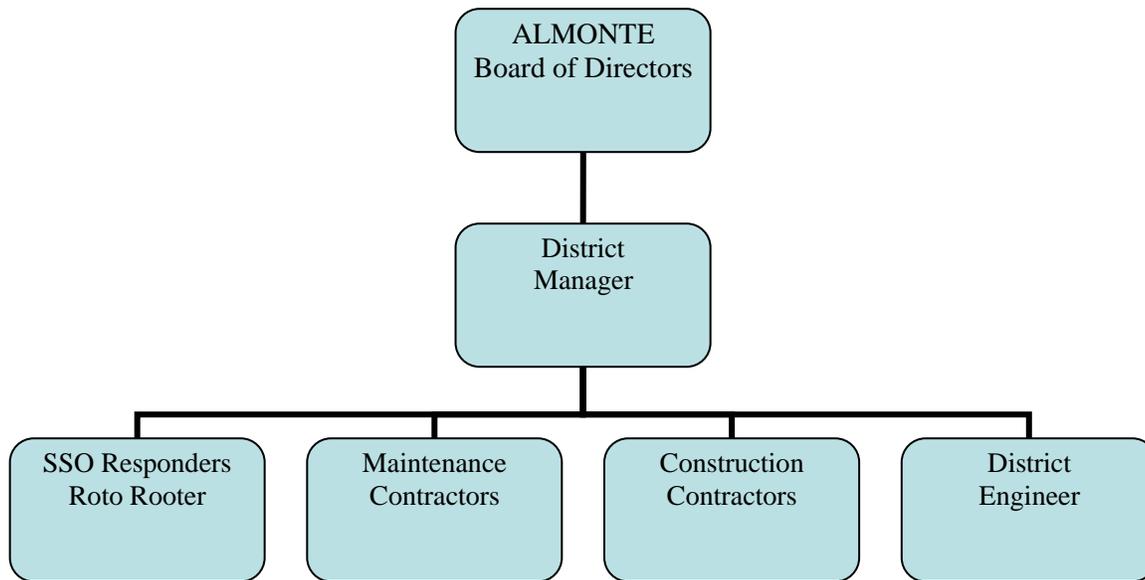


Almonte Sanitary District
Sewer System Management Plan
Adopted by the ALMONTE Board of Directors on 08/28/06

1. Goals

The goal of this SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help to reduce and prevent SSOs as well as mitigate any SSOs that do occur.

2. Organization



ALMONTE Board of Directors: Adopts SSMP plan and policy. Approves budget to implement SSMP.

District Manager: Overall responsibility for preparing and implementing the SSMP. Directs SSO response personnel. Monitors SSMP budget and performance. Directs contractor activities in making capital improvements. Directs contractor activities in cleaning and television inspection of the sewer system. Manages sewer overflow response. Prepares and submits reports. Writes annual work plan for maintaining, inspecting and improving the sewer system. Regulatory Agency liaison.

SSO Responders (Roto Rooter, District Manager, other contractors): Performs SSO response activities.

Maintenance Contractors (Roto Rooter). Performs SSO response activities. Conduct sewer cleaning and televising activities.

Construction Contractors: Construct sewer system improvements.

Names and telephone numbers for all responsible ALMONTE personnel are shown on exhibit 'A'.

In accordance with the attached "Sewage spill response policy and procedure" (Exhibit 'B'), all SSO's are immediately reported to the District Manager. It is the District Manager's responsibility to report all SSOs to the Marin County Department of Health Services, the Regional Water Quality Control Board, the State Water Resources Control Board, the State Office of Emergency Services, and the California Department of Fish and Game (if applicable).

3. Overflow emergency response plan

ALMONTE's "Sewage spill response policy and procedure" is attached as Exhibit 'B'.

4. Fats, oils, and grease (FOG) control program

ALMONTE has evaluated its wastewater collection system and determined that the current program for managing fats, oils and grease is sufficient.

ALMONTE Ordinance No. 19 in conjunction with the Sewerage Agency of Southern Marin (SASM) Ordinance No. 83-1 provides authority to limit the quantity of grease that may be introduced into the drainage or sewerage system in quantities that can effect line stoppage or hinder sewage treatment or private sewage disposal. A grease trap is not required for individual dwelling units or for any private living quarters.

ALMONTE has required the installation and maintenance of a grease trap at the one restaurant that connects directly to the District's sewer system. This sewer line has been placed on the District's preventative maintenance program to ensure timely cleaning to prevent overflows due to grease accumulation.

5. Legal authority:

Legal Authority for the management of ALMONTE's collection systems is provided by the District's Ordinance No. 19 and No. 31 (Adopted September 28, 1970 and July 22, 1985 respectively in conjunction with the Sewerage Agency of Southern Marin (SASM) Ordinance No. 83-1 which pertains to the collection systems of SASM's member agencies, including ALMONTE.

a. Authority to control inflow and infiltration

ALMONTE SEWER ORDINANCE NO. 31 provides authority for the District to regulate the proper construction and use of private and public sewer within the District. The ordinance prohibits the connection of surface drains for storm or ground water to District sewers. Also, no surface or storm water, seepage or unpolluted water from any source shall be permitted to enter into a sanitary sewer by any means.

SASM Ordinance No. 83-1 was adopted by the SASM Board of Directors on April 21, 1983. Section 2.01 (k) of this ordinance states that “No individual, company, or government agency shall discharge sewage to a sewer owned and operated by an Agency tributary to a treatment works operated by SASM which causes SASM’s interceptor sewers and sewage collection systems to be overloaded”. This provision grants SASM legal authority to control excessive infiltration and inflow into the SASM sewer system. Ordinance 83-1 also prohibits the discharge of any stormwater, groundwater and/or unpolluted water into the SASM sewer system.

b. Authority to prohibit the discharge of fats, oils and grease and other debris that might cause blockages

ALMONTE Ordinance No. 19 limits the introduction of fats, oils and grease as well as debris that might cause blockages.

Section 2.01 (b) of SASM Ordinance No. 83-1 states that “No individual, company, or government agency shall discharge sewage to a sewer owned and operated by an Agency tributary to a treatment works operated by SASM which causes an obstruction to the treatment works (which by definition includes the sanitary sewer collection system).” In addition, Section 2.08.2 of Ordinance No. 83-1 states that “No person shall discharge any wastewater containing more than 300 mg/l of oil or grease of animal or vegetable origin or containing more than 100 mg/l of oil or grease of mineral or petroleum origin.

c. Authority to require proper design and construction of new and rehabilitated sewers and connections

ALMONTE Ordinance No. 31 requires compliance with District regulations and the requirement to obtain a permit to construct sewers within the District.

d. Authority to require proper installation, testing, and inspection of new and rehabilitated sewers

Almonte Ordinance No. 31 requires inspection and approval by the District engineer of all sewers and that workmanship and materials shall be in accordance with the applicable sections of the Uniform Plumbing Code and the District’s standards for sewer construction.

e. Authority to enforce

Ordinance No. 19 and No. 31 provides for enforcement for any violation of the Ordinance.

f. Authority to access ALMONTE sewers for maintenance, inspection, and repairs

All ALMONTE sewers are in public right-of-ways or in ALMONTE easements that allow ALMONTE access for maintenance, inspection, and repair.

6. Measures and activities (operations and maintenance control program)

a. Collection system map

ALMONTE maintains an up-to-date map and database inventory of its wastewater collection system. The map shows all gravity line segments and maintenance holes. The District does not own pumping facilities or pressure pipes.

b. Resources and budget

ALMONTE allocates adequate resources for the operation, maintenance, and repair of its collection system.

ALMONTE's operating and capital revenues are derived from a user-supported rate-paying structure.

c. Prioritized preventive maintenance

ALMONTE has an aggressive preventative maintenance program. The District is currently cleaning its off-road easements annually and street sewers at a minimum of every other year by rodding and/or hydro-flushing. The District has also established a program to provide increased preventive maintenance to troublesome sewer sections, with annual, semiannual or quarterly maintenance. The District has adopted the SSGIS computer based computerization of the preventive maintenance and cleaning programs.

d. Scheduled inspections and condition assessment

ALMONTE is discussing establishing a televising and condition assessment program for its sewers. Because of the frequency of the cleaning program, problems identified in the course of normal maintenance are dealt with on an as-needed basis through spot repairs or larger replacement projects.

e. Contingency equipment and replacement inventories

ALMONTE currently conducts all sewer system maintenance, cleaning, inspection, repair and replacement using contract services provided by Roto Rooter. ALMONTE therefore does not maintain an inventory of contingency equipment or replacement parts.

f. Training

ALMONTE has a limited staff consisting of one part-time manager, who has extensive experience in wastewater treatment and collection system operation. Staff is responsible for inspection of collection system repairs in conjunction with the District Engineer. ALMONTE currently conducts all sewer system maintenance, cleaning, repair and replacement using contract services. ALMONTE staff is responsible for ensuring that contractors comply with Cal OSHA requirements. ALMONTE staff receives training in most safety matters on an annual basis in accordance with a schedule provided by our workers' compensation provider, Special District Risk Management Authority (SDRMA).

ALMONTE staff is also responsible for emergency response to Sewer System Overflows. In accordance with ALMONTE's "Sewage spill response policy and procedure", SSO response training is required and conducted annually.

g. Outreach to plumbers and building contractors

ALMONTE is prepared to participate in a region-wide outreach program.

7. Design and construction standards

On an as-needed basis, ALMONTE uses the services of registered engineers when installation, rehabilitation, and/or repairs of the ALMONTE collection system are required. The following plans apply to sanitary sewer collection systems and not to pump stations.

a. Standards for installation, rehabilitation and repair

ALMONTE utilizes standards for installation, rehabilitation and repair of District sewers as provided for in the District's based on the design and construction standards provided by the District engineer.

b. Standards for inspection and testing of new and rehabilitated facilities

ALMONTE utilizes procedures as outlined in the District's design and construction standards.

8. Capacity management

a. Capacity assessment

ALMONTE has established a process to assess the current and future capacity requirements for the collection system facilities. The ALMONTE collection system is designed to handle extreme wet weather flows due to rainwater infiltration into the sewer system. Dry weather capacity is therefore much more than adequate under all circumstances. Wet weather capacity limitations have been identified through simple observation of collection system conditions when extreme, prolonged wet weather conditions prevail.

Growth is not an issue in the ALMONTE service area. The District has very few remaining building sites left, much less than 1% of current capacity.

b. System evaluation and capacity assurance plan

A capital improvement plan has been prepared and implemented as discussed in section 8.a. above to provide hydraulic capacity of all sewer system elements under peak flow conditions.

9. Monitoring, measurement, and program modifications

Any SSO that occurs at any time will trigger an investigation by the District Manager. The cause of the SSO will be determined and the SSMP will be modified by the District Manager to minimize the likelihood that an SSO does not reoccur in the same location for the same reason.

All SSO's will be reported to the ALMONTE Board of Directors; to the San Francisco Regional Water Quality Control Board in accordance with reporting standards adopted by the Regional Board in November, 2004; and to the State Board in accordance with forthcoming participation in an online reporting program. The annual report format is designed to identify and illustrate trends including frequency, location and volume.

10. SSMP audits

The District Manager is responsible for monitoring the effective and complete implementation of the SSMP. The District Manager will prepare and file a written point by point compliance review of the SSMP at least once per year. Any deficiencies in implementation will be corrected. This audit will focus on evaluating the effectiveness of the SSMP and compliance with State and regional SSMP requirements.

11. Communication program

The completed SSMP and modifications thereto are and will be presented in public session to the ALMONTE Board of Directors for discussion, modification, and adoption. In addition, all SSOs are and will be reported to the ALMONTE Board of Directors in public session.