

**BOLINAS COMMUNITY PUBLIC
UTILITY DISTRICT**

SEWER SYSTEM MANAGEMENT PLAN

**DEVELOPMENT PLAN AND SCHEDULE
GOALS AND ORGANIZATION**

INTERIM DOCUMENT

April 2008

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Appendix 1: SSMP Development Plan and Schedule

ABBREVIATIONS / ACRONYMS

BCPUD	Bolinas Community Public Utility District
BWWTP	Bolinas Wastewater Treatment Plant
EHS	Environmental Health Services Department, Marin County
FOG	Fats, Oils, and Grease
GIS	Geographic Information System
O&M	Operation and Maintenance
OES	Office of Emergency Services
Order	California State Water Resource Control Board Order No. 2006-003-DWQ
RWQCB	Regional Water Quality Control Board, San Francisco Bay Region
SSO	Sanitary Sewer Overflow and any sewer spill or overflow of sewage
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements or General Waste Discharge Requirements

INTRODUCTION

This section describes background information regarding the purpose and organization of this Sewer System Management Plan (SSMP), and provides a brief overview of the Bolinas Community Public Utility District's (BCPUD) sewer system.

This plan is intended to include all elements required to complete the SSMP and comply with WDR Order 2006-003-DWQ. It will be developed and implemented by BCPUD and will be available to the State Water Resources Control Board and the Regional Water Quality Control Board, as well as to the general public. The BCPUD's Board of Directors will approve each phase of the document at a duly noticed public hearing.

This plan currently is an interim document and will be continuously under development until August 2, 2010, per the schedule mandated by the State Water Resources Control Board. The plan is subject to periodic updates and revisions as may be required either through legislative changes, or through refinements of substance or procedures once policy implementation has begun.

SSMP REQUIREMENTS

The California State Water Resources Control Board (SWRCB) adopted statewide Order No. 2006-0003-DWQ on May 2, 2006. The General Waste Discharge Requirements (WDR) of this Order requires all public wastewater collection system agencies in California with greater than one mile of sewer pipes to be regulated and monitored in accordance with the Order. Among other things, the SWRCB Order mandates that all such agencies develop a SSMP and requires the reporting of sanitary sewer overflows (SSOs), or lack thereof via a "no spill" certification process, using an on-line reporting system.

The SWRCB also adopted a time schedule setting forth the dates by which each section of the SSMP is required to be completed by each agency based on its population size. BCPUD's SSMP Development Plan and Schedule is presented in Appendix 1.

DOCUMENT ORGANIZATION

This SSMP is intended to meet the requirements of WDR Order 2006-003-DWQ as it applies to the BCPUD's sewer system. This SSMP eventually will include eleven elements; each of these elements (listed below) forms a complete, stand-alone section of the SSMP.

1. Element 1 – Goals
2. Element 2 – Organization
3. Element 3 – Legal Authority
4. Element 4 – Operation and Maintenance Program
5. Element 5 – Overflow Emergency Response Plan
6. Element 6 – Fats, Oils, and Grease (FOG) Control Program

7. Element 7 – Design and Performance Provisions
8. Element 8 – System Evaluation and Capacity Assurance Plan
9. Element 9 – Monitoring, Measurement, and Program Modifications
10. Element 10 – SSMP Program Audits
11. Element 11 – Communication Program

BCPUD SERVICE AREA AND SEWER SYSTEM

The BCPUD is a public utility district located in an unincorporated area of West Marin County, California and it has provided water, wastewater and solid waste services, among other things, to its customers since 1967. Prior to 1967, two public utility districts provided water service in Bolinas – the Bolinas Beach Public Utility District (serving the Big Mesa) and the Bolinas Public Utility District (serving the downtown and Little Mesa) – these districts were consolidated in 1967 pursuant to a resolution of the Marin County Board of Supervisors. The BCPUD also is the successor agency to Marin County Sanitary District #3, which was organized in 1908. Today, the BCPUD’s power and authority are primarily regulated and defined by the California Public Utilities Code. Its five-member Board of Directors is elected from the community at large to govern the District’s operations and policies. The BCPUD’s 7-person staff consists of a General Manager, a Chief Operator, four Shift Operators and an Administrative Assistant.

The BCPUD owns and operates a sanitary sewer system that collects, treats and disposes of approximately 30,000 gallons per day (GPD) of wastewater (with a maximum flow of 65,000 GPD) from 162 business and residential connections in the downtown area and 1 connection on the Bolinas Mesa. The remainder of the 1200-person community is served by private, on-site wastewater systems. In the BCPUD sewer system, wastewater is collected from the downtown sewered area and pumped up to the treatment facility on the Big Mesa (the single Bolinas Mesa sewer connection is pumped laterally to the treatment facility), which consists of a series of four oxidation ponds for stabilization and storage, with ultimate disposal through pond evaporation and spray disposal on 45 acres of grasslands. The BCPUD’s entire sewer service area encompasses approximately 3 square miles; the collection system consists of pipelines ranging in size from 2-inches to 6-inches, spanning approximately three linear miles and including PVC and AC pipe (over 80% of which is slip-lined with PEP). In 1990, the BCPUD completed an infiltration/inflow correction project to eliminate unwanted stormwater runoff and seawater intrusion. While the project reduced infiltration and inflow by 70%, the BCPUD’s sewer collection system still experiences capacity problems in years of above-average rainfall; accordingly, the district has continued the moratorium on new service connections it enacted in 1990 as a requirement for Clean Water Grant Program funding. The BCPUD operates its sewer system pursuant to Order 88-100 of the California Regional Quality Control Board, San Francisco Bay Region.

ELEMENT 1 - GOALS

This section identifies goals that the BCPUD has set for the management, operation, and maintenance of its sewer system. This section fulfills the SWRCB Element 1 SSMP requirements.

SWRCB REQUIREMENTS FOR GOALS ELEMENT

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 do occur.

GOALS DISCUSSION

The BCPUD's ultimate goals for the operation and maintenance of its sewer system are as follows; to:

1. Serve the community with reliable, safe wastewater collection and treatment service in compliance with applicable law;
2. Protect public health and the environment;
3. Perform all system operations in a safe manner to avoid personal injury and property damage;
4. Prevent or minimize sanitary sewer overflows;
5. Ensure a timely response to any spills/releases of untreated or treated wastewater;
6. Protect the district's large investment in its sewer system by maintaining adequate system capacity and extending the useful life of the collection and treatment system; and
7. Communicate effectively with customers and the general public about the district's operation and maintenance of its sewer collection and treatment system.

This SSMP is intended to ensure the BCPUD's full compliance with the SWRCB Order No. 2006-0003-DWQ by supporting high-level, consolidated guidelines and procedures for all aspects of the BCPUD's management of its sewer collection and treatment system.

ELEMENT 2 - ORGANIZATION

This section describes BCPUD's organizational structure and chain of communication. This section identifies the management, administrative and maintenance positions responsible for implementing, managing and updating this SSMP, as well as for reporting SSOs to the appropriate parties. This section includes the designation of the authorized representative to meet SWRCB requirements for completing the certification of all spill reports and no-spill certifications. This section also provides a consolidated list of contact information for key agency personnel, and describes the line of communication by which an SSO is reported. This section fulfills the organization requirement of SWRCB Element 2 SSMP requirements.

SWRCB REQUIREMENTS FOR ORGANIZATION ELEMENT

The SSMP must identify:

- (1) The name of the responsible or authorized representative as described in Section J of the Order (Table 2-1);
- (2) The names and telephone numbers for management, administrative, and maintenance positions responsible 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 (Table 2-1); and
- (3) 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 Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)) (Figures 2-1 & 2-2).

AUTHORIZED REPRESENTATIVE

The BCPUD's authorized representative for purposes of Section J of the SWRCB Order is the General Manager.

ORGANIZATIONAL CHART

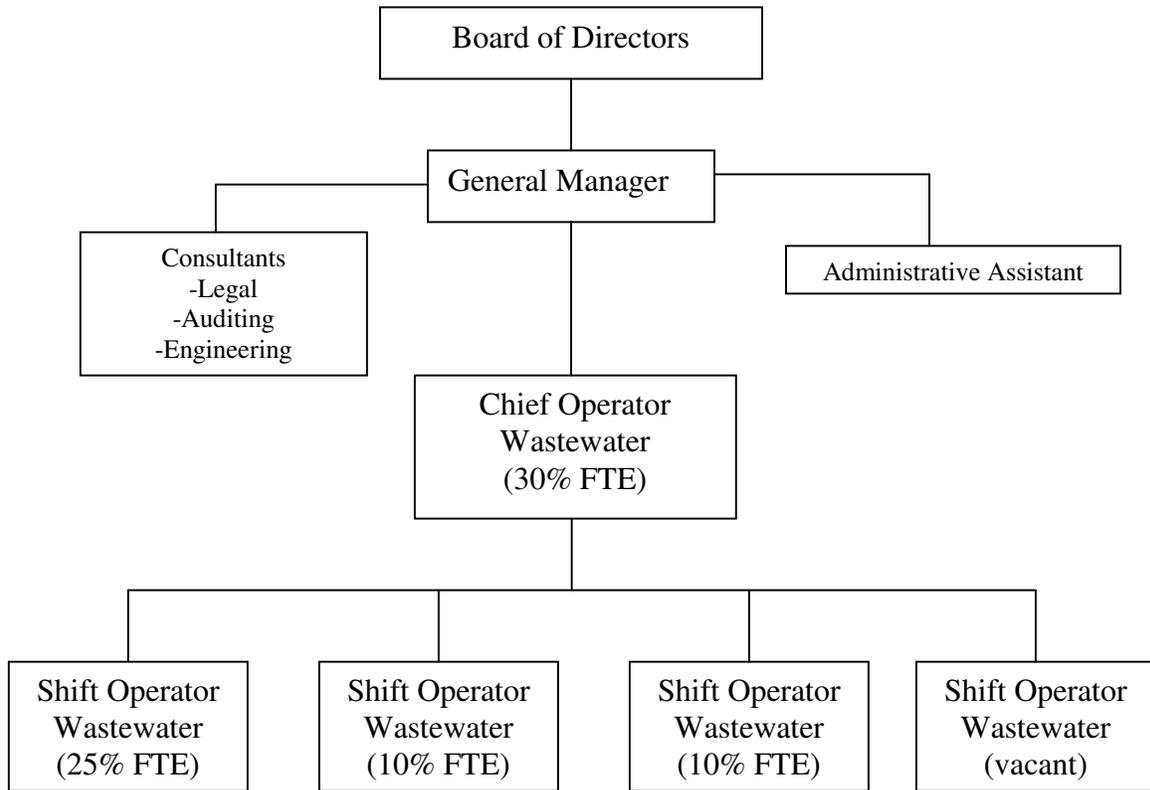
The BCPUD has seven (7) employees, including one (1) Chief Operator, four (4) Shift Operators, one (1) General Manager and one (1) Administrative Assistant; their responsibilities include, but are not limited to, responsibility for the management, operation and maintenance of the district's sewer system. The BCPUD allocates approximately 1 FTE shift operator-equivalent to the management, operation and maintenance of its sewer system (i.e., a combined percentage of all employee hours so allocated). The BCPUD presently has one Grade 2 wastewater-certified shift operator and two Grade 1 wastewater-certified shift operators (one shift operator position currently is vacant). The Organizational Chart for the personnel responsible for the BCPUD's sewer system is shown in Figure 2-1. The names and phone numbers of staff filling these positions are included in Table 2-1.

GENERAL RESPONSIBILITIES

The responsibilities of each position with regard to wastewater operations are::

- Board of Directors: Establishes all policy for the district.
- General Manager: Enforces BCPUD policies; plans, organizes, and supervises BCPUD's operational activities and strategy; allocates resources; supervises all staff and delegates responsibility; advises the Board of Directors on district matters; prepares and manages the BCPUD budget; reviews project plans, specifications, and technical engineering planning studies for water and wastewater projects; authorizes outside contractors to perform services; serves as the public information officer; leads the development and implementation of the SSMP; authorized representative for SSO reporting.
- Chief Operator – Wastewater: Supervises treatment sewer system operations and maintenance work; reviews project plans and specifications for sewer and other projects; makes recommendations regarding maintenance, construction, and operational aspects; confers with contractors, engineers, and members of the general public on construction, maintenance problems, and procedures; cleans and repairs treatment facilities; schedules work assignments, maintains records of treatment facility projects assigned and completed; tracks supplies and equipment used and cost incurred; makes estimates of needed equipment and equipment maintenance for treatment facilities; trains crew members in specific tasks, as needed, including preventive maintenance and SSO response; checks work of assigned crew, implements contingency plans, leads SSO emergency response, investigates and reports SSOs, participates in the development and implementation of the SSMP.
- Shift Operators – Wastewater: Conduct collection system preventative and corrective maintenance activities; investigate sewer-related complaints from the general public; perform cleaning and repair of sewer mains and lines and related work assignments, maintain records of sewage collection system projects assigned and completed, supplies and equipment used, and cost incurred; train fellow crew members in specific tasks, as needed, including collection system preventive maintenance and SSO response; participate in the development and implementation of the SSMP; implement contingency plans; mobilize and respond to notification of stoppages and SSOs.
- Administrative Assistant: Performs clerical tasks and assists the General Manager. These tasks include typing of reports, correspondence and other paperwork necessary to the operation of the district; filing; maintenance of the accounts receivable and accounts payable; preparation of deposits for the County of Marin; maintenance of customer records and accounts; work necessary in obtaining special reports and services from Marin County; annual preparation of utility district assessment list, and other work as required.

FIGURE 2-1: Organization of BCPUD Staff Responsible for Sewer System



**TABLE 2-1: NAMES AND TELEPHONE NUMBERS OF BCPUD STAFF
RESPONSIBLE FOR SEWER SYSTEM**

Board Member, President	Jack Siedman	(415) 868-0997
Board Member, Vice President	Vic Amoroso	(415) 868-1757
Board Member	Jack McClellan	(415) 868-2193
Board Member	Don Smith	(415) 868-2662
Board Member	Bobbi Kimball	(415) 868-9648
General Manager	Jennifer Blackman	(415) 868-1224/307-6813
Chief Operator	Bill Pierce	(415) 868-1224/302-4594
Shift Operator	Seth Kline	(415) 868-1224/328-7441
Shift Operator	Lewie Likover	(415) 868-1224/686-0469
Shift Operator	Dennis Dierks	(415) 868-1224/300-7420
Shift Operator	vacant	tbd
Administrative Assistant	Belle Wood	(415) 868-1224/847-0343

SSO REPORTING CHAIN OF COMMUNICATION

Figure 2-2 demonstrates the BCPUD’s chain of communication for responding to and reporting any SSO. The contact phone numbers for the parties included in the chain of communication is listed in Table 2-2.

Figure 2.2: Chain of Communication for Reporting SSOs

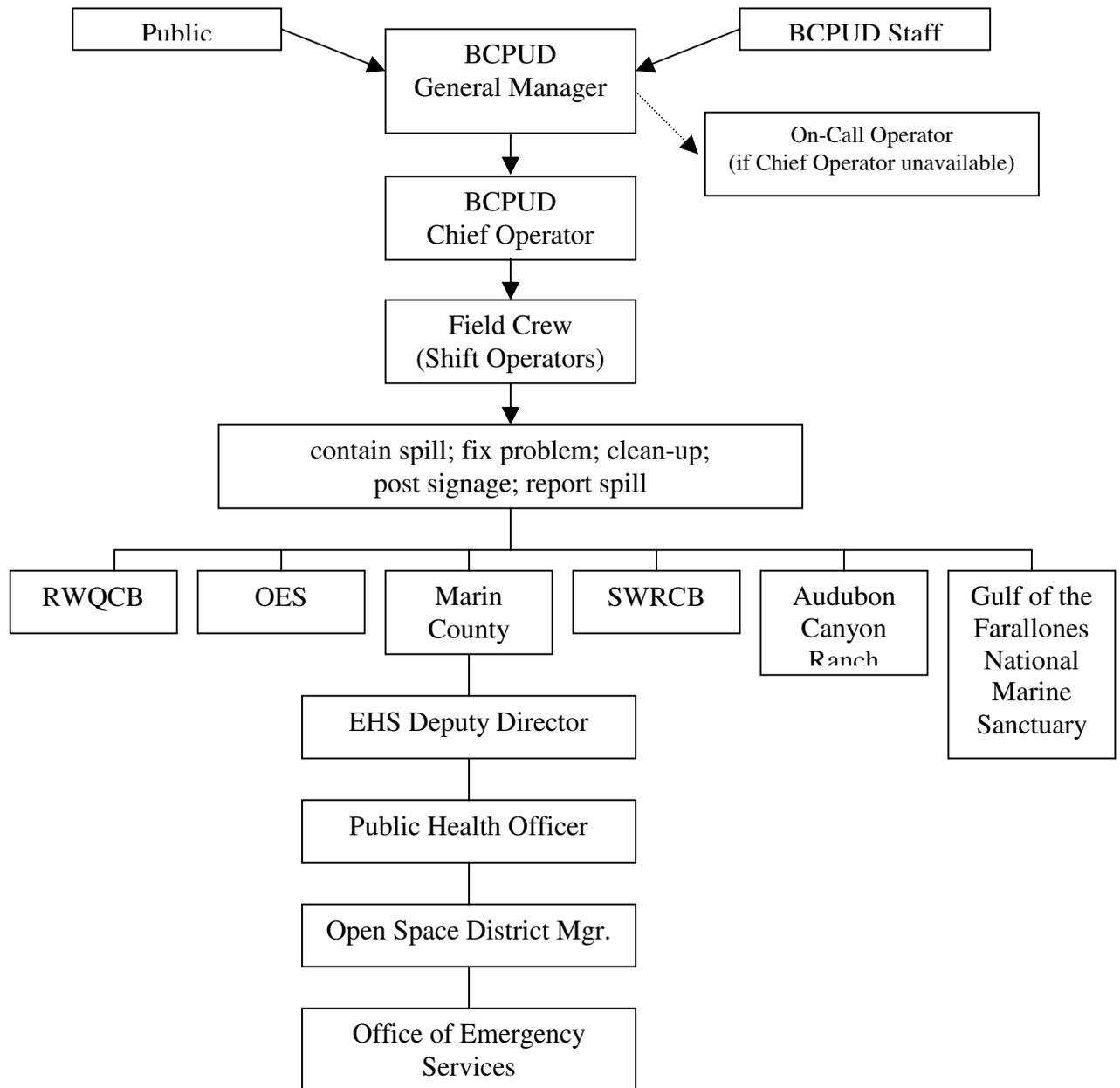


Table 2-2. Contact Numbers for SSO Chain of Communication

Contact	Telephone/Cell Number
General Manager	415-868-1224/307-6813
Chief Operator – Wastewater	415-868-1224/302-4594
Shift Operator - Wastewater	415-868-1224/328-7441
Shift Operator – Wastewater	415-868-1224/686-0469
Shift Operator – Wastewater	415-868-1224/300-7420
Shift Operator – Wastewater	(415) 868-1224/ TBD
On-Duty Operator/After Hours Operator	415-868-1224
Regional Water Quality Control Board	(510) 622-2300/ emergency: (800) 852-7550
State Office of Emergency Services	(510) 286-0895
Marin County Environmental Health Services Deputy Director	(415) 499-7237
Marin County Public Health Officer	(415) 499-7237
Marin County Open Space District	(415) 499-7010
Marin County Office of Emergency Services	(415) 499-6584
Audubon Canyon Ranch	(415) 868-9244
Gulf of the Farallones National Marine Sanctuary	(415) 561-6622

ELEMENT 3: LEGAL AUTHORITY

This Element is due on February 2, 2010

**ELEMENT 4: OPERATION AND MAINTENANCE
PROGRAM**

This Element is due on February 2, 2010

**ELEMENT 5: OVERFLOW EMERGENCY
RESPONSE PLAN**

This Element is due on February 2, 2010

ELEMENT 6: FATS, OILS AND GREASE CONTROL PROGRAM

This Element is due on February 2, 2010

**ELEMENT 7: DESIGN AND PERFORMANCE
PROVISIONS**

This Element is due on August 2, 2010

**ELEMENT 8: SYSTEM EVALUATION AND
CAPACITY ASSURANCE PLAN**

This Element is due on August 2, 2010

**ELEMENT 9: MONITORING, MEASUREMENT,
AND PROGRAM MODIFICATIONS**

This Element is due on August 2, 2010

ELEMENT 10: SSMP PROGRAM AUDITS

This Element is due on August 2, 2010

ELEMENT 11: COMMUNICATION PROGRAM

This Element is due on August 2, 2010