

**The Tomales Village Community Services District**

**SEWER SYSTEM MANAGEMENT PLAN FINAL**

**September 12, 2012**

**Revised September 10, 2014**

**Updated July 11, 2018**



**Prepared By**

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## **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 Tomales Village Community Services District's (District) service area and sewer system.

### **SSMP Requirement Background**

This SSMP has been prepared in compliance with requirements of the San Francisco Bay Regional Water Quality Control Board (RWQCB) pursuant to Section 13267 of the California Water Code. The RWQCB mandates that the District prepare an SSMP following the guidelines in the SSMP Development Guide prepared by the RWQCB in cooperation with the Bay Area Clean Water Agencies (BACWA). The District must also comply with RWQCB sanitary sewer overflow (SSO) electronic reporting requirements annually and the SWRCB SSO electronic reporting requirements monthly, and has done so since December of 2007.

Additionally, the State Water Resources Control Board (SWRCB) requires 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 District is not a wastewater collection system only, but rather a collection, treatment and discharger of wastewater permitted under an existing WDR. Because of that the District is not required to enroll in the GWDR, but is required to follow the same requirements as if they were enrolled. For that reason, the development of this SSMP meets those requirements.

### **Document Organization**

This SSMP is intended to meet the requirements of both the RWQCB and the Statewide GWDR. The organization of this document is consistent with the RWQCB guidelines, but the contents address both the RWQCB and SWRCB requirements. The SSMP includes eleven elements, as listed below. Each of these elements forms a section of this document. Parentheses indicate the title of the comparable SWRCB element.

1. Goals
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. Fats, Oils and Grease (FOG) Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program
12. Board Resolution to Approve Certification

## **TVCS D Service Area and Sewer System**

The Tomales Village Community Services District was formed in 1999 for the operation and control of the community's wastewater treatment system. The TVCS D is a California Special District formed under Government Code 61000 and performs the functions of collection, treatment and disposal of the municipal wastewater for the community of Tomales; and the operation of the Tomales Community Park. Prior to 1999, the wastewater treatment system was operated by the North Marin Water District. The community of Tomales formed a Community Services District and detached itself from NMWD.

The TVCS D, a public agency, owns and operates a wastewater treatment system that collects, treats and disposes of secondary treated wastewater under the direction of the California Regional Water Quality Control Board Region 2 (San Francisco Bay Region). The District operates under Waste Discharge Requirements (WDR) 86-86 for the collection, treatment and disposal of treated municipal waste. The District has a population of approximately 210 residents and 107 connections. The system is designed for the collection, treatment and disposal of 43,000 gallons per day, and currently has an average flow of approximately 16,900 gallons per day. The TVCS D collection system consists of 11,899 lineal feet of 6 and 8 inch gravity collection mains, one lift station, 723 lineal feet of 2" force main, 42 manholes, 16 cleanouts and 1,902 lineal feet of privately owned and maintained laterals.

## ***SSMP ELEMENTS***

### **1. GOALS**

**WDR Requirement: 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 SSO s that do occur.**

1. Serve the community with reliable, safe wastewater collection and treatment service in compliance with applicable law;
2. Prevent public health hazards through proper notification, emergency response and spill containment and clean up procedures;
3. Perform all system operations in a safe manner to avoid personal injury and property damage;
4. Minimize inconveniences by responsibly handling interruptions in service;
5. Prevent or minimize sanitary sewer overflows;
6. Ensure a timely response to any spills/releases of untreated or treated wastewater;
7. 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;
8. Communicate effectively with customers and the general public about the district's operation and maintenance of its sewer collection and treatment system;
9. 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 SSOs.

## **2. ORGANIZATION**

**WDR Requirement: The SSMP must identify:**

**(a) The name of the responsible or authorized representative as described in Section J of the WDR.**

**(b) 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; 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 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)).**

This section describes TVCSD'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.

The Tomales Village Community Services District is overseen by a five member elected Board of Directors from within the District boundaries. The Board of Directors has contracted with a SWRCB licensed Contract Operator to manage the operation and maintenance of the sewer system. They have also contracted with a consulting firm to provide Administrative Services and oversee the daily operations of the District. The principal of this firm is the General Manager of the District and the Legally Responsible Official (LRO).

### **(a) Legally Responsible Official**

The authorized representative or Legally Responsible Official (LRO) for the implementation and administration of the District's SSMP and for completing and certifying spill reports electronically is the General Manager, Jose L. Ortiz, 754 Pintail Court, Vacaville CA 955688, (707) 330-3542, Fax (707) 452-0944, e-mail [jose91946@sbcglobal.net](mailto:jose91946@sbcglobal.net).

### **(b) Organizational Chart**

Figure 1 reflects the organization and management of the TVCSD, including the names and contact information of each individual. Also included are descriptions of the roles and responsibilities for the Board, management, and the contract operator.

**Board of Directors**

The five member elected Board of Directors establishes policy for the District

**General Manager**

Enforces TVCSD policies; plans, organizes, and supervises TVCSD's operational activities and strategy; allocates resources; supervises Contract Operators; advises the Board of Directors on district matters; prepares and manages the TVCSD budget; reviews project plans, specifications, and technical engineering planning studies for wastewater and water reuse 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.

**Contract Operator**

Supervises sewer treatment system operations and maintenance work; reviews project plans and specifications for sewer and other projects; makes recommendations regarding maintenance, construction, and operational aspects; 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 staff, implements contingency plans, leads SSO emergency response, investigates and reports SSOs; conducts 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 staff members in specific tasks, as needed, including collection system preventive maintenance and SSO response; implement contingency plans; mobilize and respond to notification of stoppages and SSOs.

## TOMALES VILLAGE COMMUNITY SERVICES DISTRICT ORGANIZATIONAL CHART

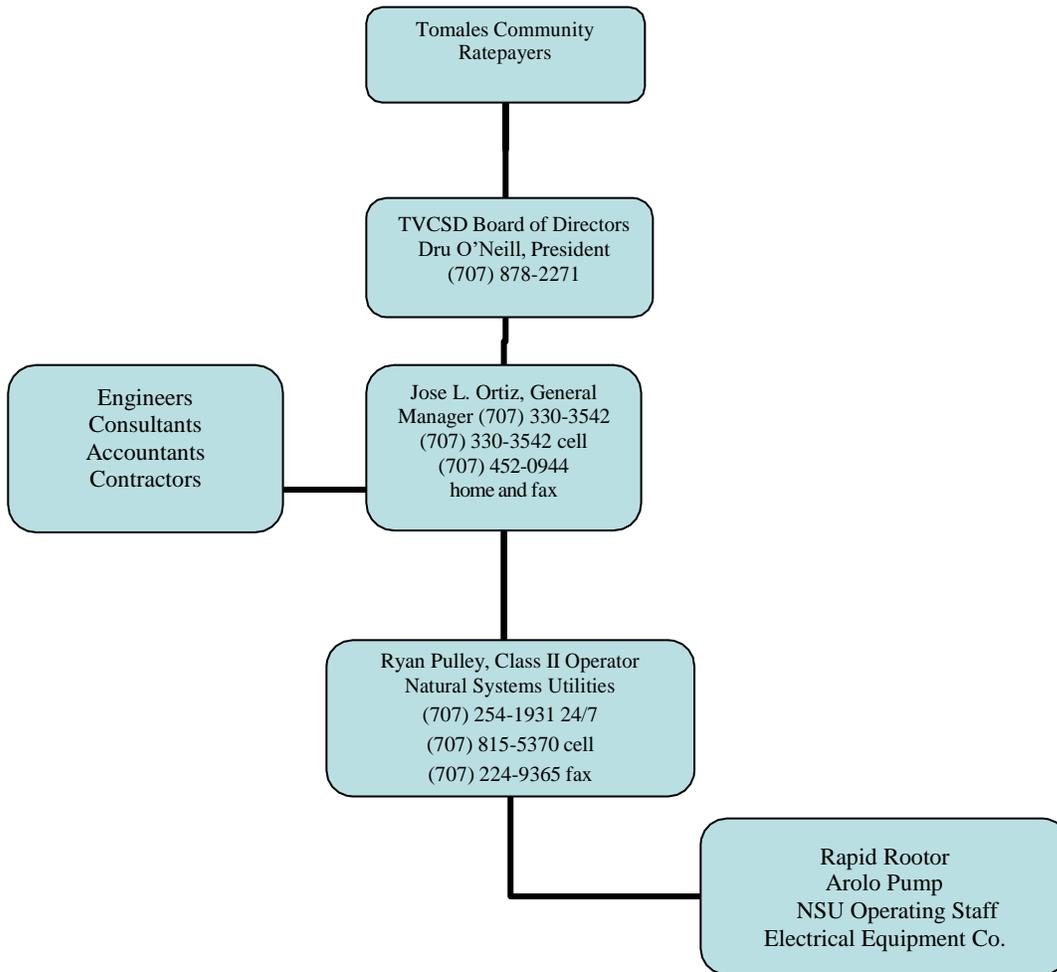


Figure 1

**Contact information for management, administrative, and maintenance positions responsible and for emergency notifications**

<b>Agency</b>	<b>Contact</b>	<b>Number</b>
Board of Directors	Bill Bonini	(707) 878-2271
Board of Directors	Dru O'Neill	(707) 878-2872
Board of Directors	Deborah Parrish	(707) 878-9094
Board of Directors	Donna Clavaud	(707) 878-2871
Board of Directors	Peter McLaird	+1 (415) 269-3610
General Manager	Jose Ortiz	(707) 330-3542 Cell (707) 452-0944 Fax
Operator NSU	Ryan Pulley	(707) 254-1931 24/7 (707) 815-5370 Cell (707) 224-9365 Fax
Tomales Fire Department		911 or (707) 878-2464
RWQCB SF Bay	Blair Allen	(510) 622-2305 Office
Co. Environmental Health	Becky Ng	(415) 499-6907 Office (415) 499-6919 Direct
Co. Environmental Health	Sheriff Comm. Dept.	(415) 499-7243 After Hrs.
CA Dept. Health Services	Vanessa Zubkousky-White	(510) 412-4635 Office (510) 412-4644 After Hrs
Office of Emergency Ser.	(800) 852-7550 or	(916) 262-1621
Oyster Growers	See List	See List
Emergency PGE Number	Acct # 8044736439-1	(877) 743-0040
Arolo Pump	Tony, Otto , or Trevor	(707) 762-1473
Jerry & Don's Pump	Charlie Hawkes	(707) 762-1473
Roy's Sewer Service		(707) 763-0226
City Sewer	Mike Giammona	(415) 663-1926
Rapid Rooter		(707) 778-6707
Canaruti Electric	Tony Canaruti	(415) 892-3044
Anchor Electric	Roger Horick	(707) 763-0815
Furlong Construction	Tim Furlong	(707) 878-9396 or (707) 481-5624
Piazza Construction	James Piazza	(707) 876-3410 Office (707) 484-1614 Cell
Equipment/Generator	Hertz Rental	(707) 586-4444
	United Rental	(707) 585-7621
Engineer	Lee Erickson	(707) 795-2498

**Figure 2**

## **TOMALES BAY EMERGENCY NOTIFICATION LIST**

In the event of a sewage spill, collection system bypass, or malfunction of a wastewater treatment facility's disinfection process which results in a potential or actual discharge of inadequately treated effluent into Tomales Bay and its tributaries, the operator will first notify the California Office of Emergency Services. After notifying OES, also notify the RWQCB SF Bay region, all Tomales Bay Shellfish growers (Tomales Bay Oyster Company, Cove Mussel Company, Hog Island Oyster Company, Point Reyes Oyster Company, Marin Oyster Company, and Charles Friend Oyster Company) as soon as possible, and DHS/PSU.

### **CDPH Preharvest Shellfish Staff:**

Vanessa Zubkousky-White  
DHS/PSU  
850 Marina Bay Parkway, MS G-165  
Richmond, CA 94804  
510/412-4635 Fax 510/412-4637  
[vanessa.zubkousky@cdph.ca.gov](mailto:vanessa.zubkousky@cdph.ca.gov)

### **AFTER HOURS NOTIFICATION:**

Department of Health Services  
510/412-4644  
Office of Emergency Service  
800/852-7550 or 916/262-1621

### **Tomales Bay Shellfish Companies:**

Chris Starbird  
Starbird Mariculture  
415/517-5111  
[chrisstarbird@gmail.com](mailto:chrisstarbird@gmail.com)

Joseph Christen  
510/412-4638  
[joseph.christen@cdph.ca.gov](mailto:joseph.christen@cdph.ca.gov)  
[v](#)

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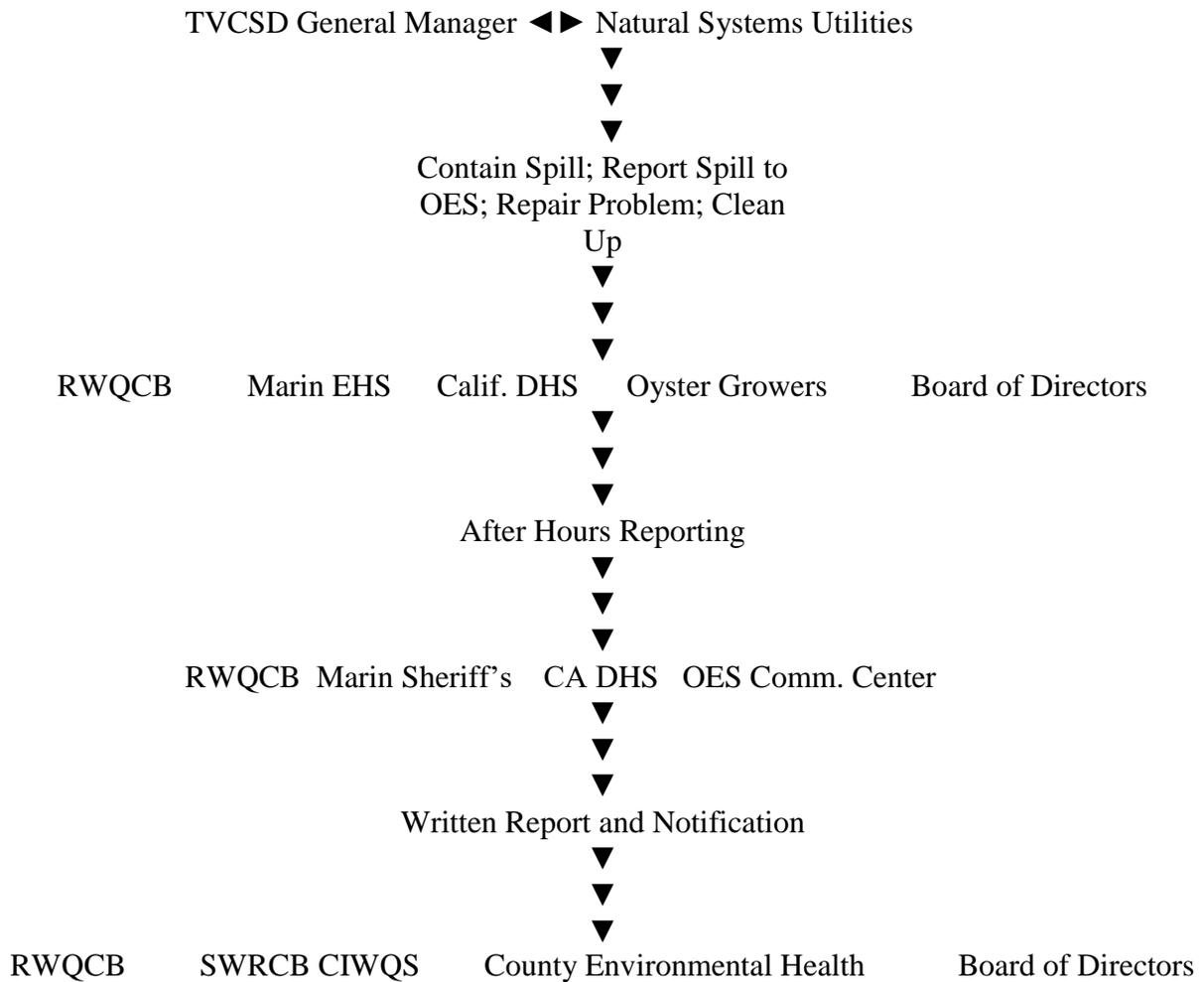
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Tomales, CA 94971  
707/765-6010  
[martinstrain10@comcast.net](mailto:martinstrain10@comcast.net)

Tod Friend  
Tomales Bay Oyster Company  
PO Box 296  
Pt. Reyes Station, CA 94956  
415/663-1242  
[Charles.friend@comcast.com](mailto:Charles.friend@comcast.com)

### (c) Chain of communications for reporting SSOs

Generally the chain of communications for reporting SSOs follows the flow chart in Figure 3.



**Figure 3**

More specifically, TVCSD follows the protocols described in Tables 1 and 2 from Order No. WQ-2013-0058-EXEC.

**Table 1. Spill Categories and Definitions**

<b>CATEGORIES</b>	<b>DEFINITIONS</b> (Section A on page 5 of Order 2006-0003-DWQ)
<b>CATEGORY 1</b>	<p>Discharges of untreated or partially treated wastewater of <b>any volume</b> resulting from an enrollee’s sanitary sewer system failure or flow condition that:</p> <ul style="list-style-type: none"> <li>• Reach surface water and/or reach a drainage channel tributary to a surface water; or</li> <li>• Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).</li> </ul>
<b>CATEGORY 2</b>	<p>Discharges of untreated or partially treated wastewater of <b>1,000 gallons or greater</b> resulting from an enrollee’s sanitary sewer system failure or flow condition that <b>do not</b> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.</p>
<b>CATEGORY 3</b>	<p>All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.</p>
<b>PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)</b>	<p>Discharges of untreated or partially treated wastewater resulting from blockages or other problems <b>within a privately owned sewer lateral</b> connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System</p>

**Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements**

ELEMENT	REQUIREMENT	METHOD
<p><b>NOTIFICATION</b> (see section B of MRP)</p>	<ul style="list-style-type: none"> <li>• Within two hours of becoming aware of any Category 1 SSO <b>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</b>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number</li> </ul>	<p>Call Cal OES at: <b>(800) 852-7550</b></p>
<p><b>REPORTING</b> (see section C of MRP)</p>	<ul style="list-style-type: none"> <li>• Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.</li> <li>• Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.</li> <li>• Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.</li> <li>• SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.</li> <li>• “No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.</li> <li>• Collection System Questionnaire: Update and certify every 12 months.</li> </ul>	<p>Enter data into the CIWQS Online SSO Database (<a href="http://ciwqs.waterboards.ca.gov/">http://ciwqs.waterboards.ca.gov/</a>), certified by enrollee’s Legally Responsible Official(s).</p>
<p><b>WATER QUALITY MONITORING</b> (see section D of MRP)</p>	<ul style="list-style-type: none"> <li>• Conduct water quality sampling <b>within 48 hours</b> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</li> </ul>	<p>Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</p>
<p><b>RECORD KEEPING</b> (see section E of MRP)</p>	<ul style="list-style-type: none"> <li>• SSO event records.</li> <li>• Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.</li> <li>• Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.</li> <li>• Collection system telemetry records if relied upon to document and/or estimate SSO Volume.</li> </ul>	<p>Self-maintained records shall be available during inspections or upon request.</p>

### **3. LEGAL AUTHORITY**

**Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:**

- (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);**
- (b) Require that sewers and connections be properly designed and constructed;**
- (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;**
- (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and**
- (e) Enforce any violation of its sewer ordinances.**

The Tomales Village Community Services District was formed under Government Code §61000 by the Marin County Board of Supervisors and the Marin Local Agency Formation Commission. The TVCSD Sewer Regulations were adopted pursuant to provisions of Section 31100 et seq. of the Water Code of the State of California and are made a part of this SSMP as Appendix A.

- (a) Illegal Discharges are covered in Section 101 and 105. Violation enforcement is covered in Section 107.
- (b) Sewer connection design and construction requirements are covered in Sections 103, 104 and 106.
- (c) Easements, Agreements and Right of Ways for maintenance are covered in Sections 103, 104 and 106.
- (d) Grease interceptor requirements and specifications are found in Section 105.
- (e) Enforcement of any violation of the sewer regulations are found in Section 107.

#### **4. OPERATION AND MAINTENANCE PROGRAM**

The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;**
  - (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;**
  - (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;**
  - (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and State Water Resources Control Board Order No. 2006-0003-DWQ Page 12 of 20 Statewide General WDR For Wastewater Collection Agencies 5/2/06**
  - (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.**
- (a) The Tomales Village Community Services District maintains and updates the Operation and Maintenance Manual, the Construction As-Builts, all new construction drawings and a map of the collection system. They are located at the WWTP Treatment Building. We have also scanned all as-builts in tiff format and are available of District computers as is a copy of the current SSMP.
- (b) The District collection system was designed and built in 1976 and has been periodically repaired and/or replaced in areas over time. There are no known problem areas or pipes at risk. The WWTP is operated and maintained by a SWRCB Certified Contract Operator, Natural Systems Utilities of Napa California. They maintain a maintenance schedule and matrix for all pumps, motors, aerators and other moving equipment. They also maintain a maintenance schedule for the collection system.

Under the current operations and maintenance contract, NSU drives and visually inspects all sewer mains and lift station weekly. All manholes are inspected annually by NSU during the rainy season to observe and correct I&I problems. This information and schedule is documented in the January 2017 Operations and Maintenance Manual. The SSMP incorporates this by reference. The District contracts directly with CCTV companies to video inspect and flush sewer mains. Scheduled for FY 2018-19 is the

CCTV inspection of the entire sewer collection system and flushing and cleaning of approximately 25% of the sewer mains. In alternate years, it is planned to flush/clean 25% of the total sewer mains. This means that all our mains will be cleaned every 8 years.

- (c) An asset management plan, a ten-year capital improvement plan, and a ten-year financial forecast were adopted in May 2017. For the most part, the CIP consists of capital replacement projects and sewer main inspection and cleaning. The District's findings are that based on the age and condition of our sanitary sewer mains and lift station, we do not envision the need for extensive rehabilitation and replacement for our sewer mains. Our current CIP projects rehabilitation of approximately 1,250 feet of sewer mains in FY 2026-27. After the inspection and cleaning of the entire collection system, we will evaluate the results and reprioritize our CIP elements as necessary.

The District uses the rating program for pipe condition developed by the National Association of Sewer Service Companies (NASSCO). It is a numerical grading system to define the severity of pipe defects identified during CCTV inspections. Condition grades for structural defects and O&M defects are assigned based on the risk of further deterioration or failure. The numerical system uses numbers ranging from 1 to 5 with 1 being a minor defect and 5 being a severe defect. The severity ranking considers the immediate defect, risk of failure, and rate of deterioration.

- Severity Grade 5 – Pipe segment has failed or will likely fail within the next five years - requires immediate attention.
- Severity Grade 4 – Pipe segment has severe defects - risk of failure within the next five to ten years.
- Severity Grade 3 – Pipe segment has moderate defects - deterioration may continue, at a ten to twenty year timeframe.
- Severity Grade 2 – Pipe segment has minor defects - pipe unlikely to fail for at least 20 years.
- Severity Grade 1 – Pipe segment has minor defects - failure unlikely in the foreseeable future.

In June 2017, the District approved a two-step increase of sewer service rates. Barring any unplanned significant expenditures, the increase in revenue from the rate increases will be sufficient to pay for the CIP elements.

- (d) Natural Systems Utilities (NSU) is now the O&M operator after having merged with Phillips and Associates in 2017. The firm is a SWRCB Contract Operator and holds Class II Certification which is applicable for this facility. They meet all the necessary training and continuing education requirements of the State.
- (e) The District undertook a complete rehabilitation of the WWTP and collections system between 2004 and 2009. Although no longer new, the equipment in all the critical areas of the treatment process has more than half of its useful life remaining. We have identified some equipment replacement needs and have added them to the CIP. The District has developed and adds to a Reserve Fund for the replacement of critical equipment. Maintaining an inventory of replacement parts is not warranted, nor do we have the staff to manage a parts inventory.

## **5. DESIGN AND PERFORMANCE PROVISIONS**

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and**
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.**

- (a) The District contracts with engineering firms for the design and construction standards and specifications for the installation of major changes to the sanitary sewer system.

The engineering of Phillips and Associates designed the first phase of a major renovation and improvement project, which included repairs to designated sites along the collection line, the rehabilitation of 10 manholes and the rehabilitation and replacement of the lift station. Their design and specifications were followed by the contractor.

Erickson Engineering designed the second phase of the improvement project and developed the Plans and Specifications for that project. The Second phase included the redesign of the biological treatment system with a 3-pond Hypalon lined system including a FOG interceptor at the system headworks. This phase also included the replacement of two high lift pumps, three aerators, new metering equipment and SCADA Alarms.

All specifications, procedures, and standards are designed by the engineers and carried out by the contractors and the staff of NSU.

- (b) The District is in the process of reviewing sanitation standards that provide procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects. In November 2018 the Board of Directors will consider the adoption of sanitation standards updated in 2009 by the Sonoma County Water Agency. Those procedures will be incorporate into the SSMP once the Board adopts them or other standards.

## **6. OVERFLOW EMERGENCY RESPONSE PLAN**

**Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:**

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;**
- (b) A program to ensure an appropriate response to all overflows;**
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;**
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;**
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and**
- (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.**

TVCSO's SSO Emergency Response Plan is the plan developed and implemented by our O&M contractor, NSU. It includes all of the above items with the exception of item (e) with respect to traffic and crowd control. Although the community of Tomales is sparsely populated, visitors from out of the area frequently pass through or visit Tomales. If a spill were to occur on Dillon Beach Road of Highway 1, any traffic control needs would be conveyed to Marin County Sheriff's Department or the local Fire Station. That assessment of need would be made by first responders or the Governor's Office of Emergency Services.

The NSU Emergency Response Plan is as follows:

# **GUIDELINES FOR WASTEWATER SPILLS AND OTHER UNAUTHORIZED DISCHARGES**

Updated April 2018

## **GENERAL GUIDANCE FOR EMPLOYEE ACTION FOLLOWING A SPILL OR UNAUTHORIZED DISCHARGE**

Upon notification or knowledge of a spill or unauthorized discharge employee should take the following immediate action.

1. Respond to location of the spill and take immediate action if appropriate to minimize incident. This could include building a temporary berm to contain the spill. This could also include pumping to next manhole.
2. Notify Supervisor, Management or designee as soon as possible. Present known information and facts. Avoid using general speculation and avoid committing to information that is not completely known.
3. Do not do anything that creates additional hazards to employees, the public, environment, waterways, wildlife etc.
4. Call Emergency Contractor to clear blockage. If this service is not available, and this is a sewer backup, a septic truck can be called to pump that manhole.

**Some Guidelines are Site Specific, so  
it's a Good Idea to be Familiar with the  
Guidelines for these Systems.**

## **CATEGORIES AND DEFINITIONS**

After our initial response and action we must determine what category our spill fits in to, and what kind of notification is required. Your supervisor may take it from here, they may ask you to provide this information, or you may continue the process together. In any event, communication is important during these steps because **notifications for certain categories are time sensitive**. You will need to fill out a 'Report of Wastewater Spill' form. OES will need much of this info, so it will be a good idea to have all of this info ready when you call. Any on-call operator should have these reports in their truck. When incident is finished, give this report to your supervisor.

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
<b>CATEGORY 1</b>	Discharges of untreated or partially treated wastewater of <u>any volume</u> resulting from an enrollee's sanitary sewer system failure or flow condition that: <ul style="list-style-type: none"> <li>• Reach surface water and/or reach a drainage channel tributary to a surface water; or</li> <li>• Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).</li> </ul>
<b>CATEGORY 2</b>	Discharges of untreated or partially treated wastewater of <u>1,000 gallons or greater</u> resulting from an enrollee's sanitary sewer system failure or flow condition that <u>do not</u> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
<b>CATEGORY 3</b>	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
<b>PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)</b>	Discharges of untreated or partially treated wastewater resulting from blockages or other problems <u>within a privately owned sewer lateral</u> connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be <u>voluntarily</u> reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

## NOTIFICATIONS, REPORTING, AND MONITORING

ELEMENT	REQUIREMENT	METHOD
<b>NOTIFICATION</b> (see section B of MRP)	<ul style="list-style-type: none"> <li>• Within two hours of becoming aware of any Category 1 SSO <u>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.</li> </ul>	Call Cal OES at: (800) 852-7550
<b>REPORTING</b> (see section C of MRP)	<ul style="list-style-type: none"> <li>• Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.</li> <li>• Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.</li> <li>• Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.</li> <li>• SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.</li> <li>• "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.</li> <li>• Collection System Questionnaire: Update and certify every 12 months.</li> </ul>	Enter data into the CIWQS Online SSO Database ( <a href="http://ciwqs.waterboards.ca.gov/">http://ciwqs.waterboards.ca.gov/</a> ), certified by enrollee's Legally Responsible Official(s).
<b>WATER QUALITY MONITORING</b> (see section D of MRP)	<ul style="list-style-type: none"> <li>• Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</li> </ul>	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
<b>RECORD KEEPING</b> (see section E of MRP)	<ul style="list-style-type: none"> <li>• SSO event records.</li> <li>• Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.</li> <li>• Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.</li> <li>• Collection system telemetry records if relied upon to document and/or estimate SSO Volume.</li> </ul>	Self-maintained records shall be available during inspections or upon request.



## **GENERAL GUIDANCE PLAN FOR CLEANUP AND ABATEMENT**

### **Resources to perform Cleanup**

Spill cleanup and abatement is considered a priority, and all available in-house resources will be assigned to the cleanup as needed. Cleanup measures requiring special equipment we do not have will be performed by contractors.

### **Specific Measures and Procedures**

In the event of a blockage, assistance should be obtained to remove blockage.

In the event of a sewer break, wastewater would be diverted around the break if possible until the line is repaired.

In any kind of collection system spill, all visible debris would be cleaned up. If the area is hosed down the run-off must be diverted back into the sewer system or contained for proper disposal.

#### **Lift Station Spill**

In the event of equipment failure resulting in an accidental spill, at least temporary repairs should be accomplished. If both pumps fail, check the yard for other available pumps that could be used. In the event of an extended power failure, the standby generator should be used to operate the lift station until the power is restored. Any resulting spills should be properly contained and disposed of.

#### **Force Main Spill**

In the event of a force main break resulting in an accidental spill, first turn off the pump to prevent additional discharge. The force main must be repaired. If failure is so severe that lift station storage capacity could be exceeded, emergency measures should be taken to avoid additional spill. These measures, depending on specific circumstances, could be either installing an emergency diversion loop connected below and above the break. A septic truck could also be used to haul sewage from the lift station.

#### **Pond Spill**

In the event of a spill resulting from pond berm failure, effluent would drain rapidly with little opportunity for containment. If possible, use another pond until damaged pond can be repaired

Should the situation arise where it is known well in advance that a pond spill is expected to occur, all feasible remedies will be explored with the appropriate Regional Water Quality Control Board and client prior to spill. This may include increasing storage capacity by sandbagging, or otherwise increasing storage height.

If there is no additional option for containment, control discharge through a temporary constructed spillway to assure that the spill will not cause the pond levee to fail by erosion. Cleanup measures would be as described above, or as directed by the RWQCB.

## **NOTIFICATIONS**

1. Notify your supervisor immediately after becoming aware of a spill
2. OES must be notified within 2 hours of Category 1 spill of 1000 gallons or more (800) 852-7550
  - Dependable Septic 24 hr. pumping (707) 257-2127 min. 2 hr. response  
Napa County, Solano County
  - Action Sanitary pumping 24 hr. (707) 994-5068
  - A1 Tank Service (pumping, hydro jetting) 24 hr. Emergency Services  
Napa County, San Francisco, Santa Rosa, Tomales
  - Roto Rooter Concord (925)798-2122 Fairfield (707) 429-5151  
Napa (707) 224-2433

**The following numbers are for reference only, notification is optional.**

- North Coast RWQCB (707) 576-2220
- San Francisco RWQCB (415) 622-2300
- Central Valley RWQCB (916) 464-3291
- Marin County Health Dept. (415) 499-7237
- Napa County Health Dept. (707) 253-4471
- Solano County Health Dept. (707) 784-6765
- Sonoma County Health Dept. (707) 565-4700
- California Dept. of Fish and Game Region 3 (707) 944-5500

## **7. FATS, OIL AND GREASE (FOG) CONTROL PROGRAM**

**Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:**

- (a) **An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;**
- (b) **A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;**
- (c) **The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;**

- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;**
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;**
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and**
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.**

The purpose of a Fats, Oils and Grease (FOG) Control Program is to prevent the formation of grease blockages in the main sewer lines, which can cause sanitary sewer overflows. The California Association of Sanitation Agencies (CASA) estimates that more SSOs are caused by accumulation of FOG in sewers than by any other factor. In the TVCSD, the preventive maintenance and rehabilitation activities minimize the potential for FOG to cause SSOs. The second phase of the Renovation and Improvement plan included a two thousand gallon FOG separator at the headworks prior to the first treatment pond capturing the bulk of all FOG entering the system. The FOG separator is maintained on a regular schedule and is cleaned every quarter. Additionally, a recent sewer system inventory video inspection and cleaning has been completed.

Section 105 (f) of the TVCSD Sewer Service Regulations states:

Any type of business or establishment where grease or other objectionable materials may be discharged in unusual quantities into a public sewer system shall have a grease removal device (GRD) or oil and sand interceptor of a size and design to be approved by the District Operator and a qualified civil engineer. Grease traps or grease interceptors will be required at restaurants and other commercial and/or non-residential food preparation establishments. Oil and sand interceptors will be required at gas stations and auto repair establishments with floor drains located in the service areas, auto or vehicle washing facilities, etc. The minimum standard for an under sink grease trap is a 75 gallon capacity grease trap with a flow rating of 35 GPM. This size trap is rated for four kitchen fixtures maximum and shall not have a dishwasher connected to it. A kitchen with an excess of four fixtures will require a second grease trap of the same size and rating.

Oil and sand interceptors, as well as underground grease interceptors, shall be situated on the owner's premises and shall be so located as to be readily and easily accessible for cleaning and inspection. Buildings remodeled for use requiring interceptors shall be subject to these regulations. Also, any change in ownership or title of any business, building, license or permit to operate shall be subject to these regulations.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease, oil, sand or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, food waste disposals, soup kettles, and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through grease traps and oil and sand interceptors where approved by the District operator; provided, however, that toilets, urinals, washbasins and other fixtures containing fecal materials shall not flow through the grease trap or interceptor.

Grease traps and oil and sand interceptors shall be maintained by the owner in efficient operating condition by periodic removal of the accumulated grease, oil or sand. The use of

chemicals to dissolve grease or oil is specifically prohibited. No such accumulated grease, oil or sand shall be introduced into any drainage piping or public or private sewer.

## **8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN**

**The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:**

- (a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape the system) associated with conditions causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;**
- (b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and**
- (c) Capacity Enhancement Measures: The steps needed to establish a short and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I & I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.**
- (d) Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a) – (c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements.**

### **(a) EVALUATION OF HYDRAULIC SUFFICIENCY**

The TVCSD sewer system has not historically experienced SSO discharges caused by hydraulic deficiency. For example, in the last fourteen (14) years (2000-2014) the TVCSD sewer system has experienced one (1) SSO and it was due to the County's contractor puncturing a force main. The TVCSD sewer system is a gravity-fed collection system which transports wastewater to the sewer treatment plant. There is a single wetwell and lift station located approximately eighteen (18) feet underground at the corner of Highway One and Tomales Petaluma Rd. Wastewater is pumped via two five (5) horsepower (hp) pumps into the system's gravity main above the treatment plant and flows from there by gravity to the headworks. As noted, the TVCSD maintains two pumps at its lift station; one is redundant in the event of a failure or damage to the other pump.

The TVCSD sewer system is designed to treat an average daily flow of 43,000 gallons (or 0.043 MGD), with a peak wet weather flow of 240,000 gallons per day (or 0.240 MGD). Peak flows historically occur during significant storm events. Based on historic records of peak flows into the TVCSD's sewer system since 2000, staff estimates that the peak flows occurred on December 31, 2005 and Jan 1, 2006 and were recorded at 0.135 MGD and 0.098 MGD, respectfully. The current hydraulic capacity of the two pumps located

at the lower town lift station have been adequate to handle these peak flows, as well as the high lift pumps at the WWTP. The TVCSD sewer system has not experienced any SSOs caused by peak flows into the collection system.

Prior to 2005 the TVCSD periodically experienced significant infiltration and inflow into the collection system during major storm events, a problem that was largely corrected by a rehabilitation project of several sections of the collection system. The TVCSD is currently in the preliminary design stage of replacing or slip-lining the entire collection system. In the meantime, the TVCSD regularly inspects its manholes and periodically smoke-tests the sewer system in an effort to identify and correct any continued infiltration and inflow from other sources.

(b) DESIGN CRITERIA

Not applicable.

(c) CAPACITY ENHANCEMENT MEASURES

TVCSD and the Contract Operators have not identified any hydraulic deficiencies in the district's existing sewer collection system upstream of the treatment facility and, because the system essentially is operating at half capacity, the District does not foresee the need to increase pipe size, pumping capacity or storage facilities. That said, the importance of vigilant inspection and maintenance of the district's existing facilities and equipment, including the integrity of the district's collection mains and pumps, cannot be overstated. On average, the district video-inspects its entire collection system every eight years and replaces or rebuilds one or both pumps at the lift station every ten years.

(d) SCHEDULE

The District recently replaced the two grinder pumps at the lower town lift station, the two high lift pumps at the treatment plant and the aerators in the treatment ponds. We are currently in the preliminary design phase of a rehabilitation of the entire collection system, but will not be able to undertake that project without grant funding. Replacement and repairs of existing equipment and pipes will be performed on an as needed basis with Operating and Capital Improvement Reserves.

## **9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS**

**The Enrollee shall:**

- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;**
- (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;**
- (c) Assess the success of the preventative maintenance program;**
- (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and**
- (e) Identify and illustrate SSO trends, including: frequency, location, and volume.**

### **MAINTAIN RELEVANT INFORMATION/IDENTIFY TRENDS**

TVCS D tracks numerous performance measures of the district's sewer system, including the following:

- daily flows from the collection system
- daily pump hours at the lower town lift station
- daily pump hours at the WWTP
- daily pump hours at the spray fields (during spray season)
- available free board in treatment ponds
- available free board in holding ponds
- weekly tests for pH, DO, COD, coliform and chlorine residual
- SSO records (including reports and response documentation)
- maintenance records
- repair records
- weather records

These measures of the district's sewer system are evaluated by the Operations Supervisor to determine whether there are any trends pertaining to SSO which might indicate a need for a rehabilitation or replacement project. In addition, on a monthly basis, the Operations Supervisor generates Self Monitoring Reports to the Regional Water Quality Control Board pursuant to WDR 86-86 and, since November 2007, the Administrator or General Manager submits monthly SSO-related reports to the State Water Resources Control Board pursuant to WDR Order 2006-0003-DWQ. The Administrator or General Manager also submits annual SSO reports to the RWQCB. The Administrator or General Manager discusses these reports regularly with the Operations Supervisor. The TVCS D plans to continue tracking performance measures that are currently tracked.

### **MONITOR THE IMPLEMENTATION OF THE SSMP AND SUCCESS OF PREVENTATIVE MAINTENANCE**

The Operations Supervisor periodically reviews the district’s preventative maintenance activities to assess their effectiveness and relevance. This review will include, but not necessarily be limited to:

- a review of any SSOs, if any, including volume, cause and response time
- inspection overview and results
- preventative maintenance schedule and any backlogs
- completed projects
- planned projects

The Operations Supervisor checks in with the General Manager on at least a monthly basis (and generally much more frequently) to identify potential areas for improvement based on the above review. Verbal progress reports summarizing these meetings and any recommendations for change are regularly provided to the General Manager, usually on at least a monthly basis.

In addition, to monitor the effectiveness of the SSMP, the TVCSD has selected certain specific parameters that can be documented and compared on an annual basis. Changes in these parameters over time will indicate the overall success of the SSMP or, conversely, underlying conditions that can be investigated further. The SSMP monitoring parameters of program effectiveness are shown in the table following:

**Figure 4 - SSMP Monitoring Parameters, by SSMP Element**

<b>SSMP Element</b>	<b>Summary of Element Purpose</b>	<b>Actions or Measures of Tracking Effectiveness</b>
Goals	Reduce Overflows	No Action Needed
Organization	Establish a hierarchy and assign responsibility within the organization	Review, update and adjust based on organizational changes
Legal Authority	Ensure the District has sufficient legal authority to properly maintain the sewer system	Modify as needed
Operation and Maintenance Program	Minimize blockages and reduce SSOs by properly maintaining the system and keeping the system in good condition	<ul style="list-style-type: none"> <li>• Total number and volume of SSOs</li> <li>• Number of repeat SSOs</li> <li>• Total number of mainline blockages</li> <li>• Length of pipe cleaned</li> <li>• Length of pipe CCTV'd and inspected</li> <li>• Length of mains replaced</li> </ul>
Design & Construction Standards	Ensure any new or repaired facilities are properly designed and constructed	Modify as needed
Overflow Emergency Response	Provide timely and effective response to SSMP emergencies and comply with regulatory reporting requirements	<ul style="list-style-type: none"> <li>• Response time</li> <li>• Non-scheduled work hours</li> </ul>

		<ul style="list-style-type: none"> <li>• Monthly trend analysis</li> </ul>
Fats, Oil & Grease Control	Minimize blockages due to FOG	<ul style="list-style-type: none"> <li>• Number of blockages, if any, due to FOG</li> <li>• Number of SSOs, if any, due to FOG</li> </ul>
Capacity Management	Minimize SSOs due to insufficient hydraulic capacity	<ul style="list-style-type: none"> <li>• Number of SSOs, if any, due to hydraulic capacity limitations</li> <li>• Number of SSOs, if any, due to wet weather</li> </ul>
Monitoring, Measurement and Program Modifications	Evaluate effectiveness of SSMP, keep SSMP updated, and identify necessary changes	As needed
Program Audits	Review the program effectiveness and make necessary changes to comply with the requirements	Formally audit the program every two years
Communication Program	Evaluate the effectiveness of communication and identify necessary changes	As needed

## PROGRAM MODIFICATIONS

The TVCSD’s SSMP will be modified to include operations changes that affect the SSMP elements. The TVCSD will review the successes and needed improvements of the SSMP as part of the SSMP annual audit (see Element 10).

TVCSD staff will update critical information, such as cell numbers, contact information and all other SSO response change of communication information as needed. A comprehensive SSMP update will occur every 5 years, as required by the SWRCB. Major changes proposed for the SSMP will be presented for approval to the TVCSD’s Board of Directors at duly noticed public meetings.

## **10. SSMP PROGRAM AUDITS**

**As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and Enrollee’s compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.**

### TVCSD SSMP PROGRAM AUDIT

The TVCSD shall audit and update its SSMP at least every two years. The audit process is documented in the SSMP Audit form, a copy of which is included on the following pages. The audit form provides a structure for a systematic review of each SSMP element to ensure the

SSMP contains current information, regulatory requirements are satisfied, and programs are effective. If updates or changes are required, the content and timeline to complete those changes are described in the audit form.

**Figure 5 – TVCSD’s Sewer System Management Plan (“SSMP”) Audit Form**

The purpose of this SSMP Audit Form is to evaluate the effectiveness of the TVCSD’s SSMP and identify any needs for improvement. As part of the updating of the SSMP in July 2018 an audit of the TVCSD’s SSMP was completed in June 2018.

**Directions:** Please check **YES** or **NO** for each question. If **NO** is answered for any question, describe the updates/changes needed and the timeline to complete those changes in the “*Description of Scheduled Updates/Changes to the SSMP*” section on Page 4 of this form.

<b>ELEMENT 1 – GOALS</b>		<b>YES</b>	<b>NO</b>
A.	Are the Goals stated in the SSMP still appropriate and accurate?	X	
<b>ELEMENT 2 – ORGANIZATION</b>			
A.	Is the Organizational Chart still accurate?		X
B.	Are the staff and emergency numbers still accurate?		X
C.	Is the SSO Chain of Communication list still accurate?		X
D.	Are the names and numbers of the Emergency Notification list current?		X
<b>ELEMENT 3 – LEGAL AUTHORITY</b>			
Does the SSMP reference the TVCSD Sewer Regulations documenting the legal authority to:			
A.	Prevent illicit discharges?	X	
B.	Require proper design and construction of sewers and connections?	X	
C.	Ensure access for maintenance, inspections and/or repairs for portions of the laterals owned or maintained by the District?	X	
D.	Limit discharge of	X	
E.	Enforce any violation of its Sewer Regulations?	X	
<b>ELEMENT 4 – OPERATIONS AND MAINTENANCE PROGRAM</b>			
<b>Collection System Maps</b>			

A.	Does the SSMP reference the current process of maintaining the collection system maps and As-Builts for new construction?	X	
B.	Are the District’s sewer collection system maps complete, current and sufficiently detailed?	X	
<b>Resource and Budget</b>			
C.	Does the TVCSD allocate sufficient funds for the effective operation, maintenance, and repair of the sewer collection system and is the current budget structure documented in the SSMP?	X	
<b>Prioritized Preventative Maintenance</b>			
D.	Does the SSMP describe current preventative maintenance activities?		X
E.	Are NSU preventative maintenance activities sufficient and effective in minimizing SSOs and blockages?	X	
<b>Scheduled Inspections and Condition Assessments</b>			
F.	Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are current components of this program documented in the SSMP?	X	
<b>Contingency Equipment and Replacement Inventory</b>			
G.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and document the procedures of inventory management?	X	
H.	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?		X
<b>Training</b>			
I.	Does NSU provide adequate training to staff and are records current?	X	
J.	Does the SSMP document current training expectations and programs within the O&M contract?		X
<b>ELEMENT 5 – DESIGN AND PERFORMANCE PROVISIONS</b>			
A.	Does the SSMP contain current design and construction standards for the installation of new sanitary sewer systems and for the rehabilitation and repair of existing sanitary sewer systems?	X	
B.	Does the SSMP document contain current procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and the rehabilitation and repair of existing sewer lines?		X
<b>ELEMENT 6 – OVERFLOW AND EMERGENCY RESPONSE PLAN</b>			
A.	Does the TVCSD’s SSO Overflow and Emergency Response Plan	X	

	establish procedures for the emergency response, notification and reporting of SSOs?		
B.	Is NSU staff appropriately trained on the procedures of the SSO Overflow and Emergency Response Plan?	X	
C.	Is the SSO Overflow and Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?	X	
<b>ELEMENT 7 – FATS, OILS AND GREASE (FOG) CONTROL PROGRAM</b>			
A.	Does the FOG Control Program include efforts to educate the public on the proper handling and disposal of FOG?	X	
B.	Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	X	
C.	Are requirements for grease removal devices, record-keeping and reporting established in the district’s FOG Control Program?	X	
D.	Does the District have sufficient legal authority to implement and enforce the FOG Control Program?	X	
E.	Is the current FOG Control Program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?	X	
<b>ELEMENT 8 – SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN</b>			
A.	Does the TVCSD’s SSMP evaluate hydraulic deficiencies in the system and, if needed, establish sufficient design criteria and short/long term capacity enhancement and improvement projects?	X	
B.	If needed, does the TVCSD’s SSMP establish a schedule of approximate completion dates for both short and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?	X	
<b>ELEMENT 9 – MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS</b>			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	X	
B.	Is TVCSD able to sufficiently evaluate the effectiveness of SSMP elements based on relevant information?	X	



## **11. COMMUNICATION PROGRAM**

**The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.**

**The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.**

The TVCSD regularly communicates with the public on a wide-range of district matters and did so during the development of its SSMP. TVCSD has and will continue to publicly communicate its efforts to maintain and improve the sewer system because effective communication promotes cooperation and support from our customers. The TVCSD's goal is to communicate with enough frequency and with enough pertinent information so that the SSMP is fully supported by our customers and the public is aware of the district's efforts to reduce and eliminate SSOs. The success of our SSMP is vital to the protection of public health, the environment and the water quality of the region. In addition, it is critical that our customers understand that wastewater collection system improvements will be needed from time to time to ensure the operational efficacy of our system and maintain the historically low rate of SSOs that is characteristic of the TVCSD's sewer system.

The TVCSD's General Manager shall be responsible for ensuring that the district communicates with the public on a regular basis about its sewer system and its SSMP. This communication will take place via the regular monthly meetings of the Board of Directors where the Board and public are extensively updated on operational issues concerning the sewer system and other major developments. The meetings are duly noticed public meetings and open to the public. Minutes of the meetings, once approved by the Board, are publicly available on the district's website and at the district offices. The district also communicates with its customers via a semi-annual newsletter and via the district's website. Members of the public are encouraged at all times to provide input to the district concerning the sewer system and the SSMP.

## TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

### RESOLUTION # 18-06

July 11, 2018

WHEREAS, the Marin County Board of Supervisors, by Resolution # 98-161, formed the Tomales Village Community Services District for the purposes of, among other things, local control of the Tomales Wastewater System and Tomales Community Park, and

WHEREAS, the TVCSD owns and operates a sanitary sewer system that collects, treats and disposes of wastewater from the Tomales community, and

WHEREAS, the TVCSD operates its sewer system pursuant to Order 86-86 of the California Regional Water Quality Control Board, and

WHEREAS, the sewer collection system consists of approximately 2.25 miles of pipeline, and

WHEREAS, on May 2, 2006, the State Water Resources Control Board (“SWRCB”) adopted statewide Order No. 2006-0003-DWQ which requires all public wastewater collection system agencies in California with greater than one mile of collection pipes to be regulated and monitored in accordance with the terms of the Order, and

WHEREAS, on February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state, and

WHEREAS, on August 6, 2013, SWRCB concluded that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program objectives, assess compliance, and enforce the requirements of the SSS WDRs, and

WHEREAS, effective September 9, 2013 TVCSD is therefore subject to the requirements of amended SWRCB Order No. WQ 2013-0058-EXEC, and

WHEREAS, SWRCB Order No. 2006-003-DWQ mandates, among other things, that all subject agencies update a Sewer System Management Plan (“SSMP”) every five years, and

WHEREAS, the TVCSD’s Board of Directors is required to approve the TVCSD’s SSMP at a public meeting, and

WHEREAS, the TVCSD General Manager has prepared the documents required for the SSMP in accordance with the terms of Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, and Monitoring and Reporting Program Orders 2006-0003-DWQ, WQ 2008-0002-EXEC and WQ 2013-0058-EXEC and submits it to the Board for approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Directors of the TVCSD approves the district’s Sewer System Management Plan.

EXECUTED THIS 11<sup>TH</sup> DAY OF JULY TWO THOUSAND EIGHTEEN.

EXECUTED THIS 11<sup>TH</sup> DAY OF JULY, TWO THOUSAND EIGHTEEN.



Dru Fallon O'Neill, President, TVCSD

Attested by:



Secretary, TVCSD

APPENDIX A

**Tomales Village Community Services District**

**SEWER SERVICE REGULATIONS**

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# **Tomales Village Community Services District**

## **REGULATION 100**

### **GENERAL PROVISIONS**

**a. Intent and Purpose**

It is the intent and purpose of the Board of Directors of the Tomales Village Community Services District to protect the public health and safety through enforcement of these regulations in the design, construction and use of sewage facilities within the jurisdiction of the District.

**b. Authority**

These regulations are adopted pursuant to provisions of Section 31100 and following, of the Water Code of the State of California.

**c. Definitions**

As used in these regulations of the Tomales Village Community Services District, the following terms have the meaning stated below.

(1) Applicant

Shall mean the owner of the premises to be served by the sewer proposed to be installed or connected, or the owner's authorized agent.

(2) Application

Shall mean an application for sewer service which shall be on a form provided by the District for that purpose, and which shall describe the work proposed to be done, the location, ownership, occupancy, and use of the premises proposed to be served, the characteristics of the waste proposed to be introduced into the District's sewage facility, and be accompanied by such plans and specifications and further information as may be determined by the District to be necessary.

(3) Agreement

Shall mean an agreement between the Applicant and the District that establishes by the terms and conditions under which any sewage facilities shall be installed, replaced or extended.

(4) Board of Directors

Shall mean the Board of Directors of the Tomales Village Community Services District.

(5) BOD (Biochemical Oxygen Demand)

Shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in 5 days at 20° centigrade expressed in milligrams per liter.

(6) Building

Shall mean any structure containing any facility generating sewage requiring disposal into the District's sewage facility.

(7) County

Shall mean the County of Marin.

(8) District

Shall mean the Tomales Village Community Services District.

(9) Improvement District

Improvement District shall mean a specific portion of land within the boundaries of the District designated by the District as being an area which the District will provide sewer service to which certain debt obligations are assigned.

(10) Infiltration

Shall mean groundwater entering sewers through defective joints, and broken or cracked pipe and manholes.

(11) Sewer Main

Shall mean a public sewer into which storm, surface and ground waters are not intentionally admitted and which lies within a public street or easement readily accessible to the District.

(12) Private Disposal System

Shall mean any system of treatment devices or facilities (excluding chemical toilets) that store, convey, treat or dispose of sewage, which is, discharged anywhere other than a public sewer system.

(13) Regulations, Sewer Regulations, These Regulations

Shall mean the regulations of the District.

(14) Sewage

Shall mean any liquid waste containing matter in suspension or solution.

(15) Sewage facility

Shall mean all facilities for collecting, pumping, treating and disposing of sewage or for conveying treated sewage to points of reuse.

(16) Sewer

Shall mean a pipe or conduit for carrying sewage.

(17) Side-Sewer, Lateral

Shall mean the sewer line connecting the building sewer and the sewer main.

**d. Agreement, Inspection and Fees**

- (1) No sewer main or side-sewer shall be installed, replaced, or extended within the District until a sewer service agreement is signed by both the Applicant and the District, all fees, charges and estimated construction costs required under Regulation 106 and 108 are paid, and all necessary right-of-ways are granted to the District.
- (2) No connection with or use of any sewer main or side-sewer shall be made until the sewer main and side-sewer has been inspected and approved by the District.

**e. Land Use Approval Established**

An application for service to unimproved land shall not be processed to completion by the District unless the Applicant presents to the District a document from the County of Marin verifying that:

- (1) a valid building permit has been issued; or
- (2) a preliminary division of land has been approved; or
- (3) a tentative subdivision map has been approved; or
- (4) a planned unit development precise development plan has been approved; or
- (5) a conditional use permit has been approved.

Unimproved land means land on which no improvements exist or land, which although improved to a degree, is being further improved and said further improvement is the cause for augmented sewer service and requires one or more of the above listed land use approvals.

**f. Validity**

If any provision of these regulations or the application thereof to any person or circumstance is held invalid the remainder of the regulation and the application of such provisions to other persons or circumstances shall not be affected thereby.

# **Tomales Village Community Services District**

## **REGULATION 101**

### **USE OF SEWER MAIN REQUIRED**

**a. Disposal of Waste**

The discharge of any sewage, commercial or industrial wastes or other polluted waters to any stream or water courses located within a Sewer District or Improvement District is prohibited.

**b. Unlawful Disposal**

Except as herein provided, construction of any privy, privy vault, septic tank, cesspool, or seepage pit facility intended to be used for the disposal of sewage within the District is prohibited.

**c. Occupancy Prohibited**

No building within the District shall be occupied until the owner of the premises has complied with the provisions of these regulations.

**d. Connection to Sewer Main Required**

The owner of any building on land in the District which is within four hundred (400) feet of a District sewer main, shall at his or her expense connect said building directly to the sewer main in accordance with the provisions of these regulations within ninety (90) days after notification by the District. The District may waive this requirement upon finding that such connection is not necessary to protect the public health.

# **Tomales Village Community Services District**

## **REGULATION 102**

### **PRIVATE SEWAGE DISPOSAL**

**a. Public Sewer Not Available**

Where a District sewer is not available to serve a building in the District, the building sewer shall be connected to a private sewage disposal system complying with provisions of the Marin County Code and the Environmental Health Services of the County.

**b. Replaced Private Disposal Systems**

Where a property previously served by a private sewage disposal system is annexed into the District and is served by the District sewer, the disposition of the private sewage disposal system replaced shall be in accordance with the Marin County Code, at the expense of the property owner.

# Tomales Village Community Services District

## REGULATION 103

### SIDE-SEWER CONNECTIONS

**a. Agreement Required**

In accordance with Section d. of Regulation 100 no person shall construct a side-sewer or make a connection with any sewer main without first entering into an agreement with the District and paying all fees, charges and estimated construction costs as required under Regulation 106 and 108.

**b. When Extension of Sewer Main Required**

Extension of a District sewer main shall be constructed to serve new consumers whose lands do not have direct access to or do not abut a street or easement containing an adequate sewer main in accordance to Regulations 104, 106 and 108. Property with direct access to a street or easement containing an adequate sewer main, but which does not have a major frontage on the street or easement, will be served at such street or easement provided that such property and adjacent properties cannot be subdivided or developed.

**c. Construction Requirements**

- (1) Construction of side-sewers shall be in accordance with the TVCSD Standard Drawing, Sewer and comply with the Uniform Building Code for underground sewer.
- (2) No person shall uncover or otherwise alter or disturb a side-sewer without first receiving the consent of the District.

**d. Separate Side-Sewers**

Each separate building shall be connected to the sewer main with a separate side-sewer, except that one or more buildings located on property owned by the same person may be served by the same side-sewer if the District determines that it is unlikely that the property can or will be subdivided in the future. However, if for any reason the property is subsequently subdivided, the owner shall provide each building under separate ownership, a separate side-sewer and sewer main extension as required by the District. Continued use of such common side-sewer is prohibited.

**e. Old Building Side-Sewer**

An old building side-sewer may be used in connection with a new building only if, after inspection, the District determines that the side-sewer meets all current District requirements.

**f. Maintenance of Side-Sewer**

The maintenance of each side-sewer shall be the responsibility of the owner of the property served thereby. The cost of testing, inspecting, maintaining, repairing, replacing and relocating a side-sewer shall be borne by the owner of the property thereby. The owner shall keep the side-sewer free of infiltration.

**g. Testing of Side-Sewers**

Side-sewers will be tested under the supervision of the District in each of the following circumstances:

- (1) on remodeling or enlargement of the property served involving the installation of any plumbing fixture,
- (2) on change of use of the building served as residential, commercial or industrial,
- (3) on repair or replacement of the side-sewer, and
- (4) on request of the District.

**h. Sewers Too Low**

In all buildings in which any building sewer is too low to permit gravity flow to the existing sewer main or side-sewer, the District will require that all other methods of obtaining gravity flow must be examined. Any new construction that is required in order to achieve gravity flow will be at the property owner's expense.

The District will determine if gravity flow sewer service to the property is not feasible. In this case, the sewage carried by such building sewer shall be lifted by a private pump system, subject to District approval, and discharged to the sewer main or side-sewer as determined by the District, and at the expense of the owner. The Applicant shall enter into a recordable agreement running with the land to be served agreeing to accept such service and releasing the District from any liability and from all responsibility to provide gravity service, and agreeing to maintain in good condition and repair without cost to the District the private pump system, including:

- (1) Collection basin
- (2) sewage pump or grinder pump as required
- (3) cleanouts appropriately located to remedy pipe blockages
- (4) check valve to prevent sewage in the District's sewer system from draining into the owner's private system.

# Tomales Village Community Services District

## REGULATION 104

### SEWAGE FACILITY CONSTRUCTION

**a. Facility Size and Design**

All extensions of the District's sewage facility shall be designed by the District and constructed in accordance with the District's plans and specifications. The location, size, type and design of all such extensions shall be sufficient to provide adequate sewage collection, pumping, treatment and disposal capacity for the entire area that can be economically be served therefrom as conclusively determined by the District.

**b. Construction by District**

Subject to the rights of the Applicant as herein set forth, the District will construct extension of its sewage facilities. Such work will be commenced only after the Applicant has entered into a sewer service agreement, advanced the total estimated cost of all facilities, paid all charges as required by Regulation 106 and 108 and provided easements as required by section e. hereof.

**c. Construction by Applicant**

(1) Right of Applicant to Construct

The Applicant may elect to construct extensions to the District's sewage facilities, with specifications furnished by the District, provided, however, the District reserves the right to construct, with its own personnel or by private contract, any of the following:

- (a) Sewer mains, pumping plants, storage and treatment facilities and disposal facilities.
- (b) Extensions involving complicated connections to, or interference with, the District's existing facilities as solely determined by the District.

(2) Conditions

Construction by the Applicant shall be subject to **each** of the following conditions:

- (a) Prior to commencement of construction the Applicant shall enter into a sewer service agreement, advance all fees, costs of materials to be furnished and work to be performed by the District, pay all charges as required by Regulations 106 and 108 and furnish the District with a performance bond satisfactory to the District in an amount equal to 100% of the estimated cost of the construction by the Applicant.
- (b) A competent and experienced contractor licensed for underground construction and with experienced laborers shall perform all work.

- (c) All work shall be performed in a professional, workmanlike and safe manner and in accordance with the plans and specifications of the District, under its inspection and to the satisfaction of its Operation Manager. Risk of loss or damage to materials or use and installation of faulty materials shall be borne by the Applicant until the District accepts the facilities constructed.
- (d) All facilities shall be maintained by the contractor that installed the same for one year, or such longer period as shall be specified by the District, following the acceptance thereof by the District.

**d. All Work to be Inspected**

All sewer mains, side-sewers and other sewage facility work shall be inspected by the District to ensure compliance with all requirements of the District. No sewer or side-sewer shall be covered at any point until it has been inspected and passed for acceptance. No sewer or side-sewer shall be connected to the District's sewer mains until the work described in the plans and specifications, with any corrections or modifications made with the consent of the District, is completed, inspected and approved by the District. The Applicant shall request inspections seventy-two (72) hours prior to inspection date.

**e. Land, Easement and Rights-of-Way**

(1) Requirement of District Ownership

All extensions of the District's sewage facility shall at all times be the property of, and be controlled by, the District. District sewage facilities shall be located only in dedicated and accepted public streets, or within dedicated utility easements or within satisfactory easements granted to the District.

(2) Time and Cost of Acquisition

No facilities will be constructed until all rights-of-way, easements and facility sites, as required by and satisfactory to the District, shall have been conveyed to the District without cost to the District. In the event such rights-of-way, easements or lands are not conveyed by the Applicant, the Applicant shall pay the District its entire cost of acquisition thereof, including appraiser's fees, escrow charges, title insurance premiums, legal and professional expenses, and administrative costs.

**f. Street Excavation Permit**

Any contractor intending to excavate in a public or private street for the purpose of installing sewers or making sewer connections must obtain all necessary permits and authorizations from the County or State departments having jurisdiction.

**g. Liability**

The District and its officers, agents and employees shall not be liable for injury or death to any person or damage to any property arising out of the performance of any work by any

Applicant. The Applicant shall indemnify the District, its officers, agents and employees for all damages, costs, expenses, fees and interest thereby incurred.

**h. Determination of Construction Costs**

The District shall determine its actual cost of all extensions. Costs shall include labor, materials, overhead, engineering, legal and administrative expenses allocable to such work. The District's determination of costs shall be conclusive.

If, at any time prior to completion of the extension, the District increases its estimate of said cost, the Applicant will pay the amount of the increase within 30 days after billing. If the District's actual costs of the extension exceed the estimated amounts paid, the Applicant will pay the difference within 30 days after the billing and prior to commencement of service. If the estimated amounts paid exceed the actual costs, the District will refund the excess promptly, without interest.

# **Tomales Village Community Services District**

## **REGULATION 105**

### **USE OF SEWER MAINS**

**a. Drainage Prohibited**

No leaders from roofs or surface drains for rainwater runoff shall be connected to any sewer main or side-sewer. No surface or subsurface drainage, rainwater, storm water, seepage water, water from yard fountains, ponds, lawn sprays, yard drainage, cooling water or other unpolluted commercial or industrial process water shall be permitted to enter any sewer main or side-sewer by any device or method.

**b. Types of Waste Prohibited**

Except as herein provided no person shall discharge or cause to be discharged any of the following described water or wastes to any sewer main or side-sewer:

- (1) any gasoline, naphtha, fuel oil or other flammable or explosive liquid, solid or gas;
- (2) any garbage that has not been shredded to such degree that all particles shall be carried freely under the flow conditions normally prevailing in sewer mains;
- (3) any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, fat, oil, grease, or any other solid or viscous substance capable of causing obstruction to the flow in sewer mains or other interferences with the normal and proper operation of the sewage facilities;
- (4) any water or wastes having a pH lower than 5.5 or higher than 9.0 or having any corrosive property capable of causing harm, damage or hazard to structures, equipment, personnel, or operation of the sewage facility;
- (5) any water or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with the sewage treatment process, constitute a hazard to humans or animals or create any hazard in the sewage treatment facilities;
- (6) effluent from any industrial garbage grinder or disposal unit or any other water or wastes containing suspended solids of such character and quantity that requires unusual attention or expense for transport and/or treatment;
- (7) mineral oils, greases or products of a petroleum origin, petroleum oils, motor oils, cutting oils, or grease trap wastes either as grease or as emulsified grease;
- (8) any noxious, malodorous, or toxic liquids, gases, fumes, vapors or substances capable of creating a public nuisance or hazard to life or are sufficient to prevent District personnel from safely entering into the sewer facilities for maintenance and repair;

- (9) any septic tank sludge, chemical toilet wastes, waste to which chemicals have been added for odor control or preservation, or the contents of grease traps or sand interceptors;
- (10) any water or waste with a temperature greater than 150° F.

**c. Pre-Treatment of Wastes**

Applicant or owner shall provide necessary wastewater treatment as required to comply with this Regulation and shall achieve compliance with all federal categorical pretreatment standards within the time limitations as specified by the Federal Pretreatment Regulations. Where necessary, in the opinion of the District, the Applicant or owner shall provide at his or her expense such pretreatment of sewage as may be necessary to:

- (1) reduce the biochemical oxygen demand (BOD) to 300 parts per million and the suspended solids to 500 parts per million by weight;
- (2) reduce objectionable characteristics or constituents to within the limits specified by the District and the Regional Water Quality Control Board.

Plans, specifications and other pertinent information relating to the proposed pre-treatment facilities shall be submitted for approval to the District and to the San Francisco Bay Regional Water Quality Control Board and no construction of such facility shall be commenced until said approvals are obtained in writing. The review of such plans and operating procedures will in no way relieve the owner from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the District under the provisions of this Regulation. Any subsequent changes in the pre-treatment facilities or method of operation shall be reported to, and be acceptable to, the District prior to the owner's initiation of the changes.

**d. Maintenance of Pre-Treatment Facilities**

Where pre-treatment facilities are provided for any waters or wastes, the owner at his/her expense shall maintain them continuously in satisfactory and effective operating condition.

**e. Monitoring Facilities**

The District may require to be provided and operated at the owner's expense, monitoring facilities to allow inspection, sampling and flow measurements of the building sewer and/or internal drainage systems. The monitoring facility should normally be situated on the owner's premises.

There shall be ample room in or near such sampling manhole or facility to allow accurate sampling and preparation of samples for analysis. The facility, sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the owner.

**f. Grease Traps and Oil and Sand Interceptors**

Any type of business or establishment where grease or other objectionable materials may be discharged in unusual quantities into a public sewer system shall have a grease removal device (GRD) or oil and sand interceptor of a size and design to be approved by the

District Operator and a qualified civil engineer. Grease traps or grease interceptors will be required at restaurants and other commercial and/or non-residential food preparation establishments. Oil and sand interceptors will be required at gas stations and auto repair establishments with floor drains located in the service areas, auto or vehicle washing facilities, etc. The minimum standard for an under sink grease trap is a 75 gallon capacity grease trap with a flow rating of 35 GPM. This size trap is rated for four kitchen fixtures maximum and shall not have a dishwasher connected to it. A kitchen with an excess of four fixtures will require a second grease trap of the same size and rating.

Oil and sand interceptors, as well as underground grease interceptors, shall be situated on the owner's premises and shall be so located as to be readily and easily accessible for cleaning and inspection. Buildings remodeled for use requiring interceptors shall be subject to these regulations. Also, any change in ownership or title of any business, building, license or permit to operate shall be subject to these regulations.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease, oil, sand or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, food waste disposals, soup kettles, and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through grease traps and oil and sand interceptors where approved by the District operator; provided, however, that toilets, urinals, washbasins and other fixtures containing fecal materials shall not flow through the grease trap or interceptor.

Grease traps and oil and sand interceptors shall be maintained by the owner in efficient operating condition by periodic removal of the accumulated grease, oil or sand. The use of chemicals to dissolve grease or oil is specifically prohibited. No such accumulated grease, oil or sand shall be introduced into any drainage piping or public or private sewer.

**g. Inspection and Sampling**

The District may inspect the facilities of any owner to ascertain whether the purpose of this Regulation is being met and all District requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the District or their representative ready access at all reasonable times to all parts of the premises for the purpose of inspection, sampling, records examination, records copying or in the performance of any of their duties. The District, Regional Water Quality Control Board and EPA shall have the right to set up on the owner's property such devices as are necessary to conduct sampling inspection, compliance monitoring and/or metering operations.

**h. Swimming Pools, Spas and Hot Tubs**

It shall be unlawful for any person to discharge contents of a swimming pool, spa or hot tub into a sanitary sewer at the rate of flow greater than 50 gallons per minute and only for the purpose of emptying the pool or backwashing the pool/spa filter. Each swimming pool, spa or hot tub discharging to a sanitary sewer shall be equipped with an approved air gap to preclude any possibility of a backflow of sewage into the pool or piping system.

**i. Conservation of Water to Accomplish Flow Reduction**

Each customer of the District is urged to install devices that will minimize the flow to the District's sewage facilities. Plumbing fixtures installed shall meet all requirements of state law. Replacement fixtures shall meet the requirements of Section j.(2) hereof.

**j. Flow Reduction Devices and Restrictions for New Development**

- (1) Sewer service will not be furnished to any Applicant unless the flow reduction devices hereinafter described are installed:
- (2) All interior plumbing in new buildings shall meet the following requirements:
  - (i) Toilets and associated flush valves shall not use more than 1.6 gallons of water per flush.
  - (ii) Urinals and associated flush valves shall use not more than 1.0 gallon of water per flush.
  - (iii) Showerheads shall restrict flow to a maximum 2.75 gallons of water per minute.
  - (iv) Kitchen and lavatory faucets shall have aerators or laminar flow devices together with flow control inserts, valves, devices, or orifices that restrict flow to a maximum of 2.5 gallons of water per minute.

# Tomales Village Community Services District

## REGULATION 106

### APPLICATION, AGREEMENT, AND FEES

**a. Application for Service**

Upon receipt of an application for sewer service the District will review it and prepare a written estimate and preliminary plan for providing sewer service. If the District determines, in its sole discretion, that the plans, specifications and other information submitted as part of the application are complete and satisfactory and in compliance with pertinent District regulations, and that there exists adequate downstream collection, treatment and disposal capacity for the proposed service, including possible reuse, then the District shall issue a letter notifying the Applicant that the work necessary to provide the proposed service may proceed, subject to the Applicant entering into an agreement with the District and paying all estimated engineering costs, construction costs, fees and charges required under this Regulation and Regulation 108.

**b. Cost of Preliminary Engineering Work**

The costs of preliminary engineering and planning associated with section a. hereof shall be included as part of the cost of providing service, except that in the event the District determines that the proposed service will be delayed or abandoned said costs shall become due and payable upon presentation of a bill for same to the applicant. Should the District determine that the cost of preparing an estimate and accomplishing other engineering and planning work can reasonably be expected to exceed \$100, the Applicant shall be required to execute and advance funds for same at the time of application.

**c. Estimate is Not a Commitment to Provide Service**

Preparation of an estimate or any other preliminary engineering and planning work undertaken by the District in connection with the Applicant's proposed project is not to be interpreted by the Applicant as a commitment or agreement by the District, partial or otherwise, to provide sewer service. Said commitment will be made only when the District executes a sewer service agreement. The commitment of the District to provide sewer service shall be limited to the number of connections to be installed pursuant to and in accordance with the terms of the sewer service agreement.

**d. Sewer Service Agreement**

After the preparation of a preliminary cost estimate and plans pursuant to Section a. hereof and at the time that the Applicant desires to secure a commitment of sewer service and proceed with construction, the District shall prepare a sewer service agreement for approval and authorization by the Board of Directors.

The Applicant's execution of a sewer service agreement and payment of all engineering and construction costs, fees and charges pursuant to these regulations shall bind the Applicant and any successors thereto to comply with all provisions of all pertinent District regulations, and with the plans and specifications and other information as part of the agreement, together with such corrections and modifications as may be required or permitted by the District.

**e. Small Sewer Service Agreements**

When the estimated cost of the work to be performed by the District is less than \$5,000 (exclusive of charges referred to in Section g. hereof and Regulation 108), the Administrator of the District is authorized to enter into a sewer service agreement with the Applicant.

**f. Inspection Fee**

A fee of \$240.00 shall be paid as a condition of performing a sewer inspection.

**g. Charge for Annexation to The District**

No property shall be annexed to the District unless an annexation fee is paid. The annexation fee shall be equal to the total of the following:

- (1) the total revenue from tax on land (not improvements) that the District would have received had the property to be annexed been within the Improvement District from the date of its inception, plus an amount equal to the interest revenue the District would have received on said tax revenue, and
- (2) current Local Agency Formation Commission and State Board of Equalization fees for annexation, and
- (3) estimated cost of District staff time and expenses incurred to process the annexation application. The full cost of any annexation feasibility studies including preparation of environmental documents shall be borne by the person or entity requesting sewer service. Before commencing such studies said person or entity shall advance the District's estimated cost of such studies. If, after pursuing such studies, the District determines additional funds are needed to cover estimated costs, said person or entity shall advance said additional estimated required funds. Upon completing said studies any costs incurred by the District, which were not covered by an advance(s), shall be paid by said person or entity upon presentation of an invoice therefore. Any unexpended funds held by the District resulting from an advance(s) shall be refunded to said person or entity, and
- (4) the allocated portion of estimated capital costs to expand the downstream collection, treatment and disposal capacity of the sewage facility to serve the property as determined solely by the District, and
- (5) the in-lieu contribution to the collection system allocated to the property proposed for annexation and based upon the present value of the portion of any assessment bond issues, ad-valorem taxes, and capital loans allocated and used to construct the existing sewage facility.
- (6) the in-lieu fee for existing or new recreation and park facilities based on the area to be annexed and determined by the following formula:

Fee = (No. of Dwellings x Acres of Parkland per Dwelling x FMV per Buildable Acre) x 1.20

Where:

Required Acres of Parkland per Dwelling Unit = 0.003 Acres per Person x Average Number of Persons per Household;

FMV = Fair market value of a buildable acre in the proposed annexation area as determined by a written appraisal prepared and signed by an appraiser acceptable to the District;

Buildable Acre = A typical acre of the proposed annexation area, not subject to flooding, easements, excessive slope, or other restrictions;

The number of dwellings in the proposed annexation area shall be determined as follows, and shall not include dwellings lawfully in place before the date the Tentative Map was approved:

- a. In areas zoned for one dwelling per parcel, the number of dwellings shall equal the number of parcels shown on the Tentative Map, except where there are proposed second units on a parcel, in which case the number of dwellings shall be two.
- b. When an area is zoned for multi-family housing, the number of proposed dwellings in the area so zoned shall equal the maximum number of dwellings allowed in that zoning district.
- c. For residential condominiums, the number of dwellings shall be the number of condominium units shown on the Tentative Map.

**Example:** The proposed annexation area is zoned for 20 dwelling units and 5 second units in an area where an appraisal determined that the fair market value of a buildable acre would be \$500,000, and there are an average of 2.4 people per household in the District, would be required to pay a fee of \$108,000.

(20 dwellings + 5 second units x 0.0072 of parkland per dwelling x FMV of \$500,000 per acre x 1.20 = \$108,000)

# **Tomales Village Community Services District**

## **REGULATION 107**

### **ENFORCEMENT**

**a. Violation**

Any person found to be violating any provision of these regulations shall be served by the Administrator or other authorized person with written notice stating the nature of the violation and providing a reasonable time limit for satisfactory correction thereof. The violating party shall within the period of time stated in such notice permanently cease the violation.

**b. Public Nuisance**

Continued habitation of any building or continued operation of any facility in violation of the provisions of these regulations is hereby declared to be a public nuisance. The District may cause proceedings to be brought for the abatement of the nuisance during the period of such violation.

**c. Liability for Violation**

Any person violating any of the provisions of this regulation shall become liable to and shall indemnify the District for any expense, loss or damage occasioned by the District by reason of such violation.

Costs associated with the discovery and corrections of an illegal connection to the District's sewer system are the responsibility of the property owner to which the illegal connection was made. The property owner shall reimburse the District for its said costs including:

- (1) all District costs to investigate the illegal connection, and
- (2) all District costs as described in Regulation 106 and 108, to correct the connection including back charges for sewer service equal to the monthly service rate multiplied by the number of months the District determines the illegal connection was in use.

# Tomales Village Community Services District

## REGULATION 108

### RATES AND CHARGES

**a. Applicability**

This regulation applies to sewage service provided by the District to the property within the District boundaries described as Annexation No. 10 to the District, and any subsequent annexations.

**b. Sewage Facilities Connection Charge**

Effective August 1, 2000 a sewage facilities connection charge of \$10,000 for each equivalent unit shall be paid by the owner of the land served prior to the commencement of sewage service. An equivalent unit is defined as the sewage flow generated by a typical single family home in the Tomales Village Community Services District. For connection of service to structures projected to generate flows in excess of that generated by a typical single family home, the District shall calculate the number of equivalent units and resulting connection charge. In no event shall connection charge be less than \$10,000. All revenues derived by the District from said sewage facilities connection charge shall be used only for the construction and reconstruction (including, without limitation, enlargement, modification and replacement) and operation and maintenance of the sewage facilities serving said lots or for other purposes authorized by Section 5474.9 of the Health & Safety Code, but shall not be used for acquisition or construction of new local street sewer or laterals.

**1. Previously Used Sewer Lateral**

Where a property has had a previously approved sewer lateral in use, and such property subsequently was vacated, a new connection charge will be assessed if that property is rebuilt or remodeled. If the property has been vacant for less than one year and no change in usage or capacity is anticipated, no connection fee will be required. If a building has been vacant for more than one year, but less than two years, or if there is an increase of usage or capacity, the connection fee shall be one-half of the current fee listed in Section b. If a building or property has been vacant for over two years, the connection fee shall be the same as a new connection fee. All other regulations, including approval and inspection by the District will be applicable.

**c. Monthly Service Rates**

Effective July 1, 2009 a sewer service rate of \$63.00 per equivalent unit per month shall be paid by the owner of the land served. In the case of new construction, said rate shall commence when the house lateral for said dwelling unit is connected to the District sewage facility. Upon written notice by the owner in the event a structure is demolished by fire or otherwise removed from the land, an appropriate adjustment shall be made taking into account the reduced use but excluding any adjustment for infiltration inflow. Charges collected during the period that no structure existed, due to destruction by fire or otherwise removed, shall be refunded. The refund period, however, shall not be greater than one year and shall be measured from the date that the District receives written notice from the owner.

**d. Equivalent Unit Billing**

Each owner of premises within the District shall pay a sewer service charge for each sewer service unit in accordance with the purposes for which said premises are used. In the event that the premises are used for more than one purpose, there shall be an annual charge for each classification of use on portions of said premises and the annual sewer service charge for such premises shall be the aggregate of all such annual charges. For each use, sewer service units are assigned according to the attached schedule.

Tomales Village Community Services District Sewer System Management Plan

Use Category	Billing Basis			Use of Measurement	EU Calculation	
	Flow gallons/day	BOD mg/l	TSS mg/l			
<b>Residential</b>						
Single Family	200	256	256	Connections	1.00	
Condominiums	200	256	256	Dwelling Units	1.00	
Multiple Family	200	256	256	Dwelling Units	1.00	
Mobile Home	200	256	256	Unit	1.00	
Rental Unit	200	256	256	Connections	1.00	
<b>Commercial</b>						
Art Gallery	78	540	100	1,000 sq. ft.	0.30	
Auto Repair	300	250	280	Connection	1.02	
Plus	38	600	600	add per service bay	0.24	
Bakery	190	1000	600	1,000 sq. ft.	1.52	
Bank	190	130	80	1,000 sq. ft.	0.39	
Beauty Shop	38	130	80	Chair	0.08	
Bar and Tavern	20	200	20	Seat	0.04	
Car Wash, self serve	190	20	160	Stall	0.36	
Camp Ground or RV Park						
with hookups	125	200	200	Site	0.36	
without hookups	75	200	200	Site	0.21	
Churches, Halls & Lodges	2	150	150	Seat	0.005	1 EU by
with com'l kitch &/or bar	2	200	200	Seat	0.01	Board Res.
Fire station	190	200	200	1,000 sq. ft.	0.54	
Hotels/motels	100	310	120	Sleeping Room	0.30	
Laundromat	500	150	110	Washing Machines	1.13	
Library	190	200	200	1,000 sq. ft.	0.54	
Machine shop	162	180	280	1,000 sq. ft.	0.50	
Market	38	800	800	1,000 sq. ft.	0.30	
<b>Offices</b>						
Business	78	540	100	1,000 sq. ft.	0.30	
Dental	190	130	80	Exam Room	0.39	
Medical	190	130	80	Exam Room	0.39	
Post Office	150	130	80	1,000 sq. ft.	0.31	
<b>Restaurants</b>						
Dine-in	6	1000	600	Seat	0.05	Min. 2.0
Take-out	475	238	143	1,000 sq. ft.	1.32	Max 1.0
Retail store	150	130	80	1,000 sq. ft.	0.31	
Service station	380	180	280	Set of gas pumps	1.18	
Plus	38	180	280	Add per service bay	0.12	
Other Uses Not Listed				See Note 1 Below		

ALL COMMERCIAL EUs TO BE DETERMINED BY THE FOLLOWING FORMULA:

$$EU = (TSS \times FLOW \times 0.33) / (SFD \ TSS \times SFD \ FLOW) + (BOD \times FLOW \times 0.33) / (SFD \ BOD \times SFD \ FLOW) + (FLOW \times 0.34) / SFD \ FLOW \times .667$$

Note 1: Use to be calculated on a case-by-case basis using the above formula.

Definitions: Flow = Gallons Per Day  
 BOD = Biological Oxygen Demand  
 TSS = Total Suspended Solids  
 EU = Equivalent Unit of Single Family Dwelling