

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BB*
DATE: April 2, 2008

**AGENDA ITEM
E-2
APRIL 9, 2008**

**APPROVE TOWN AND BLACKLAKE
SEWER SYSTEM MANAGEMENT PLAN
GOALS AND ORGANIZATION ELEMENTS**

ITEM

Consider approval of Town and Blacklake Sewer System Management Plan Goals and Organization Elements. [ADOPT RESOLUTION]

BACKGROUND

The California State Water Resources Control Board adopted Order No. 2006-003, Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies, on May 2, 2006. The WDR requires development of a Sewer System Management Plan (SSMP) and specifies monitoring, reporting and SSMP implementation requirements. Development of the SSMP is phased with compliance dates based on population. The District maintains two separate sewer systems – the Town system and the Blacklake system.

The District's SSMP Development Plan and Schedule was adopted by the Board on January 9, 2008. The SSMP Development Plan and Schedule as well as the completed SSMP must be approved by the Board of Directors.

The first SSMP elements that need to be completed are the Goals and Organization elements. The compliance date for these elements is May 1, 2008.

Attached are the Goals and Organization elements of the District's Town and Blacklake SSMP for your Honorable Board's consideration. The Goals element provides qualitative and quantitative goals for the District to strive to achieve in order to ensure compliance with the WDR requirements. The Organization element identifies District staff that is responsible for implementing, managing and updating the SSMP. The financial impact of implementing the SSMP requirements will be identified as development of the District's SSMP continues.

RECOMMENDATION

Staff recommends that your Honorable Board adopt Resolution 2008-XXXX approving the SSMP Goals and Organization Elements.

ATTACHMENT

Resolution 2008-XXXX Approving SSMP Goals and Organization Elements

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2008-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
APPROVING TOWN AND BLACKLAKE
SEWER SYSTEM MANAGEMENT PLAN (SSMP)
GOALS AND ORGANIZATION ELEMENTS**

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 Nipomo Community Services District (District) to develop a Sewer System Management Plan (SSMP) for the Town and Blacklake sewer systems that is phased with compliance dates based on population; and

WHEREAS, the SSMP Goals and Organization Elements must be completed by May 1, 2008 and approved by the District's Board of Directors.

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

The District's Town and Blacklake SSMP Goals and Organization Elements are attached hereto as Exhibit "A".

Upon motion by Director _____, seconded by Director _____ on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

the foregoing resolution is hereby passed and adopted this 9th day of April, 2008.

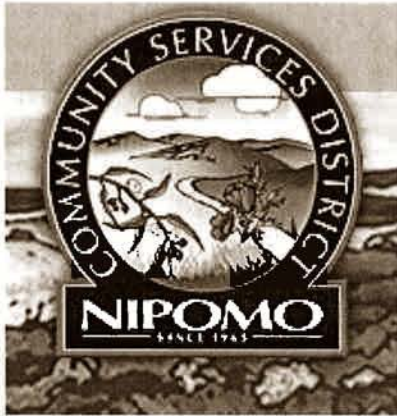
MICHAEL WINN
President of the Board of Directors

ATTEST:

APPROVED:

DONNA K. JOHNSON
Secretary to the Board

JON S. SEITZ
District Legal Counsel



TOWN AND BLACKLAKE SANITARY SEWER SYSTEM MANAGEMENT PLAN

Nipomo Community Services District

Nipomo Community Services District

President	Michael Winn
Vice President	Jim Harrison
Director	Ed Eby
Director	Cliff Trotter
Director	Larry Vierheilig
General Manager	Bruce Buel
District Engineer	Peter Sevcik, P.E.
Utility Superintendent	Tina Grietens

April 2008

**NIPOMO COMMUNITY SERVICES DISTRICT
TOWN AND BLACKLAKE SEWER SYSTEM MANAGEMENT PLAN**

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NIPOMO COMMUNITY SERVICES DISTRICT TOWN AND BLACKLAKE SEWER SYSTEM MANAGEMENT PLAN

Introduction

The California State Water Resources Control Board adopted Order No. 2006-003, Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies, on May 2, 2006. The WDR affects all sewer agencies in the state and regulates the discharge of sanitary sewer overflows to receiving waters. The WDR requires the electronic reporting of all sanitary sewer overflows as well as the development of a Sewer System Management Plan (SSMP) and specifies monitoring, reporting and SSMP implementation requirements. The District began electronic reporting on May 2, 2007.

Development of the SSMP is phased with compliance dates based on population. As required by the WDR, the NCSD SSMP Development Plan and Schedule was approved by the Board of Directors on January 9, 2008. The SSMP will apply to both sewer systems operated by the District – the Town system and the Blacklake system.

The purpose of the SSMP is to:

- Properly manage, operate, and maintain all portions of the District's wastewater collection system
- Provide adequate capacity to convey peak wastewater flows
- Minimize frequency of sanitary sewer system overflows
- Mitigate impacts of sanitary sewer overflows that may occur
- Meet all notification and reporting requirements

NIPOMO COMMUNITY SERVICES DISTRICT TOWN AND BLACKLAKE SEWER SYSTEM MANAGEMENT PLAN

Section I. Goals

The Nipomo Community Services District has adopted the following Mission Statement and Vision Statement that guide all facets of the District's administration and operation.

Mission Statement: The Nipomo Community Services District's mission is to provide the community with reliable, quality and cost-effective services.

Vision Statement: The Nipomo Community Services District's vision is to manage the resources and future growth of the community.

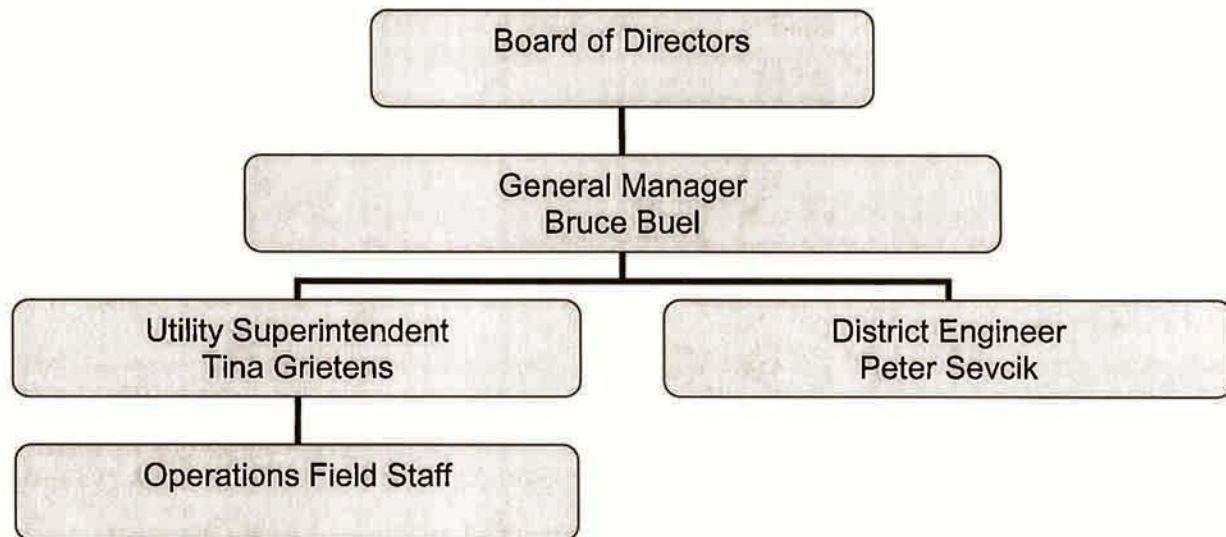
The District's goals for the wastewater collection system are:

- Minimize the number and the magnitude of spills.
- Respond to emergency sewer calls within 2 hours 95% of the time.
- Conduct appropriate analysis/evaluation of SSOs utilizing historical maintenance records and develop strategies to reduce future risk.
- Clean entire sanitary sewer collection system every 2 years and problem lines on a more frequent basis to limit the occurrence of spills and ensure reliable service.
- Conduct a video condition assessment of each sewer mainline every five years.
- Operate all pump stations at peak efficiency and perform preventative maintenance on equipment at all sanitary sewer pump stations.
- Maintain records of the sanitary sewer system.
- Develop and implement a capital improvement and replacement program directed at maintaining the current sewer system assets, improving system reliability and providing adequate capacity to limit the occurrence of spills.

NIPOMO COMMUNITY SERVICES DISTRICT TOWN AND BLACKLAKE SEWER SYSTEM MANAGEMENT PLAN

Section II. Organization

The organization chart below identifies District staff that is responsible for implementing, managing and updating the SSMP.



General Manager – The General Manager is appointed by a five member Board of Directors and is the chief administrative officer of the District. The General Manager is the District's Legally Responsible Official (LRO) and is responsible for the overall development and implementation of the District's SSMP as well as reporting SSOs to the appropriate agencies. The General Manager is also the District's public information officer.

District Engineer - The District Engineer plans, manages, and oversees District-wide systems engineering, project design, construction management, project inspection and contract management. The District Engineer coordinates the development and implementation of the District's SSMP. The District Engineer is also the District's Safety Officer.

Utility Superintendent – The Utility Superintendent evaluates, plans, organizes and supervises the work of Operations Field staff responsible for operation, cleaning, inspection, repair and maintenance of the District's sewer collection system. The Utility Superintendent leads emergency response and investigates SSOs. The Utility Superintendent is also responsible for ensuring that SSO emergency response and investigations are appropriately documented for reporting purposes.

NIPOMO COMMUNITY SERVICES DISTRICT TOWN AND BLACKLAKE SEWER SYSTEM MANAGEMENT PLAN

Operations Field Staff – Operations field staff operate, clean, inspect, repair and maintain the District’s sewer collection system. The Operations Field staff is responsible for responding to service requests including SSOs. SSOs are investigated and documented by field staff.

SSO Incident Command – In the event that command personnel are absent, the specific order of command is as follows:



Service Request Response – The District office is open Monday through Friday, except for holidays, 8 AM to 4:30 PM. The telephone number is (805) 929-1133. All District personnel can be reached via this telephone number. All service calls are referred directly to the Utility Superintendent. All after hours calls are routed to the District’s answering service who then directly notifies the District’s On-Call field operations staff. The On-Call field operations staff person is furnished with a District truck and cell phone to facilitate timely response.