

**MEETING DATE:** January 8, 2019

**ITEM SUBMITTED BY:** Peter Kampa, General Manager

**SUBMITTAL PREPARED BY:** Peter Kampa, General Manager

**AGENDA ITEM:** Adoption of a Resolution Approving an Updated Sewer System Management Plan (SSMP) in Accordance with the State Water Resources Control Board (SWRCB), Order No. 2006-0003  
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**RECOMMENDED ACTION**

Adopt Resolution Approving an Updated Sewer System Management Plan (SSMP)

**BACKGROUND**

The District is required by State Water Resources Control Board (SWRCB), Order No. 2006-0003 to adopt a Sewer System Management Plan (SSMP), and to update that plan as needed; at minimum on a five-year basis. The action to be considered by the Board is the approval of the updated SSMP, dated December 2018. A draft implementation cost estimate is attached as Table 1.

The SSMP is a very important management plan for the District, as it establishes goals and requirements intended to reduce and eliminate sanitary sewer overflows (SSO). As the Board is undoubtedly aware, SSOs can be extremely expensive for the District in terms of state issued fines, cleanup costs, potential lawsuits and damage to waterways; not to mention the associated loss of public confidence.

Implementation of the SSMP can be very costly in terms of the staff effort required, inspection and cleaning contractors, infrastructure repair and replacement costs, and the administrative effort to develop and implement the mandatory communication and Fats, Oil and Grease (FOG) programs. The elements of the SSMP must be given the highest priority for their success; and failure to adequately implement the plan can exacerbate any related regulatory actions related to SSOs. To implement the plan, there will be diligent pursuit by all levels of management for adequate District staffing, training, and performance management capabilities.

Some aspects of the Plan are at the discretion of the District, and some are not. For example, the state regulations do not prescribe exactly how many staff or how much maintenance and inspections need to be done. Their directive is simple; implement an SSMP that contains elements that eliminate SSO. The plan contains the specific practices and procedures developed and recommended by District management under advice of its District Engineer, to accomplish this. The Board can direct the reduction of the plan's efforts and budget to save cost, but management's professional recommendation is that doing so will reduce the risk of SSO to a less than acceptable level.

**(NOTE FOR 1-8-19 BOARD MEETING)**

Unfortunately, holiday schedules plus numerous management revisions to the SSMP since the first of the year, have caused a delay in delivery of the draft SSMP to the Board in time for this meeting. Due to the complexity of this plan and its related implications on the operation, we believe it important to review and discuss this agenda submittal and estimated implementation budget, and receive initial Board input so that the approval resolution may be placed on the next meeting agenda.

**ATTACHMENTS**

1. Draft Updated Sewer System Management Plan
2. Resolution Approving the updated SSMP
3. Implementation Budget Estimate, Table 1

**FINANCIAL IMPACTS**

Full implementation of the SSMP will result in an estimated increased expenses of \$103,000 in 2019 and approximately \$50,000 annually thereafter.

**TABLE 1  
GCSD 2018 SSMP Update Implementation Budget**

<b>Item</b>	<b>Estimated One-time 2019 Costs</b>	<b>Estimated Annual Cost</b>	<b>Total Costs</b>	<b>Notes</b>
Update of system design standards	\$ 5,000	\$ 1,000	\$ 5,000	Initial cost of Engineering drafting, annual future cost of updates
Maintenance software purchase and population	\$ 20,000	\$ 5,000	\$ 25,000	Contracted cost, maintains all assets in database, produces reports for management and board; annual software subscription cost
Update and Digitize system maps	\$ 25,000	\$ 6,000	\$ 31,000	Engineering effort to update maps, GPS work, contract with GIS specialist to develop digital files and web-based GIS site; annual subscription and system update costs
Increased contracted cleaning and inspection		\$ 10,000	\$ 10,000	Currently budget \$55,000 per year, this increase to \$65,000 total to clean manholes and lift stations for which our equipment is inadequate
Inflow and Infiltration (I&I) inspections, flow monitoring and improvements		\$ 10,000	\$ 10,000	Estimate two employees, 5% each
FOG program development and implementation	\$ 3,000	\$ 3,100	\$ 6,100	Grease trap/interceptor inspection and documentation, mapping of trouble areas, source identification, outreach material development, FOG disposal options. Estimate 2% of Admin Tech time and 1% of Ops Manager
Recordkeeping		\$ 1,600	\$ 1,600	Assume 2% Admin Tech time for maintaining documents specific to employee training, safety training, bi-annual audit, board approvals, spill report documentation and related actions
Communication Plan Development and Implementation	\$ 1,000	\$ 800	\$ 1,800	Assume 1% Admin Tech time
Administration and enforcement		\$ 3,000	\$ 3,000	Program performance measurement development, monitoring and measurement, issuing permits and pursuing enforcement actions. Assume 2% of Admin Services Manager time (project and program contract administration, training, direction and supervision)
Private Sewer lateral program implementation		\$ 9,500	\$ 9,500	Assumes 5% of Admin Tech time (Establish files and procedures, process inspection documents, customer notification and improvement coordination/documentation) plus 5% of Lead C&D op time
<b>TOTALS</b>	<b>\$ 54,000</b>	<b>\$ 50,000</b>	<b>\$ 103,000</b>	

GROVELAND COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2019-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
GROVELAND COMMUNITY SERVICES DISTRICT  
APPROVING AND ADOPTING THE UPDATED 2018 SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, the California State Water Resources Control Board adopted Order No. 2006-003, Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies; and

WHEREAS, the WDR requires the Groveland Community Services District (District) to develop a Sewer System Management Plan (SSMP) for its wastewater collection and transmission systems; and

WHEREAS, the SSMP was approved by the District's Board of Directors on \_\_\_\_\_: and

WHEREAS, the SSMP must be updated and approved by the District's Board of Directors every five years.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Groveland Community Services District, as follows:

The 2018 Update of the GCSD Sewer System Management Plan is hereby adopted and approved, and the General Manager is directed to administer its implementation effective immediately.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Board of Directors held on the 8<sup>th</sup> day of January, 2019, and was passed by the following vote:

AYES:

NOES:

ABSTENTIONS:

\_\_\_\_\_  
Janice Kwiatkowski, President

ATTEST: \_\_\_\_\_  
Jennifer L. Flores, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 8, 2019.

DATED: \_\_\_\_\_