Figure 3 Chain of Communication for Responding to SSOs

3.6 Chain of Communication for Reporting SSOs

The chain of responsibilities for reporting SSOs to the various regulatory agencies is shown in Figure 4. Detailed information on SSO reporting can be found in Element 3 Overflow Emergency Response Plan and in the District’s full Overflow Emergency Response Plan in Appendix D.

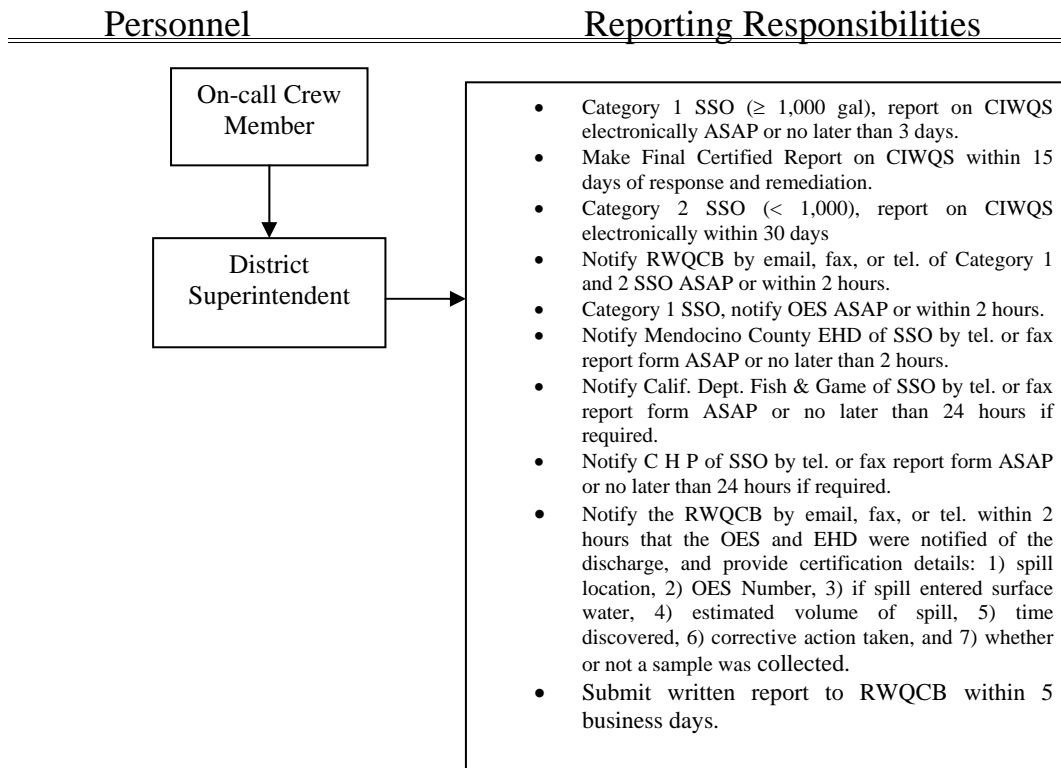


Figure 4 SSO Reporting Responsibilities