

RESOLUTION NO. 07-179

**RESOLUTION APPROVING THE CITY OF DIXON SANITARY SEWER  
MANAGEMENT PLAN GOALS, ORGANIZATION STRUCTURE, AND SCHEDULE**

WHEREAS, the City of Dixon must adopt a Sanitary Sewer Management Plan (SSMP) Goals, Organization Structure, and Schedule by November 2, 2007, to address the new Statewide General Waste Discharge Requirements (WDR) adopted by the State Resources Control Board on May 22, 2006; and

WHEREAS, the City of Dixon has prepared plans to meet requirements of the California Regional Water Quality Control Board Central Valley Region for the SSMP.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dixon approves the SSMP Goals, Organization, and Schedule as shown in Exhibits A-1 Goals, A-2 Organization Structure, A-3 Organization Chart, and A-4 Schedule.


PASSED AND ADOPTED THIS 23rd DAY OF OCTOBER 2007 BY THE FOLLOWING VOTE:

AYES: Alexander, Batchelor, Gomez, Smith, Courville

NOES: None

ABSENT: None

ABSTAIN: None

  
\_\_\_\_\_  
MAYOR

ATTEST:

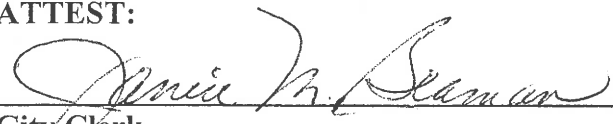
  
\_\_\_\_\_  
City Clerk

Exhibit-A1

The primary **Goals of the SSMP** are to:

1. Maintain or improve the condition of the collection system infrastructure in order to provide reliable service now and into the future.
2. Cost-effectively minimize infiltration/inflow (I/I) and provide adequate sewer capacity to accommodate design storm flows; and
3. Minimize the number and impact of sanitary sewer overflows (SSOs) that occur.

The City has identified six key areas of concern that must be addressed on an on-going basis to achieve and consistently implement the SSMP Goals.

1. Customer Service
2. Water Quality and Environmental Protection
3. Long-Term Wastewater Collection and Treatment Service
4. Long-Term Infrastructure Investment
5. Long-Term Financial Stability.
6. Workforce Planning and Development

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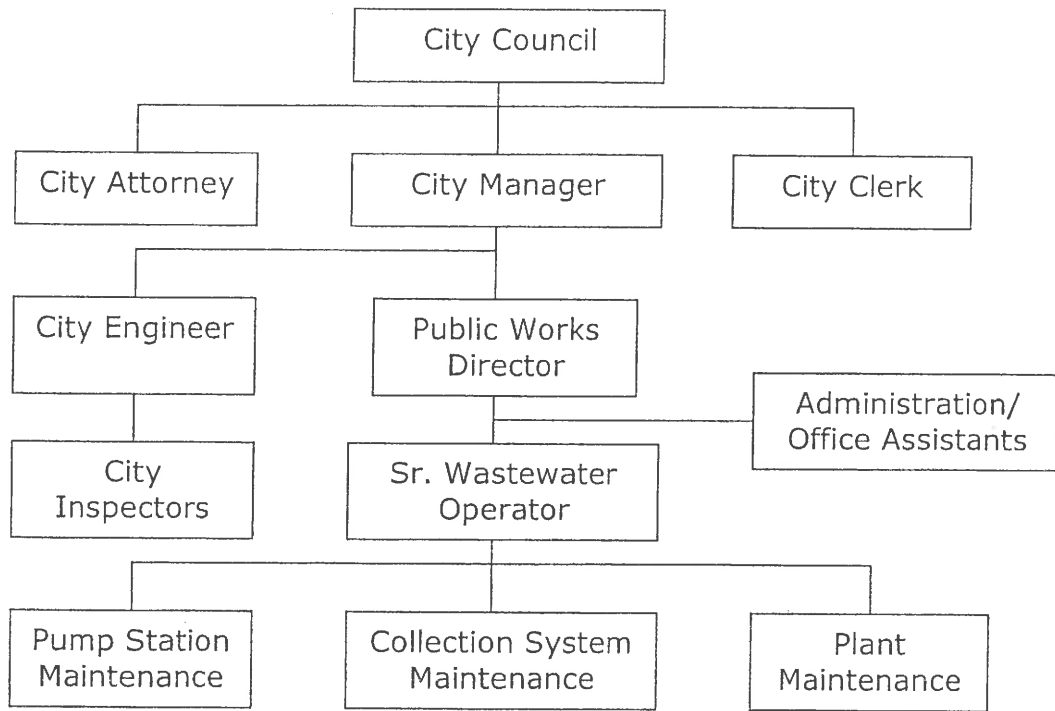
Exhibit-A2

Organization

- **Requirement:** The SSMP must identify
  - a. The name of the agency's responsible or authorized representative
  - b. The names and telephone numbers for management, administrative, and maintenance positions 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)).

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Exhibit-A3



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**Exhibit-A4**

The **SSMP Compliance Plan** is to implement the elements identified in the SSMP Draft Compliance Audit on the timeline summarized in the following table:

<b>SSMP Element</b>	<b>Completion Date</b>	<b>Responsible Party</b>
Application for Permit Coverage	November 2006	Director of Public Works
Apply for LRO username and password for Online SSO Database	November 2006	Director of Public Works
Complete Questionnaire (online SSO Database)	August 2006	Director of Public Works
Begin Reporting SSOs in accordance with MRP	September 2007	Director of Public Works
SSMP Development Plan and Schedule (Accepted by City Council)	November 2007	Director of Public Works
Goals and Organizational Structure	November 2007	Director of Public Works
Overflow Emergency Response Program	May 2009	Director of Public Works
Legal Authority	May 2009	Director of Public Works
Operation and Maintenance Program	May 2009	Director of Public Works
Grease Control Program	May 2009	Director of Public Works
Design and Performance Standards	August 2009	Director of Public Works
System Evaluation and Capacity Assurance Plan	August 2009	Director of Public Works
Monitoring, Measurement, and Program Modification Plan	August 2009	Director of Public Works
SSMP Program Audit Procedures	August 2009	Director of Public Works
Communication Program	August 2009	Director of Public Works
Final SSMP	August 2009	Director of Public Works

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**SUMMARY REPORT  
CITY COUNCIL**

OK COM CCL  
10-23-07

Agenda No. 9.11

Key Words: Sanitary Sewer Management Plan (SSMP)

Meeting Date: October 23, 2007

**PREPARED BY:**

David S. Melilli, Director of Public Works Operations and Maintenance *D. S. Melilli*  
Department of Public Works

**RECOMMENDATION/REQUESTED ACTION:**

Adopt a resolution approving the goals, organization structure, and schedule as components of the City of Dixon's Sanitary Sewer Management Plan (SSMP) as required by Water Quality Order (WQO) No. 2006-0003- State Department of Water Quality (DWQ).

**BACKGROUND/DISCUSSION/ANALYSIS:**

The City of Dixon received a new Statewide General Waste Discharge Requirement (WDR) from the State Water Resources Control Board adopted on May 2, 2006, requiring the City of Dixon and other agencies that own sanitary sewer collection systems greater than one mile in length to develop a SSMP. In that requirement there are certain components, objectives, and scope of work that must be completed and/or adopted by certain dates to be in compliance with that WDR ( see attached Exhibit A-4).

To develop a regulatory compliant SSMP, the State defines a three year compliance program with on-going oversight, maintenance, and periodic audits (see attached Exhibit A-4). To ensure that the City remains compliant as the regulatory environment changes, and provide a feasible and cost effective means to manage the City's sanitary sewer system, the following objectives and scope of work must be fulfilled:

- Identify and establish programs, policies, procedures and ordinances needed to ensure compliance with the WDR.
- Ensure a feasible and sustainable SSMP, building upon current City activities.
- Identify needed resources to support and sustain the SSMP programs.
- Investigate potential funding solutions for implementation of the SSMP program.
- Collaborate with the City consultant and State staff on SSMP program development including audits.

In addition to the above mentioned objectives and scope of work, the proposed SSMP will also identify any additional studies that might be required to further quantify sanitary sewer collection system conditions. It is unknown at this time what additional programs might be developed or enhanced in order to achieve WDR compliance, so quantification of multi-year costs cannot be presented at this time.

The attached components address key sections listed below as identified in the WDR to be approved by the governing body (City Council) and completed by the mandated date of November 2, 2007:

- **SSMP Development section of The Development Plan Goals** - the City will maintain or improve the condition of the collection system now and the future, cost-effectively minimize infiltration and inflow (I&I) to provide adequate sewer capacity, and minimize the number and impact of sanitary sewer overflows (SSOs) that occur.
- **Organization Structure** - the names of the identified responsible or authorized City representative(s) in management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program through an organizational chart identifying lines of authority.
- **Schedule** - the listed dates that certain activities or programs are to be in place to meet required deadlines per the WQO.

The Wastewater Project Committee has reviewed components of the Draft SSMP compliance Audit with a recommendation to the City Council that supports limited funding of the preliminary aspects of the proposed SSMP Development Plan components.

#### **ENVIRONMENTAL DETERMINATION:**

Not applicable.

#### **ALTERNATIVES/OPTIONS:**

If the City Council chooses to not approve the SSMP, the City will not meet the mandated completion date of November 2, 2007.

#### **SUBSEQUENT ACTION(S):**

If the SSMP components are approved, City staff will certify acceptance to the State prior to the required date. Also, the System Evaluation and Capacity Assurance Plan is to be completed by August 2, 2009, that includes cleaning, videoing, and identifying any projects necessary for the repairs or replacement of the collection system to minimize SSOs. The Wastewater Committee has reviewed the proposed costs to complete this work and has recommended these costs to be included in the proposed financing plan.

#### **FINANCIAL IMPACT:**

City staff will submit costs and data as developed by the SSMP implementation as part of the annual Sewer Maintenance and Operation budget, and Capital Improvement Program budget.

#### **ATTACHMENTS:**

1. Resolution-includes Exhibits A-1 Goals, A-2 Organization Structure, A-3 Organization Chart, and A-4 Schedule

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FOLLOWING VOTE:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**



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Exhibit-A3

WILL NEED TO REVISE THIS ORGANIZATIONAL CHART, TALK W/POWAN TO BREAK OUT DUTIES + RESPONSIBILITIES

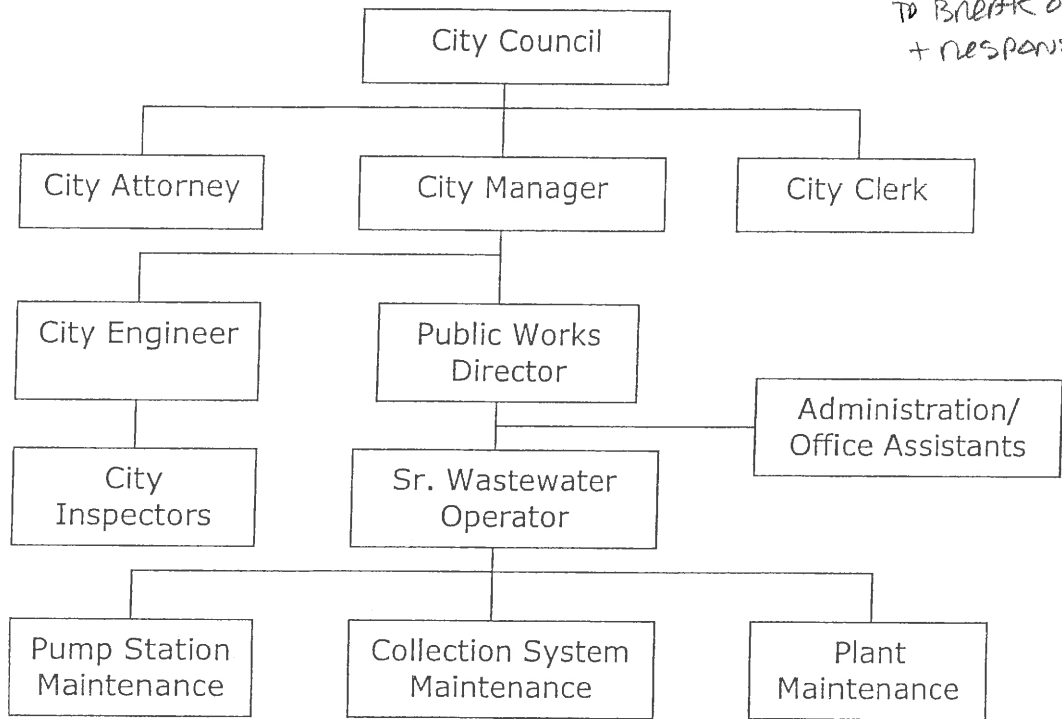


Exhibit-A4

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