



Sewer System Management Plan October 2022

Original Adoption July 22, 2010

Town Council Recertified: December 13, 2022

Resolution No. 2022-7541

Town WDID #2SSO10218

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Introduction

Sewer System Management Plan

This Sewer System Management Plan (SSMP) was prepared by Causey Consulting, Walnut Creek, CA for the Town of Woodside in February 2017. It was updated in October 2022. It is a compendium of the policies, procedures, and activities that are included in the planning, management, operation, and maintenance of the Town's sanitary sewer system.

The State Water Resources Control Board (SWRCB) has issued statewide waste discharge requirements for sanitary sewer systems, which include requirements for development of an SSMP. The State Water Board requirements are outlined in Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006 (GWDR), and Order No. WQ-2008-0002-EXEC, dated February 20, 2008, which was amended by Order No. 2013-0058-EXEC, effective September 9, 2013, which changed the Monitoring and Reporting Program (MRP). This SSMP is intended to update the Town's existing SSMP, in continued compliance with the GWDR.

The structure (section numbering and nomenclature) of this SSMP follows the above referenced GWDR. This SSMP is organized by the SWRCB outline of elements; and contains language taken from the GWDR at the beginning of each element. The GWDR uses the term "Enrollee" to mean each individual municipal agency that has completed and submitted the required application for coverage under the WDR (in this case, the Enrollee is the Town of Woodside). The Town's waste discharge identification number (WDID) in the California Integrated Water Quality System (CIWQS) is 2SSO10218. All state required information is submitted using this identification number and the number can be used to see all submitted information by the customers, Town employees, regulators, environmental organizations and professionals interested in the Town collection system operations and performance results.

Sanitary Sewer System Facilities

The town-owned sewer system in Woodside includes the sewer facilities associated with the Town Center Sewer Assessment District (TCSAD) as shown on Intro Figure 1. The TCSAD includes the Upper Cañada service area that was added to the TCSAD in the 1990s. Both these areas discharge into the Fair Oaks Sewer Maintenance District (FOSMD) and City of Redwood City collection systems. All TCSAD sewage is treated at

the Silicon Valley Clean Water Treatment Plant in Redwood City after conveyance through the collection system. The Town ownership includes only the main sewer lines, force main lines and pump stations in the TCSAD. The property owners are fully responsible for installation, maintenance and repair of their private sewer lateral(s) to the connection with the main sewer.

The Town area is about 12 square miles, however the TCSAD includes only a small portion of the town. The TCSAD serves a population of about 500 out of a total population of about 5,000. Most of the residential homes in the Town are served by private septic and leach field systems. Other isolated areas within the Town limits receive public sewer service from other public entities including the FOSMD and West Bay Sanitary District (WBSD or West Bay) as shown on Intro Figure 1. The public sewer systems in these other areas are included in the SSMP documents for those two systems. The Redwood Creek Sewer Assessment District (RCSAD) is also located within the Town boundaries, and all sewers in the RCSAD are part of the FOSMD service area shown on Intro Figure 1.

In FY 22-23, the TCSAD serves 148 residential connections and 16 commercial, industrial and institutional customers with 4.53 total miles of sewer facilities. The sewer system consists of 4.28 miles of gravity sewers (116 line segments), approximately 120 access points (maintenance or lamp holes), 0.25 miles of 4-inch diameter force mains (two line segments), and two sewage-pumping stations (Town Center and La Cuesta). The gravity sewers range in size from six (6) to ten (10) inches in diameter. All operations and maintenance services are provided by service contracts with the WBSD.

Intro Figure 1 contains an overview map of the Town's sewer service area system.

Intro Table 1 and **Error! Reference source not found.** include listings of the composition of the sewer piping by size and material of construction.

Error! Reference source not found. includes the installation age distribution of the Town's collection system.

Intro Table 1: Sewer System Pipe Segment Size Distribution

Diameter, inches	Sewer Type	Number of Line Segments	Pipe Length, linear feet	Percent of Sewer System
4	Force Main	2	1,345	5.6
6	Gravity	113	22,527	94.2
8	Gravity	2	32	0.1
10	Gravity	1	25	0.1
Total		118	23,929	100.0

Source: WBSD Lucity, 2022

Intro Table 2: Sewer System Materials of Construction

Material	Number of Line Segments	Pipe Length, linear feet	Percent of Sewer System
DIP	1	1,000	4.2
HDPE	9	2,139	8.9
PVC	105	20,491	85.6
VCP	3	299	1.3
Total	118	23,929	100.0

Source: WBSD Lucity, 2022

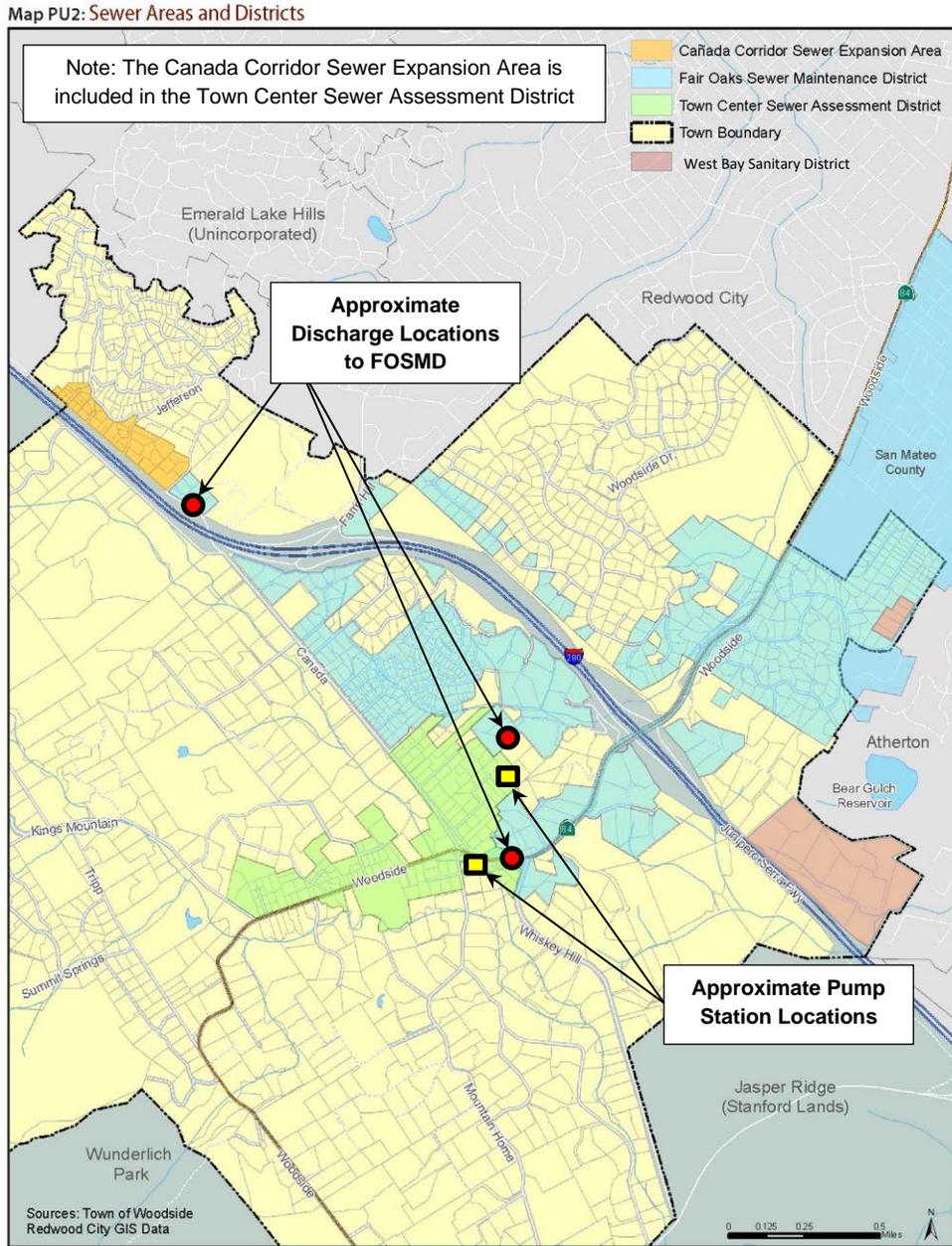
The force main for the TCSAD system was constructed in 1974 and is over 40 years old. The TCSAD sewer system near the Town Center was reconstructed in 1988 and is over 30 years old. The Cañada Corridor sewer system was constructed in 2004 and is less than 20 years old.

Intro Table 3: Inventory of Sewer Lines by Pipe Age

Age in Years	Construction Period	Pipe Length, linear feet	Percent of System	Miles of Main Sewer
0-10	2010 - Current	0	0	0
11 – 20	2000 – 2009	4,150	17.3	0.79
21 – 30	1990 – 1999	0	0	0
31 – 40	1980 – 1989	18,799	78.5	3.55
41-50	1970 – 1979	1,000	4.2	0.19
>50	Before 1970	0	0	0
Total		23,929	100.0	4.53

Source: WBSD Lucity, 2022 and City Staff

Intro Figure 1: Woodside Sewer Service Area Map



HISTORIC OVERVIEW
INTRODUCTION
PUBLIC UTILITIES
APPENDICES
AREA PLANS

Definitions, Acronyms, and Abbreviations

Asbestos Cement Pipe (ACP)

Best Management Practices (BMP)

Refers to the procedures employed in commercial kitchens to minimize the quantity of grease that is discharged to the sanitary sewer system. Examples include scraping food scraps into a garbage can and dry wiping dishes and utensils prior to washing.

Building Lateral – see Private Sewer lateral

Calendar Year (CY)

California Fats, Oils and Grease (Cal FOG)

California Integrated Water Quality System (CIWQS)

Refers to the State Water Resources Control Board online electronic reporting system that is used to report SSOs, certify completion of the SSMP, and provide information on the sanitary sewer system.

Capital Improvement Plan (CIP)

Refers to the document that identifies future capital improvements to the Town's sanitary sewer system.

Cardiopulmonary Resuscitation (CPR)

Closed Circuit Television (CCTV)

Refers to the process and equipment that is used to internally inspect the condition of gravity sewers.

Computerized Maintenance Management System (CMMS)

Refers to the computerized maintenance management system that is used by the West Bay Sanitary District under contract to the Town to plan, dispatch, and record the work on its sanitary sewer system. Lucity is the propriety software the Town uses for CMMS.

Department of Motor Vehicles (DMV)

Division of Water Quality (DWQ)

Refers to the State of California Division of Water Quality of the State Water Resources Control Board.

Ductile Iron Pipe (DIP)

Fair Oaks Sewer Maintenance District (FOSMD).

Refers to a San Mateo County Administered Sewer and Sanitation District that receives the wastewater flows from the Cañada Service area and the Town Center Service Area in the Town of Woodside. Isolated portions of the Town outside the Town Center Service Area are within the service area of the FOSMD.

Fats, Oils, and Grease (FOG)

Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system.

Fats, Roots, Oils and Grease (FROG)

Feet per sec (fps)

First Responder

Refers to the service contractor (West Bay Sanitary District) or the On Call personnel that are the Town's initial response to an SSO event or other sewer system event.

Fiscal Year (FY)

Means a 12-month period beginning July 1st and ending June 30th.

Food Service Establishment (FSE)

Refers to commercial or industrial facilities where food is handled/prepared/served that discharge to the sanitary sewer system.

Full-time Equivalent (FTE)

Refers to the equivalent of 2,080 paid labor hours per year by a regular, temporary, or contract employee.

General Waste Discharge Requirements (GWDR or WDR)

Refers to the State Water Resources Control Board Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated 5/2/2006.

Geographical Information System (GIS)

Refers to a system that the Town uses to capture, store, analyze, and manage geospatial data associated with the Town's sanitary sewer system assets.

Gallons per Day (GPD)

Gallons per Minute (GPM)

Grease Removal Device (GRD)

Refers to grease traps and grease interceptors that are installed to remove FOG from the wastewater flow at food service establishments.

Horsepower (Hp)

Infiltration/Inflow (I/I)

Refers to water that enters the sanitary sewer system from storm water and groundwater.

- Infiltration enters through defects in the sanitary sewer system after flowing through the soil.
- Inflow enters the sanitary sewer without flowing through the soil. Typical points of inflow are holes in manhole lids and direct connections to the sanitary sewer (e.g. storm drains, area drains, and roof leaders).

Kilowatt (KW)

Lateral – See Private Sewer Lateral

Legally Responsible Official (LRO)

Person(s) formally designated by the Town of Woodside to be responsible for formal reporting and certifying of all reports submitted to CIWQS as required by the GWDR and MRP.

Mainline Sewer

Refers to Town wastewater collection system piping that is not a private lateral connection to a user.

Manhole or Maintenance Hole (MH)

Refers to an engineered structure that is intended to provide access to a sanitary sewer for maintenance and inspection.

Material Safety Data Sheets (MSDS)

Monitoring, Measurement, and Plan Modifications (MMPM) Element 9 of SSMP

Monitoring and Reporting Program (MRP)

Refers to the State Water Resources Control Board WQ 2013-0058-EXEC effective September 9, 2013.

National Association of Sewer Service Companies (NASSCO)

Notification of an SSO

Refers to the time at which the Town becomes aware of an SSO event through observation or notification by the public or other source.

Nuisance

California Water Code section 13050, subdivision (m), defines nuisance as anything that meets all of the following requirements:

- a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
- b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
- c. Occurs during, or as a result of, the treatment or disposal of wastes.

Occupational Safety and Health Administration (OSHA)

Office of Emergency Services (OES)

Refers to the California State Office of Emergency Services.

Operations and Maintenance (O&M)

Overflow Emergency Response Plan (OERP) SSMP Element VI

Pipeline Assessment and Certification Program (PACP)

Refers to the NASSCO certification program that is used for the evaluation and condition assessment of sewer lines and appurtenances from closed circuit televising of the lines and appurtenances.

Polyvinylchloride Pipe (PVC)

Preventive Maintenance (PM)

Refers to maintenance activities intended to prevent failures of the sanitary sewer system facilities (e.g. cleaning, CCTV, repair, etc.).

Private Lateral Sewage Discharges (PLSD)

Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

Private Sewer Lateral (PSL)

That portion of a private property's building sewer as defined by the plumbing code, and is further defined as the piping of a drainage system that extends from the end of the building drain to the public sewer which includes the connection to the public sewer.

Property Damage Overflow

Refers to a sewer overflow or backup that damages a property owner's premises.

Public Works (PW)

Public Works Department of the Town of Woodside.

Pump Station (PS)

A facility that lifts sewage into the Town gravity sanitary sewer collection system or into the FOSMD system for transmission to the Silicon Valley Clean Water treatment plant.

Regional Water Quality Control Board (SFRWQCB)

Refers to the San Francisco Regional Water Quality Control Board.

Sanitary Sewer Backup (Backup)

A wastewater backup into a building and/or on private property caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

Sanitary Sewer Overflow (SSO)

Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

- (i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
- (ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
- (iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

SSOs that include multiple appearance points resulting from a single cause will be considered one SSO for documentation and reporting purposes in CIWQS.

NOTE: Wastewater backups into buildings caused by a blockage or other malfunction of a building lateral that is privately owned are not SSOs.

SSO Categories:

Category 1: Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either:

- Reaches surface water and/or drainage channel tributary to a surface water; or
- Reached a Municipal Separate Storm Sewer System (MS4) and was not fully captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.

Category 2: Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either:

- Does not reach surface water, a drainage channel, or an MS4, or
- The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.

Category 3: All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition.

Sanitary Sewer System or Sewer System (SSS or SS)

Refers to the sanitary sewer facilities that are owned and operated by the Town of Woodside.

Sensitive Areas

Refers to areas where an SSO could result in a fish kill or pose an imminent or substantial danger to human health.

Sewer Service Lateral

Refers to the piping that conveys sewage from the building to the Town's wastewater collection system. (Also see Private Sewer Lateral)

Sewer System Management Plan (SSMP)

Refers to the Plan required by the State of California General Waste Discharge Requirements for Sanitary Sewer Systems.

Silicon Valley Clean Water (SVCW)

The agency that receives all Town of Woodside sewage for treatment and disposal.

Standard Operating Procedures (SOP)

Refers to written procedures that pertain to specific activities employed in the operation and maintenance of the Woodside Sanitary Sewer System.

State Water Resources Control Board (SWRCB)

Refers to the California Environmental Protection Agency, State Water Resources Control Board.

Storm Water Management Model (SWMM)

Supervisory Control and Data Acquisition (SCADA)

Refers to the system that is employed by the Town to monitor the performance of its pump stations and to notify the operating staff when there is an alarm condition that requires attention.

System Evaluation and Capacity Assurance Plan (SECAP) SSMP Element VIII

Town

Refers to the Town of Woodside

Town Center Sewer Assessment District (TCSAD)

Untreated or Partially Treated Wastewater

Any volume of wastewater discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

United States Geological Survey (USGS)

Vitrified Clay Pipe (VCP)

Waste Discharge Identification Number (WDID)

Unique identification number issued by the SWRCB to the Town of Woodside (Enrollee) for the tracking and reporting of all requirements under the GWDR.

Waste Discharge Requirements (WDR) – see GWDR above.

Wastewater (WW)

Wastewater Treatment Plan (WWTP)

The Silicon Valley Clean Water Regional Wastewater Treatment Plant in Redwood City

Water Body

Any stream, creek, river, pond, impoundment, lagoon, wetland, or bay.

Waters of the State

Refers to “any surface water or groundwater, including saline waters, within the boundaries of the state.” (California Water Code § 13050(e)).

Waters of the United States

Refers to the Environmental Protection Agency definition included in the Clean Water Act Part 230.3 Definitions.

Water Quality Monitoring Plan (WQMP)

Refers to the Plan required by the Monitoring and Reporting Program as of September 9, 2013 for sanitary sewer overflows of 50,000 gallons or greater.

West Bay Sanitary District (WBSD) or West Bay

Refers to the collection system maintenance contractor responsible for the maintenance of sewer lines and the emergency response to collection system incidents per an agreement dated July 2014 between the Town and the Sanitary District. WBSD is also responsible for Town pump station maintenance and operations and receives alarms for first responder emergency response at the Town Center pump station. Isolated portions of the Town outside the Town Center Service Area are within the service area of the WBSD.

Woodside Municipal Code (WMC)

Codifications of general orders of the Town of Woodside.

Work Order (WO)

Refers to a document (paper or electronic) that is used to assign work and to record the results of the work.

References

State Water Resources Control Board Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, California State Water Resources Control Board, May 2, 2006.

State Water Resources Control Board Order No. Order No. 2013-0058-EXEC, Amending Monitoring And Reporting Program For Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, September 9, 2013.

Element I: Goals

Element I responds to the detailed requirements for Sanitary Sewer System Goals in WDR Section D13. (i).

I.1 SSMP Goals

The Town has established seven (7) goals to guide the implementation and success of the Town's SSMP. These goals are designed to facilitate and target the management, operations and maintenance of the sanitary sewer collection system in a manner that will sustain the infrastructure, protect public health and the environment, and achieve compliance with the State Water Resources Control Board's General Waste Discharge Requirement (GWDR) for Sanitary Sewer Systems. These goals include:

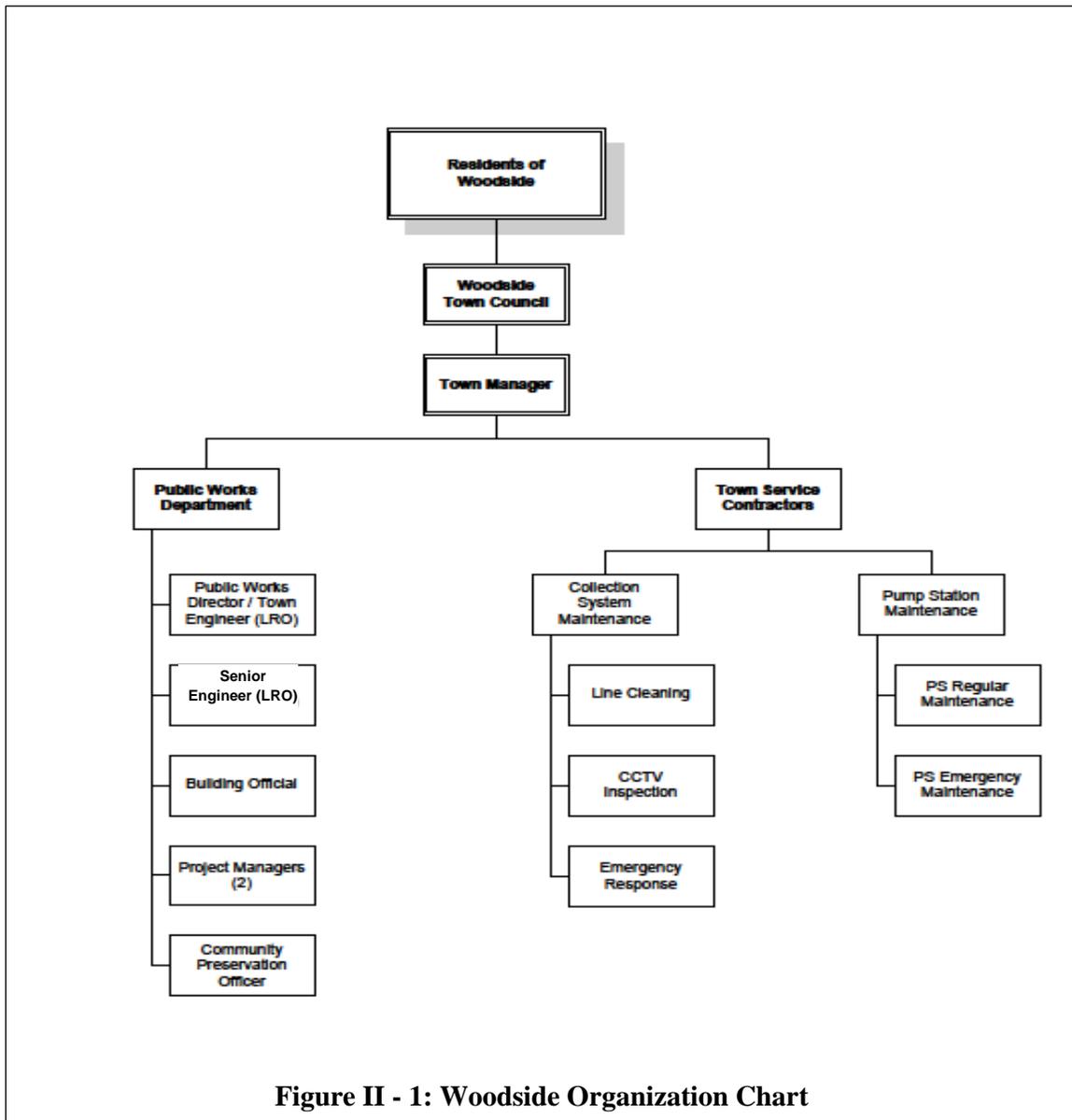
1. To properly manage, operate, and maintain all portions of the Town wastewater collection system.
2. To provide adequate capacity to convey peak wastewater flows.
3. To minimize the frequency and volume of sanitary sewer overflows (SSO).
4. To contain SSOs to the extent feasible.
5. To minimize public contact with SSOs.
6. To mitigate the impacts that are associated with all SSOs that may occur.
7. To comply with all applicable regulatory notifications and reporting requirements

Element II: Organization

Element II responds to the detailed requirements for Sanitary Sewer System Organization in WDR Section D13. (ii).

II-1 Organizational Structure

The organization chart for the management, operation, and maintenance of the Town’s wastewater collection system is shown below.



II-2 Authorized Representatives

The Town's *Legally Responsible Officials (LRO)* for wastewater collection system matters are identified below along with their roles and responsibilities for the collection system operations. They are authorized to submit electronic and written spill reports to the Office of Emergency Services (OES). They are the Town's legally responsible officials who are authorized to certify all other required submittals to the SWRCB.

The following are the general position descriptions along with the LRO designations for interaction with the SWRCB and the RWQCB on all sewer system responsibilities:

Town Council: The Town of Woodside was incorporated on December 23, 1914 as a General Law Town. Woodside is governed by the Town Council and operates under a Council-Manager form of government. As the policy making body, it has the ultimate responsibility to the people of Woodside and the implementation of all programs and Town services. It approves all ordinances, resolutions, and major contracts, modifies and approves the budget, and has the responsibility of employing a Town Manager and Town Attorney.

All major changes in direction or emphasis and organizational changes must be approved by the Town Council. The Town Council sets the policy and adopts the Town budget. The Town Manager and staff enforce the laws and implement the programs and policies that are established by the Town Council. The Town Council has the responsibility and authority for funding and final approval of this SSMP. All major changes in direction or emphasis and organizational changes must be approved by the Town Council. The Town Council sets the policy and adopts the Town budget.

Town Manager: The Town of Woodside operates under the Council/Manager form of government. In accordance with the provisions of the Municipal Code, the Town Manager is responsible for preparing, and upon Town Council adoption, managing implementation of the Town budget which outlines the Town's annual work program and which balances the cost of providing Town services within the available financial resources. As such, the Town Manager is responsible for the appointment and supervision of all Town department heads and for oversight of all full-time employees and all Town operations to ensure that Town services are delivered in an economical and effective manner.

Public Works Director/Town Engineer (LRO): The Public Works/Town Engineer is responsible and has been assigned authority to plan, organize, direct, and review the activities and operations of the Public Works Department.

Name: Sean Rose

Work Phone: (650) 851-6790

E-mail: srose@woodsidetown.org

Senior Engineer (LRO): The Senior Engineer is responsible for all municipal engineering. This includes the development and implementation of design and construction standards as well as inspection procedures (Design and Performance Provisions within the SWRCB WDR).

Name: Sindhi Mekala

Work Phone: (650) 851-6790 ext. 121

E-mail: smekala@woodsidetown.org

Project Manager(s): The Project Managers are responsible for managing all sewer related connections to Town sewer mains and capital projects including projects for capacity evaluations, capital planning, sewer line and pump station construction and other public works related capital projects.

Building Official: The Town Building Official is responsible for the implementation and enforcement of all building regulations including new private sewer connections and conformance with the Town Uniform Plumbing Code as relates to FOG requirements.

Service Contracts: The Town has contracted with the West Bay Sanitary District to provide all collection system maintenance on the sewer lines and pump stations. (See Appendix A and B). They are contracted to provide sewer line cleaning, CCTV and emergency response to SSOs and other sewer related issues.

Name: West Bay Sanitary District

Phone Number to Report Problem: (650) 321-0384

II-3 Responsibility for SSMP Implementation and Maintenance

The Public Works Director/Town Engineer shall have the overall responsibility for implementing, periodically auditing, maintaining, revising and certifying the Town's SSMP. He/she may delegate these responsibilities to his/her staff.

II-4 SSO Reporting Chain of Communication

The SSO Reporting Chain of Command follows the Organization Chart shown above in

Figure II - 1: Woodside Organization Chart. The SSO Reporting process and responsibilities are described in detail in the **Figure II – 2, Reporting Chain of Communication.**

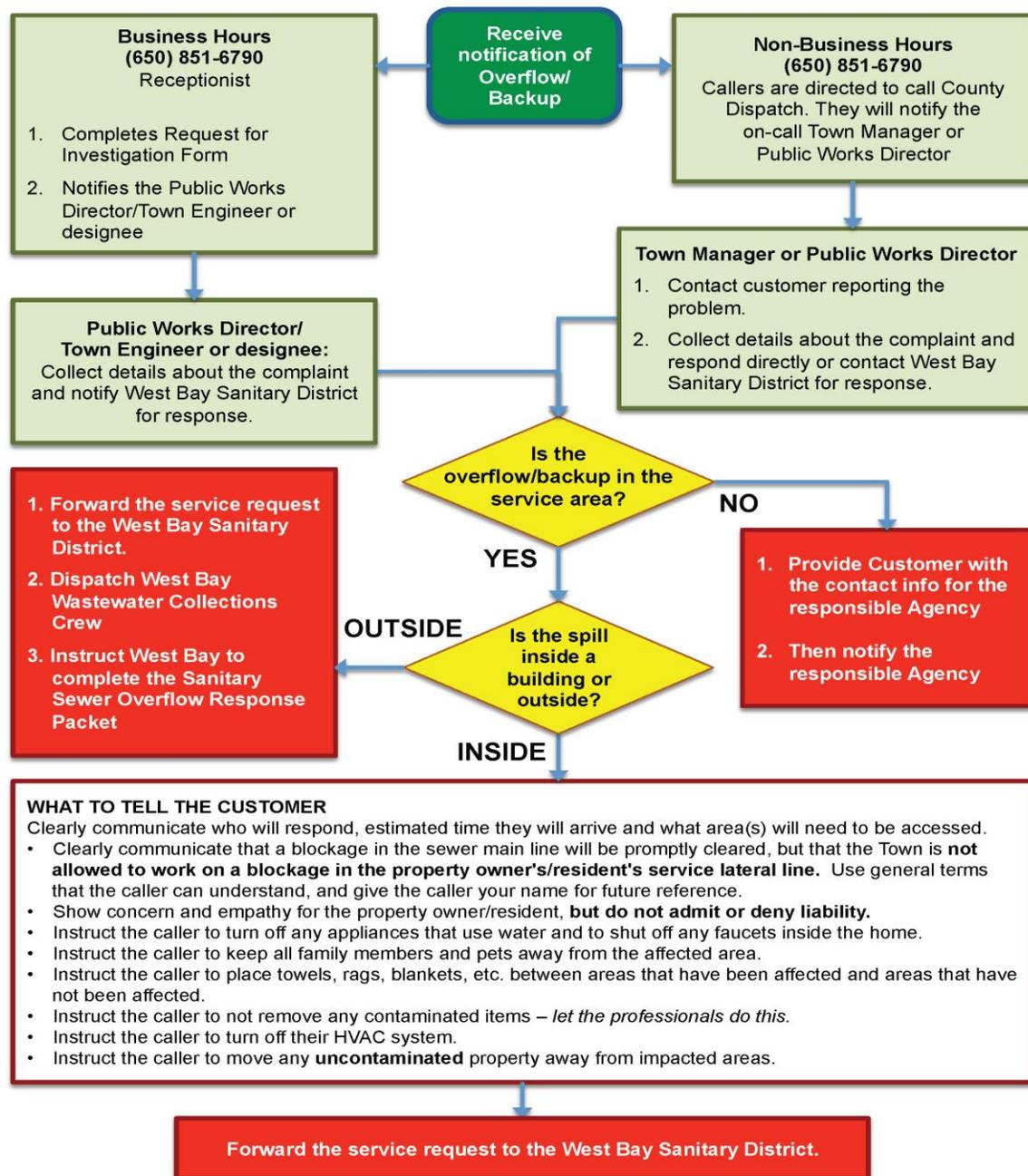


Figure II - 2: Reporting Chain of Communications

Element III: Legal Authority

Element III responds to the detailed requirements for Sanitary Sewer System Legal Authority in WDR Section D13. (iii).

III-1 Municipal Code

The Woodside Municipal Code describes the Town’s current legal authority required for compliance with the GWDR and the MRP. That authority is specifically contained within Title V, Public Works, Chapter 51, Sewers of the Municipal Code and generally within other Municipal Code Titles that are summarized in **Table III - 1** below.

Table III - 1: Summary of Legal Authorities in the Woodside Municipal Code

Requirement	Legal Authority Reference Woodside Municipal Code
Prevent illicit discharges into the wastewater collection system	
Infiltration/Inflow	Chapter 51.017(B)&(C)
Stormwater	Chapter 51.017(B)
Chemical Dumping	Chapter 51.017 (A), (H), (I)
Unauthorized Debris and Roots	Chapter 51.017 (A), (I)
Limit the discharge of fats, oils, and grease and other debris that may cause blockages	Chapter 51.017(I)(2)
Require that sewers and connections be properly designed and constructed	Chapter 51.045, 51.047(B), 51.063
Require proper installation, testing, and inspection of new and rehabilitated sewers	Chapter 51.045, 51.047(I),
Clearly define Town responsibility and policies for the private sewer laterals	Chapter 51.015-51.017, 51.046
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the Town	Chapter 51.047(E), 51.062(A)(3)(e); 51.100
Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements	150.03 and 51.016, 51.046(F)(6), 51.101(D)

Authority to inspect grease producing facilities	Chapter 51.100
Enforce any violation of its sewer ordinances	Chapter 51.101

III-2 References

Town of Woodside Municipal Code Title V, Chapter 51 and Title XV, Chapter 150.03.

Element IV: Operations and Maintenance Program

Element IV responds to the detailed requirements for Sanitary Sewer System Operations and Maintenance Program in WDR Section D13. (iv).

IV-1 Collection System Mapping

Woodside Public Works staff have been GIS mapping their utilities since 2006 and the maps are constantly being updated. Public Works staff identifies changes or findings, and the Town's GIS contractor makes updates. For the collection system maps, Public Works staff has provided WBSD both hard copy maps and computerized maps. WBSD staff identify any map inconsistencies during their annual cleaning maintenance operations, and provide pdf format electronic copies of corrections to Public Works. WBSD vehicles have hard copy maps, and in field laptops that display utility layers and CMMS programs. The vehicles also have copies of the Town storm water system maps for determination of possible storm water inlets and facilities. This information is utilized and available for SSO response.

IV-2 Preventive Operation and Maintenance

The elements of the Town's sewer system O&M program include:

- Proactive, preventive, and corrective maintenance of gravity sewers;
- Ongoing CCTV inspection program to determine the condition of the gravity sewers;
- Rehabilitation and replacement of sewers that are in poor condition; and
- Periodic inspection and preventive maintenance for the pump stations and force mains.

The collection system organization chart for implementing the Town's O&M program is shown earlier in Element II, Figure II-1.

IV-2.1 Gravity Sewers

Woodside has contracted all collection system maintenance to the West Bay Sanitary District since fiscal year 2014/15. The agreement calls for West Bay to proactively clean the entire Sanitary Sewer System annually, and it preventively cleans sewers with a history of problems (high frequency or "hot spots") every three (3) months.

Regular sewer line cleaning consists of high-pressure hydro jet cleaning of all lines (gravity sewers and force mains) in the Town system. This cleaning operation is typically conducted all at once in the second quarter of the fiscal year and the results of the cleaning operation on each line segment are rated using the Sewer Cleaning Results Matrix in Table IV - 4. The historical line cleaning results are shown in **Table IV - 1: Historical Line Cleaning Results** below.



Table IV - 1: Historical Line Cleaning Results

Calendar Year	Line Cleaning Results, linear feet	Line Cleaning Results, miles	Percent of System
2008/2009	10,706	2.03	47.94%
2009/2010	27,779	5.26	124.38%
2010/2011	14,642	2.77	65.56%
2011/2012	11,437	2.17	51.21%
2012/2013	11,319	2.14	50.68%
2013/2014	4,468	0.85	20.01%
2014/2015	21,272	4.03	95.24%
2015/2016	26,928	5.10	112.53%
2016/2017	8,976	1.70	37.51%
2017/2018	6,705	1.27	28.02%
2018/2019	22,228	4.21	92.89%
2019/2020	23,918	4.53	99.95%
2020/2021	23,390	4.43	97.75%
2021/2022	24,393	4.62	101.94%
5-Year Total	100,634	19.06	
Average per Year	20,127	3.81	84.11%

High frequency cleaning is conducted on a quarterly basis and currently includes approximately 10 pipe segments and approximately 1,374 linear feet of pipe or approximately 6% of the system. West Bay staff places line segments on the hot spot schedules based upon past cleaning results, history of SSO events, history of cleaning results, video inspections, and professional judgment. Summary statistics for the high frequency lines are shown in **Table IV - 2: Hot Spot Cleaning Lines** below.

Table IV - 2: Hot Spot Cleaning Lines

Frequency	Number of Segments	Linear Feet	Annual Cleaning, Linear Feet
3 months	10	1,374	5,496
TOTAL	10	1,374	5,496

The manhole cleaning and inspection program is conducted at manhole locations during the annual cleaning program. During cleaning, every manhole cover is removed to either access the sewer or to observe that the hydro jet nozzle reaches the upstream manhole. Any deficiencies or problems observed are reported to the Town for prioritization and repairs.

Historically, mainlines were chemically root treated by West Bay at locations that were found to contain more roots than a typical root saw is able to cut. Lines were placed on the chemical root program and scheduled through West Bay’s CMMS system. Since the Town is now performing hydro jet cleaning of every sewer each year, the root growth issues are now controlled through hydro jet cleaning. As a result, there are no lines currently on a root program within the CCMS at this time.

The entire sewer system was televised in 2009 just prior to the preparation of the 2010 Sewer Master Plan. In Fiscal Year 2014/2015, the town began to perform video inspections on a portion of the system each year. The Town has also contracted all future pipeline condition assessment to West Bay. The Town has contracted for the condition assessment of 5,280 linear feet (one mile) per year or a return frequency of approximately 4.3 years between inspections. All pipeline inspections are rated for condition according to the NASSCO PACP rating system for structural and maintenance defects. The historical results of the Town CCTV efforts are shown below in **Table IV- 3: Historical Results of Closed Circuit Television.**

Table IV - 3: Historical Results of Closed Circuit Television

Calendar Year	CCTV Performance linear feet
2008/2009	0
2009/2010	19,222
2010/2011	0
2011/2012	0
2012/2013	0
2013/2014	265
2014/2015	4,822

2015/2016	4,752
2016/2017	8,448
2017/2018	4,742
2018/2019	727
2019/2020	922
2020/2021	4,752
2021/2022	5,808
5 Year Total, Linear Feet	16,951
5 Year Total, Miles	3.21
5-Year Average CCTV feet/year	3,390
5 Year Average CCTV miles/year	0.64

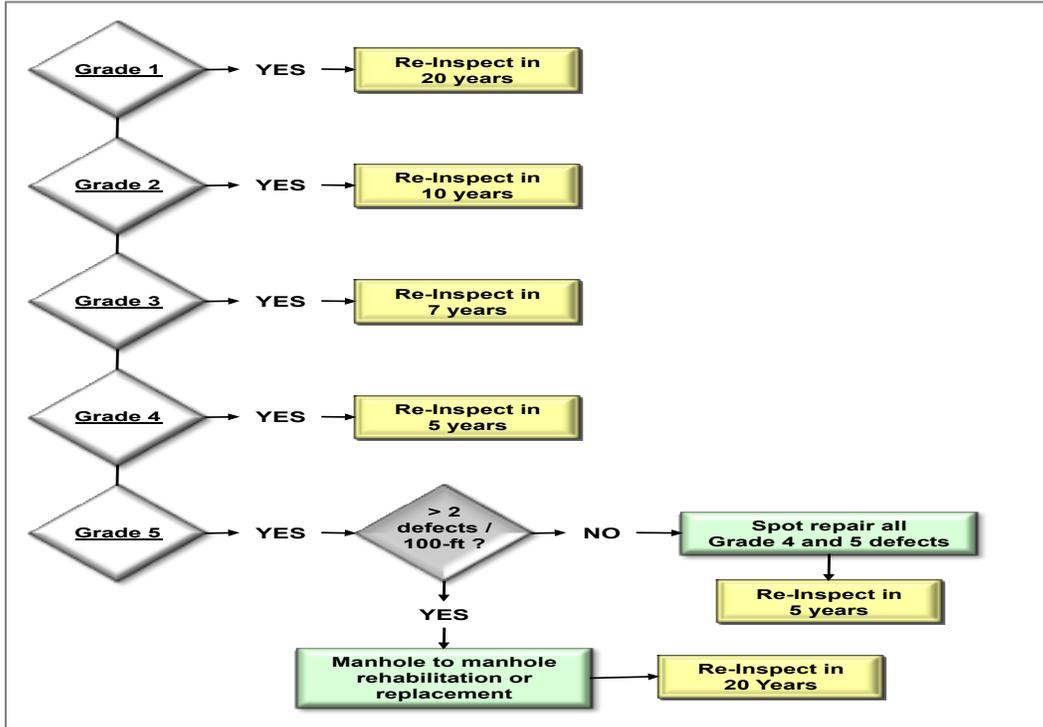
The running 5-year totals vary depending on CCTV footage completed in each year. Since 2014, the highest 5-year total is about 23,500 feet which occurred in 2018/2019. The current 5-year total is at about 17,000, due to two low footage CCTV years included in the current total. Overall, the goal is to complete the video inspection of the entire system about once every five years. This can be accomplished by increasing the CCTV footage in the next two years at higher rates than the average annual CCTV footage of one mile per year.

The CCTV program will be based upon a condition-based approach with return frequencies determined according to the flow chart **Table IV - 4: PACP Sewer Cleaning Results Matrix**.

Table IV - 4: PACP Sewer Cleaning Results Matrix

Type of Debris	Clear	Light	Moderate	Heavy
Debris	No observable debris	Minor amount of debris 1 pass	Moderate amounts of debris 2-3 passes	Significant amounts of debris more than 4 passes. Operators concern for future stoppages.
Grease	No observable grease	Minor amounts of grease – 15 minutes or less to clean – 1 pass	Small “chunks” No logs – 15 – 30 minutes to clean – 2-3 passes	Big “chunks” or “logs”. More than 4 passes. Operator concern for future stoppages.
Roots	No observable roots	Minor amounts of roots – 1 pass	Thin, stringy roots. No “clumps” – 2-3 passes	Thick roots. Large clumps. More than 4 passes. Operator concern for future stoppages.
Debris: structural pipe fragments, soil, rocks, etc.	No observable debris	Specify material (if possible) minor amounts of material	Specify material (if possible) moderate amounts of material	Specify material (if possible) significant amounts of material per line segment. Operator concern for future stoppage.
Action	Decrease frequency to next lower frequency after 3 consecutive results (e.g. 6 months to 12 months)	Continue current maintenance frequency.	Increase current maintenance frequency to next higher frequency (e.g. 6 months to 3 months or more frequently if necessary)	Increase current maintenance frequency to next higher frequency (e.g. 6 months to 3 months or more frequently if necessary)

Figure IV - 1 CCTV Return Frequency based upon PACP Ratings



The West Bay collections system staff maintains a list of known structural deficiencies determined from the CCTV results conducted during pipeline assessments. This list is maintained in priority order by structural rating. High priority structural deficiencies, PACP rating 5, if found to exist, will be repaired as soon as possible by outside contractors. West Bay provides the priority listing from the condition assessment to the Town for consideration and inclusion in the annual capital improvement program based on available funding and priority of the needs.

Gravity sewer maintenance is currently scheduled using work orders generated by West Bay’s Lucy CMMS that is linked to the West Bay GIS through common manhole and pipe identification numbers. Completed gravity sewer maintenance is recorded using work orders. The CMMS system is used for many programs, maintenance control, historical information, and cost recording. The data contained in the CCMS system is available to the Town upon request or at the end of the agreement term. The following programs or tasks are housed or maintained within the CMMS:

- Programmed preventative maintenance cleaning program for hydro flushing
- Manhole inspection program
- Root foaming program
- Pump station maintenance program
- All calls for service
- All work orders

- Manhole repair
- All sewer repairs
- CCTV inspection information
- Force main inspections information

IV-2.2 Pump Stations

The Town owns two (2) pump stations, listed below in **Table IV-5, Pump Station Locations and Descriptions**. West Bay staff conducts regular operational inspections of the pump stations. The large sanitary sewer pump station is inspected twice a week while the minor station is inspected less frequently. The wet wells are cleaned annually and the mechanical and electrical equipment preventive maintenance is done annually or as needed as a result of an emergency or inspection.

The Town Center Pump Station was replaced following a sanitary sewer overflow that occurred at the pump station in February 2017.

Table IV - 5: Pump Station Locations and Descriptions

Pump Station Name/ Installed	Location	No. Pumps	Pump Capacity (GPM)	Pump Manufacturer	Pump Hp	Standby Generation-KW
Town Center	Woodside and Mountain Home Road	2	150	Flygt	10 each	25KW
La Questa	La Questa Way Easement	2	100	Flygt	7.5 each	None – wet well capacity 4 days
Totals	-	4	-	-	-	-

Source: WBSD Lucyly, 2022

IV-2.3 Force Mains

West Bay completes cleaning of both force mains annually to remove FOG and maintain flow capacity. The cleaning totals were included with the gravity sewer segments in Section IV-2. The Town Center force main is also undergoing an assessment in 2022 to confirm pipeline integrity. Force main alignments will be inspected on an annual basis, and discharge locations will be surveyed for possible damage and corrosion from the release of hydrogen sulfide where the force mains discharge to the gravity collection system. **Table**

IV - 6: Force Main Locations and Descriptions lists the force main asset information. Both force mains were installed at the time of the original construction of the associated pump station.

Table IV - 6: Force Main Locations and Descriptions

Name of Pump Station Associated with Force Main	Force Main Asset Information		
	Length (feet)	Diameter (inches)	Material Type
Town Center	1,000	4	DIP
La Questa	345	4	PVC
Total	1,345		
Source: WBSD Lucity, 2022			

IV-2.4 Private Sewer Laterals

The Town has no responsibility for the building sewer from the building to the public sewer.

IV-2.5 Rehabilitation and Replacement Program

The Town staff is responsible for the Capital Improvement Plan (CIP) for the collection system for the next five (5) years. It was developed from the CCTV inspection and condition assessment program. All lines inspected were evaluated by West Bay using the PACP structural and maintenance condition rating system for each line segment. The information gathered during the condition assessment was used to prioritize gravity sewers for repair/rehabilitation/replacement. The CIP currently does not identify the need for sewer line replacements or spot repairs, however a placeholder amount has been budgeted to provide for repairs if necessary. These placeholder amounts are currently included in the five year CIP.

The goal of the sewer capital program is to improve and/or replace existing facilities in an effort to extend the useful life of these valuable assets. The CIP program is updated annually for changes resulting from fieldwork by the West Bay system crews. The sewer system capital projects are further described in detail in the Town’s Annual Capital Improvement Program Budget (See Appendix C). The funds that support the Capital Improvement Program come from the Town’s sewer service charges that are based upon regular sewer service charge rate analyses or possibly from bond financing – to be determined in the near term.

IV-2.6 Training

West Bay has SOPs for sewer system response and mitigation, sewer cleaning (Vactor and rodder) equipment, mainline repair, pump station emergency response plans, confined space entry, class A license requirement (standby duty), cell phone/two way radio use, and locating and marking USA.

Employee safety:

- Hold weekly meetings that usually include safety tailgate meetings on subjects that impact field working conditions and procedures and maintain sign-in logs.
- Hold biweekly meetings with a more formal tailgate meeting with a handout, test, and sign in sheet.
- Present safe practice reminder at all meetings.
- Maintain compliance of OSHA safety rules.
- Review Material Safety Data Sheets (MSDS) for new chemical use.

Employee certifications and training:

- Employees receive and renew job specific certification for DMV, CPR, and First Aid, as required.
- Employees receive yearly training for the environmental and safety programs and others.
- Employees are trained or provided refresher training in Confined Space Safety, Traffic Control, and Trenching/Shoring/Excavation at the competent person training level every two to three years.

Finally, the Town will conduct annual training on this SSMP and the OERP and will conduct field exercises on emergency response procedures including SSO start times, volume estimation and recovery estimation with West Bay staff as needed. The West Bay staff regularly conducts tailgate sessions with their field crews.

IV-2.7 Equipment and Replacement Parts

West Bay maintains high velocity jet rodder vehicles, mechanical rodding equipment, pumps, generators, and the video inspection vehicle. Critical pipeline and pump station parts and spare equipment inventory are maintained by West Bay staff. Critical equipment and miscellaneous spare parts inventory are available in the West Bay SSMP.

The list of the critical equipment West Bay uses in the operation and maintenance of the Woodside sewer system is included in that agency's SSMP.

The Town has developed a Major Replacement Parts List. that is included in **Appendix D: Major Sewer System Equipment Inventory**.

IV-2.8 Outreach to Sewer Service Contractors

The Public Works Director/Town Engineer serves as the homeowners and contractors primary contact for construction activities within public right-of-ways such as sidewalk, streets and other Town owned property.

Finally, pre-construction conference agendas and construction progress meeting will include discussion of emergency response procedures for sewer system overflows.

IV-3 References

- Town of Woodside Sanitary Sewer Master Plan, Oscar Larson & Associates, July 22, 2010
- Town of Woodside, Engineering Report for the Town Center Pump Station, Mark Thomas and Co., Inc., October 31, 2014
- Town of Woodside Adopted FY22-23 and FY23-24 through FY26-27 Five-Year Capital Improvement Program Budget

Element V: Design and Performance Provisions

Element V responds to the detailed requirements for Sanitary Sewer System Design and Performance Provisions in WDR Section D13. (v).

V-1 Sanitary Sewer Design Standards and Specifications

Title V, Chapter 51 of the Municipal Code, addresses design criteria for VCP and PVC pipe, slopes of collector lines, laterals, minimum size for mains and other miscellaneous requirements. The Town currently relies on the use of outside professionals for the design standards and specifications for sanitary sewer infrastructure. The Town intends to begin the process of development of specific standards and specifications for Town sewer assets prior to the next SSMP audit.

V-2 Procedures and Standards for Inspection and Testing of New and Rehabilitated Facilities

The Town currently relies on outside professionals for inspection and testing standards for all sewer system infrastructure during the preparation of the design plans and specifications. The Town intends to begin the process of development of specific standards and procedures for Town sewer assets prior to the next SSMP audit.

V-3 References- Design and Performance Provision Documents

- California Building Code, Woodside Municipal Code Chapters 5 and 11
-

Element VI: Overflow Emergency Response Plan

Element VI responds to the detailed requirements for Sanitary Sewer System Overflow and Emergency Response Plans in WDR Section D13. (vi).

VI-1 Purpose

The purpose of the Town of Woodside’s Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). The OERP provides guidelines for Town personnel and contractors to follow in responding to, cleaning up, and reporting SSOs that may occur within the Town’s service area. The OERP attached in Appendix I satisfies the SWRCB Statewide General Waste Discharge Requirements (GWDR), which require wastewater collection agencies to have an Overflow Emergency Response Plan.

VI-2 Policy

The Town’s employees and contractors are required to report all wastewater overflows from main line sanitary sewers and to take the appropriate action to secure the wastewater overflow area, properly report to the appropriate regulatory agencies, relieve the cause of the overflow, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The Town’s goal is to respond to sewer system overflows as soon as possible following notification. The Town will follow reporting procedures in regards to sewer spills as set forth by the San Francisco Regional Water Quality Control Board (*SFRWQCB*) and the California State Water Resources Control Board (*SWRCB*).

VI-3 Goals

The Town’s goals with respect to responding to SSOs are:

- Work safely;
- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Prevent sewage system overflows or leaks from entering the storm drain system or receiving waters to the maximum extent practicable;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO;
- Meet the regulatory reporting requirements;
- Evaluate the causes of failure related to certain SSOs; and

- Revise response procedures resulting from the debrief and failure analysis of certain SSOs.

VI-4 References

- Town of Woodside Overflow Emergency Response Plan Appendix I

Element VII: Fats, Oils, and Grease (FOG) Control Program

Element VII responds to the detailed requirements for Sanitary Sewer System FOG Control Program in WDR Section D13. (vii).

VII-1 Nature and Extent of FOG Problem

The Town of Woodside has approximately five (5) food service establishments (FSE) currently discharging to the Town sewer system. Each of these FSEs has been issued permits to discharge outlining the roles and requirements for these dischargers and to be responsible for the proper handling and disposal of all FOG related wastes. Each of these FSEs is inspected on a regular basis by West Bay to assure compliance with the FOG requirements. The Town of Woodside FOG Control Program is a shared responsibility between Woodside, West Bay Sanitary District, and the Silicon Valley Clean Water treatment plant. The responsibility of each agency is shown in **Table VII-1 Fog Control Program Roles and Responsibilities**. The agencies jointly handle outreach and public communications through brochures and bulletins available at agencies counters and through mailers.

Table VII - 1 FOG Control Program Roles and Responsibilities

Focus Area	Activity	Responsible Agency		
		Woodside	West Bay Sanitary District	Silicon Valley
Commercial Sources	Focused FSE Program (permits, inspections)		X	X
	Inspect GRD maintenance		X	X
	Develop common standards for GRD	X		X
	Require installation of GRD	X		X
	Inspection GRD installation	X		
	Identify FOG disposal sites and distribute to grease haulers			X
	Outreach to business	X	X	X
	Provide information re: FOG problems to Town inspectors	X		

	Enforcement Actions			
	Admin letter, NOV, monetary penalties	X		
	Administrative Orders, water meter shut-off	X		
Residential Sources	Optimize sewer cleaning	X		
	Repair/replace problem sewers	X		
	Prepare outreach materials			X
	Enforcement action	X		
Gather Information	Gather information for next SSMP audit/update	X	X	X

VII-2 FOG Public Education Outreach

Woodside, in conjunction with West Bay, has developed and support the following outreach programs pursued in the Woodside service area.

Currently, grease haulers dispose of grease pumped from interceptors at a grease collection facility, Darling International, Salinas Tallow, or at Silicon Valley Clean Water (SVCW). At this time, there does not appear to be a need for additional grease disposal facilities to collect grease from the WBSD service area. However, the WBSD may choose to evaluate this need further, should the need for additional grease disposal facilities become an issue in the future.

At the same time, West Bay is proactively managing commercial FOG issues. West Bay has implemented a public outreach program for FOG related blockages, using information posted on the West Bay’s website.

VII-3 FOG Disposal Plan

The Cal FOG website has developed a list of Grease Waste and Used Oil Haulers shown in Appendix E. These additional haulers are also available in the Bay Area for grease disposal.

VII-4 Legal Authority for FOG Discharges

The Woodside Municipal Code establishes the requirements for the proper handling and disposal of all FOG related materials. All FOG discharge requirements are contained in the municipal code Title V, Chapter 51 and Title XV, Chapter 150 including enforcement actions

by the Town. Final formal enforcement actions are the responsibility of the Town of Woodside. Due to the small number of FSEs, the Town has contracted with West Bay for the inspection, documentation, and preliminary enforcement of the FOG program.

VII-5 Grease Disposal Devices, BMPs, Recordkeeping and Reporting Requirements

Woodside requires all new FSEs to obtain discharge permits from the Town prior to discharging to the Town sewer system. West Bay reviews these permit applications for the need for grease disposal devices or other grease limiting devices and will include necessary permit conditions on the FSE for equipment, BMPs and recordkeeping and reporting requirement. West Bay has adopted the following BMPs for the FOG Control Program:

- A properly sized grease removal device should be in use.
- Grease removal device maintenance should be performed at regular intervals by trained operators and verified by management.
- Used cooking oil should be collected for recycling by a licensed hauler.
- Dry cleanup methods should be used for dish pre-washing as well as equipment and floor cleaning.
- A spill control plan should be in place. Absorbent materials should be available to aid in spill cleanup.
- Food grinders should be removed or kept out of service.
- Greasy waste should not be poured down any drain.
- Mats, filters and floors should be cleaned such that all wash water drains through a grease removal device.
- Employees should be trained on FOG handling BMPs.

VII-6 FOG Inspection and Enforcement Authority

The Town has established administration and enforcement authority of all FOG related activities in Title V, Chapter 100 et seq.

VII-7 FOG Cleaning Program Requirements – Hot Spot Cleaning

The Town, through West Bay, has established a hot spot cleaning program for pipeline segments that evidence cleaning problems that could result in SSO or system failures. The pipes included in the hot spot program are identified from results of the regular line cleaning and from the knowledge of the field crews. The results of line cleaning are rated according to the PACP maintenance grading system and from those ratings a determination of the frequency of the hot spot cleaning is made. The current hot spot frequencies are three (3) months as listed in Section

IV-2.1. Pipeline segments are placed on or removed from the hot spot program based upon the results of the cleaning.

VII-8 FOG Characterization Assessment

West Bay utilizes its Lucity maintenance management system, mapping systems and the results of system cleaning, to identify pipe segments that are experiencing FOG and/or maintenance problems. The line segments will be included in the CCTV condition assessment program for further internal observation and evaluation. If it is determined that repairs are required, they will be completed in priority order or added to the capital improvement program.

VII-9 References - None

Element VIII: System Evaluation and Capacity Assurance Plan

Element VIII responds to the detailed requirements for Sanitary Sewer System Evaluation and Capacity Assurance Plan in WDR Section D13. (viii).

VIII-1 System Evaluation - Collection System Master Plan

The Town completed a Woodside Sanitary Sewer Master Plan by Oscar Larson & Associates dated July 22, 2010 that modeled flows from both the Town Center and Cañada Sewer Area. The model used the Storm Water Management Model (SWMM) developed by the USGS. The model was used to calculate the capacity of both systems from the assumed dry weather flows and provided for mark-ups for wet weather flows. Wet weather flows were increased by a factor of 3.68 times the dry weather flow. The modeling included all sewer lines and the two pump stations. The results indicate that neither system has any capacity related problems in the pipeline system. However the Master Plan identified the need for improvements to the Town Center Pump Station due to the age and long-term operations. These improvements were further defined in the October 2014 Engineering Report on the Town Center Pump Station by Mark Thomas and Co., Inc. The Town entered into a contract for construction of the new Town Center Sewer Pump Station in January 2017. The majority of work was completed by December of 2017 and a Notice of Completion was issued in April 2018. No further major capital projects are planned.

VII-2 Capacity Enhancement Measures – Capital Improvement Program and Schedule

The Town’s current Capital Improvement Program includes only placeholders for possible necessary repairs determined through the CMMS program. The Town Center Pump Station was replaced by the Town in 2018.

VIII-3 References

- Town of Woodside Sanitary Sewer Master Plan, Oscar Larson & Associates, July 22, 2010
- Town of Woodside, Engineering Report for the Town Center Pump Station, Mark Thomas and Co., Inc., October 31, 2014
- Town of Woodside Adopted FY22-23 and FY23-24 through FY26-27 Five-Year Capital Improvement Program Budget

Element IX: Monitoring, Measurement, and Program Modifications

Element IX responds to the detailed requirements for Sanitary Sewer System Monitoring, Measurement and Program Modifications in WDR Section D13. (ix).

IX-1 Performance Measures

The Town has established three categories of metrics to monitor and measure the effectiveness of the various elements of this SSMP and its success in terms of meeting its goals. Those metrics include the following categories of metric information:

- Sewer Information
- Sewer Maintenance
- SSMP Performance Measures

The Sewer Information will be used from field crew activities; results of field inspections of FOG by SSF, engineering analysis of sewer system needs and priorities, industry information, and technology developments in the water sector. This type of information will inform future reviews of the effectiveness of the implementation of the SSMP and will be used along with the other two categories.

The indicators that the Town will use to measure the performance of its sewer maintenance and the effectiveness of its SSMP are:

- | | |
|---|-----------------|
| • Total miles cleaned per year (Regular and Hot Spot) | Feet/Miles |
| • Total miles CCTV inspected per year | Feet/Miles |
| • Total miles chemical root treatment | Miles per year |
| • Total miles of sewer | Update annually |
| • Avg. high velocity cleaning per crew per day | Feet |
| • Avg. mechanical rodding per crew per day | Feet |
| • Number of planned work orders completed | Per year |
| • Number of unplanned work orders completed | Per year |

The metrics that the Town will use to assess SSMP performance are as follows:

Table IX - 1: Total Volume of Spills Per Year

Total number of spills per year (all spills)		Number of spills		
Total volume of spills per year (all spills)		Total Gallons		
SSO Cause	Fats, Oil and Grease (FOG)	Number	%	Gallons
	Roots	Number	%	Gallons
	Debris	Number	%	Gallons
	Capacity (Wet weather)	Number	%	Gallons
	Vandalism	Number	%	Gallons
	Pipe Failure	Number	%	Gallons
	Pump station Failure	Number	%	Gallons
	Other	Number	%	Gallons
	Total	Number	%	Gallons

IX-2 Baseline Performance

The Town has performance measures in place and it will evaluate its performance annually following the end of the fiscal year. The historical, or baseline, performance is shown separately for gravity mains/pump stations/force mains and lower laterals.

Table IX - 2: Gravity Sewer, Pump Station, and Force Main SSOs by Fiscal Year

FY	Gravity Sewer SSOs	Pump Station SSOs	Force Main SSOs
08/09	0	0	0
09/10	0	0	0
10/11	0	0	0
11/12	0	0	0
12/13	0	1	0
13/14	0	0	0
14/15	1	0	0
15/16	0	0	0

16/17	0	1	0
17/18	0	0	0
18/19	0	0	0
19/20	0	0	0
20/21	0	0	0
21/22	0	0	0

Figure IX - 1: Annual Trend of Sewer System Overflows

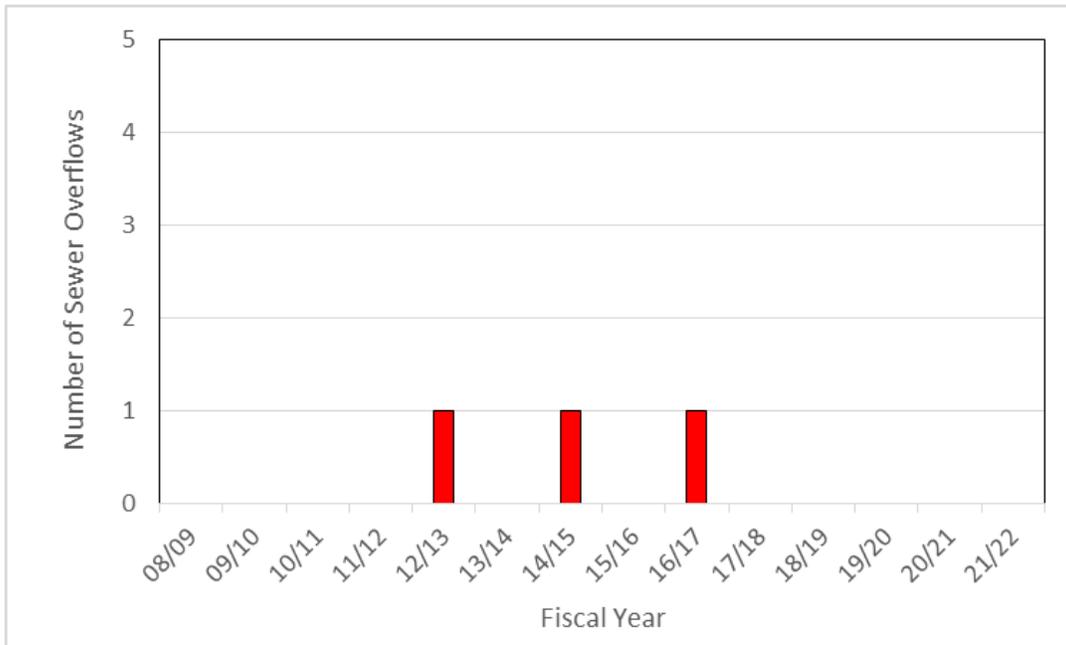


Table IX - 3: FY Totals for SSOs by Cause

FY	FOG	Roots	Debris	Capacity	Pipe Failure	PS Failure	Other	Total
07/08	0	0	1	0	0	0	0	1
08/09	0	0	0	0	0	0	0	0
09/10	0	0	0	0	0	0	0	0
10/11	0	0	0	0	0	0	0	0
11/12	0	0	0	0	0	0	0	0
12/13	0	0	1	0	0	0	0	1
13/14	0	0	0	0	0	0	0	0
14/15	0	1	0	0	0	0	0	1
15/16	0	0	0	0	0	0	0	0
16/17	0	0	0	0	0	1	0	1
17/18	0	0	0	0	0	0	0	0
18/19	0	0	0	0	0	0	0	0
19/20	0	0	0	0	0	0	0	0
20/21	0	0	0	0	0	0	0	0
21/22	0	0	0	0	0	0	0	0
Totals	0	1	2	0	0	1	0	4

Table IX - 4: FY Totals for Sewer Mains (Volume Spilled, Portion Contained, and Volume to Surface Waters)

FY	Total Volume Spilled, gallons	Portion Contained and Returned to Sewers, %	Total Volume Entering Surface Waters, gallons
07/08	560	100	460
08/09	0	0	0
09/10	0	0	0
10/11	0	0	0
11/12	0	0	0
12/13	200	55	0
13/14	0	0	0
14/15	60	55	0
15/16	0	0	0
16/17	13,500	0	13,500
17/18	0	0	0
18/19	0	0	0
19/20	0	0	0
20/21	0	0	0
21/22	0	0	0
Total	14,320	210	13,960

IX-3 Performance Monitoring and Program Changes

The Town will evaluate the performance of its wastewater collection system at least annually using the performance measures identified in this Element. The Town will update the data and analysis at the time of the evaluation and will place the biannual audit report in Appendix F of the SSMP. The Town does receive regular monthly reports from West Bay Sanitary District that includes several of the measures identified above.

The Town may use other performance measures in its evaluation. The Town will prioritize its actions and initiate changes to this SSMP, its operations and maintenance practices, and any related programs based on the results of the evaluation. This will be done as part of the self-audits. (see Element X).

IX-4 References

The data used in this section were taken from the references:

- CIWQS SSO data as of September 1, 2022

Element X: SSMP Program Audits

Element X responds to the detailed requirements for Sanitary Sewer System SSMP Program Audits in WDR Section D13. (x).

X-1 Audits Procedures, Roles and Responsibilities

The Town staff will perform periodic internal audits to determine the implementation effectiveness of each element of the SSMP.

The Senior Engineer will generate the following information and system metrics on biannual bases for the purpose of tracking, monitoring and adjusting the performance of the SSMP activities.

- System Information
- Sewer Maintenance
- Performance Measures

The primary focus in the evaluation of the system metrics will be the elimination of preventable SSOs and reduction of the impacts of those SSOs that occur.

The Town's audit and recertification schedule for the SWRCB is as follows:

- Every two years from the original adoption and approval date by the Woodside Town Council (July 22, 2010) of the SSMP.
- Every five years from the original adoption and approval date by the Woodside Town Council and whenever significant program changes have occurred following the last Council certification.
- Upon completion of either an audit or SSMP recertification, the final document will be placed on the Town's website for availability to customers, regulators and the environmental community.

The Sewer System Management Plan Audit Checklist (Table X-1) is used to guide the audit process and includes the GWDR requirements for each SSMP element. The results of the audit, including the identification of any deficiencies and the steps taken or planned to correct them will be included in a formal Audit Report. Upon completion of the audit, the Town will include a copy of the report in Appendix F, Sewer System Management Plan Audit Reports of this SSMP. Modifications and changes to the SSMP will be identified and tracked in Appendix G, SSMP Change Log. The Town will make the SSMP and all reference documents identified in the SSMP available on the Town website and provide

contact information for Town staff for public comment to Town regarding the SSMP effectiveness.

The audit can contain information about successes in implementing the most recent version of the SSMP, and identify revisions that may be needed for a more effective program. Information collected can be used in preparing the audit. Tables and figures or charts similar to those in Element IX may be used to summarize information about these indicators. An explanation of the SSMP development, and accomplishments in improving the sewer system, should be included in the audit, including:

- How the sewer system implemented SSMP elements in the past two year reporting period;
- The effectiveness of implementing SSMP elements;
- A description of the additions and improvements made to the sanitary sewer collection system in the past two year reporting period; and
- A description of the additions and improvements planned for the upcoming two year reporting period with an estimated schedule for implementation.

X-2 SSMP Program Modification/Updates Process

The Senior Engineer will monitor and review sewer performance metrics on a biannual basis.

The Senior Engineer will review the status of each of the elements of the SSMP on a biannual basis. Formal SSMP audits will be conducted every two years following the original adoption of the SSMP by the Town Council.

The Senior Engineer will initiate/direct corrective action to be taken when and if SSMP deficiencies are identified during periodic internal audits as part of the review and evaluation of SSO events and system performance results.

When significant changes are made to the SSMP that requires re-certification, the Legally Responsible Official (LRO) or his or her designee will enter the data in the online database and the LRO will certify the information to the State Water Board upon Town Council adoption.

Table X - 1: SSMP Audit Checklist

The purpose of the SSMP Audit is to evaluate the effectiveness of the Town of Woodside SSMP and to identify any needed for improvement.				
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.				
			YES	NO
ELEMENT I - GOALS				
A.	Are the goals stated in the SSMP still appropriate and accurate?	<input type="checkbox"/>	<input type="checkbox"/>	
Discussion:				
ELEMENT II - ORGANIZATION				
A.	Is the List of Town Staff Responsible for SSMP current?	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Is the Sanitary Sewer Overflow Responder List current?	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Are the position descriptions an accurate portrayal of staff responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	
D.	Is Figure II-2 in the Chain of Communication for Reporting and Responding to SSOs section accurate and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>	
Discussion:				
ELEMENT III – LEGAL AUTHORITY				
Does the SSMP contain current references to the Town of Woodside Municipal Code documenting the Town’s legal authority to:				
A.	Prevent illicit discharges?	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Require proper design and construction of sewers and connections?	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Town?	<input type="checkbox"/>	<input type="checkbox"/>	
D.	Limit discharges of fats, oils and grease?	<input type="checkbox"/>	<input type="checkbox"/>	
E.	Enforce any violation of its sewer ordinances?	<input type="checkbox"/>	<input type="checkbox"/>	
F.	Were any changes or modifications made in the past year to Town Sewer Ordinances, Regulations or Standards?	<input type="checkbox"/>	<input type="checkbox"/>	
Discussion:				

ELEMENT IV – OPERATIONS AND MAINTENANCE			
Collection System Maps			
A.	Does the SSMP reference the current process and procedures for maintaining the Town’s wastewater collection system maps?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Are the Town’s wastewater collection system maps complete, current and sufficiently detailed?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Are storm drainage facilities identified on the collection system maps? If not, are SSO responders able to determine locations of storm drainage inlets and pipes for possible discharge to waters of the state?	<input type="checkbox"/>	<input type="checkbox"/>
Prioritized Preventive Maintenance			
D.	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewers?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Based upon information in the SSO Audit Report, are the Town’s preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	<input type="checkbox"/>	<input type="checkbox"/>
Scheduled Inspections and Condition Assessments			
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 the current components of this program documented in the SSMP?	<input type="checkbox"/>	<input type="checkbox"/>
Contingency Equipment and Replacement Inventory			
G.	Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Training			
H.	Does the SSMP document current training expectations and programs? Was annual refresher training conducted/documentated?	<input type="checkbox"/>	<input type="checkbox"/>
Outreach to Plumbers and Building Contractors			
I.	Does the SSMP document currently outreach efforts to plumbers and building contractors?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			

ELEMENT V- DESIGN AND PERFORMANCE STANDARDS			
A.	Have design and construction standards for the installation for new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems become available?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Does the SSMP document 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?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT VI – OVERFLOW AND EMERGENCY RESPONSE PLAN – Appendix D			
A.	Does the Town’s Sanitary Sewer Overflow Emergency Response Plan establish procedures for the emergency response, notification, and reporting of SSOs?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Are Town staff and contractor personnel appropriately trained on the procedures of the Sanitary Sewer Overflow Emergency Response Plan? All training documented?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Considering SSO performance data, is the Sanitary Sewer Overflow Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Are all SSO and claims reporting forms current or do they require revisions or additions?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Does all SSO event recordkeeping meet the SSS GWDR and MRP requirements? Are all SSO event files complete and certified in the CIWQS system? Were required reports filed and certified as required by the regulations? All regulatory timelines conformed?	<input type="checkbox"/>	<input type="checkbox"/>
F.	Is all information in the CIWQS system current and correct? Have periodic reviews of the data been made during the year to assure compliance with SSS GWDR? Have all Technical Reports and Water Quality Sampling requirements been met and uploaded to the CIWQS data management system?	<input type="checkbox"/>	<input type="checkbox"/>
G.	Was required training on SSMP and OERP completed and documented? Were field exercises with field staff on SSO volume estimation conducted and documented?	<input type="checkbox"/>	<input type="checkbox"/>

H.	Did all public improvement plans and specifications that could impact collection system operations include requirements for OERP training or were contractor OERP programs at least as stringent as the Town OERP? Were regular items included in project meeting agendas to discuss emergency response procedures and communications?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT VII – FATS, OILS AND GREASE (FOG) CONTROL PROGRAM			
A.	Does the FOG Control Program include efforts to educate the public on proper handling and disposal of FOG?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping and reporting established in the Town’s FOG Control Program?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Does the Town have sufficient legal authority to implement and enforce the FOG Control Program?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT VIII- SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN			
A.	Does the Sanitary Sewer Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long term capacity enhancement and improvement projects?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Does the Town’s Capital Improvement Plan (CIP) 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?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			

ELEMENT IX- MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is the Town able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT X – SSMP AUDITS			
A.	Will the SSMP Audit be completed, reviewed and filed in Appendix F? Was a cover Report prepared and certified by the LRO as required?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT XI – COMMUNICATION PROGRAM			
A.	Does the Town effectively communicate with the public, other agencies and service contractors about the implementation of the SSMP and continue to address any feedback? All documentation in place?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Was the biannual report uploaded to the Town Sewer Section website and added to Appendix F?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
Change Log			
A.	Is the SSMP Change Log, current and up to date?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
Audit Team: _____		Date: _____	
Prepared By: _____		Date: _____	
Reviewed By: _____		Date: _____	
Approved for Filing on: _____			

X-3 References - None

Element XI: Communication Program

Element XI responds to the detailed requirements for Sanitary Sewer System Communication Program in WDR Section D13. (xi).

XI-1 Communication during SSMP Development and Implementation

The Communication objectives for messages for all stakeholders associated with or interested in the implementation and effectiveness of the sanitary sewer system. The objectives of the Communications are:

- To develop a systematic approach for communicating SSMP requirements, progress, and performance.
- To provide a channel for public input as the SSMP is developed and implemented.
- To communicate with enough frequency and information so that the SSMP is supported by the Town Council, internal staff, the ratepayers, and other agencies.
- To inform internal and external stakeholders of the SSMP requirements and strategies to reduce SSOs.
- To inform the Town Council and the ratepayers of the SSMP successes in terms of Town of Woodside's SSO Reduction Program.
- To provide outreach to the community to inform them of the work the Town is doing to reduce SSOs.

All emergency situations that require public notification and/or environmental protection with the media are handled directly by the Town Manager or his/her designee.

The Town, at least biannually following completion of the biannual SSMP audit, will make the SSMP and all reference documents identified in the SSMP available on the Town website and provide contact information for Town staff to allow for input from the public with regard to the implementation and results of the collection system operations and effectiveness of the SSMP. The Town will also have brochures and information on collection system programs at various counters in the Town as well as available on the Woodside and West Bay websites. Finally, the Town provides information for property owners on their responsibilities for private sewer laterals operations, maintenance and replacement on the Town website.

XI-2 Availability of the SSMP and All Reference Documents

The Town will make the SSMP and all reference documents identified in the SSMP available on the Town website. Any updates to the SSMP will be available on the Town website within thirty (30) days of Town Council approval and adoption or modification or significant changes added to the SSMP Change Log, Appendix G.

XI-3 Communication with Satellite Wastewater Collection Systems

The Town has no tributary or satellite systems and therefore has no communication program. However they currently have a service contract with WBSD for all sewer system maintenance activities and discharge to the FOSMD public collection system. Regular communications are conducted and documented with these service providers and the FOSMD. Meetings will be held in the future to discuss the SSMP and to coordinate joint training on the SSMP and OERP as outlined in the FOSMD SSMP schedule. Annual meetings will be held with the WBSD regarding maintenance activities.

XI-4 References - None

Appendices

Appendix A: Resolution Authorizing the Town Manager to Execute an Agreement for Sanitary Sewer Maintenance Services with West Bay Sanitary District

RESOLUTION NO. 2014 - 7005

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AGREEMENT BETWEEN
THE TOWN AND WEST BAY SANITARY DISTRICT FOR
SANITARY SEWER MAINTENANCE SERVICES

WHEREAS, Collection Systems Maintenance Service (CSMS) has provided sanitary sewer maintenance service for the Town Center Sewer Assessment District (TCSAD) sewer and pump station system for 30 years; and

WHEREAS, CSMS has advised the Town it will need to reduce its scope of services to the Town during the 2014-15 fiscal year; and

WHEREAS, the Town issued a Request for Proposal to interested firms to provide sanitary sewer maintenance services; and

WHEREAS, the Town has selected West Bay Sanitary District to provide the necessary sewer maintenance and overflow emergency response for the TCSAD, and

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Woodside does hereby authorize the Town Manager to execute an agreement between the Town and West Bay Sanitary District for sanitary sewer maintenance services and overflow emergency response for the Town Center Sewer Assessment District.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 22nd of July, 2014, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Kasten, Mason, Romines, Shanahan, Tanner, Mayor Burow

NOES, Councilmembers: None

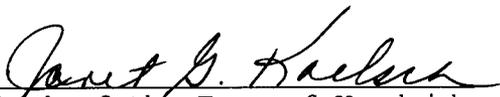
ABSENT, Councilmembers: Gordon

ABSTAIN, Councilmembers: None



Mayor of the Town of Woodside

ATTEST:



Clerk of the Town of Woodside
WestBaySanitaryDistrictContract

**Appendix B: Sanitary Sewer Maintenance Services Agreement – West Bay
Sanitary District**

AGREEMENT FOR SANITARY SEWER MAINTENANCE SERVICES

This Agreement is made and entered into as of the 22nd day of July 2014, by and between the Town of Woodside hereinafter called "TOWN" and West Bay Sanitary District, hereinafter called "CONTRACTOR".

RECITALS

This Agreement is entered into with reference to the following facts and circumstances:

- A. That TOWN desires to engage CONTRACTOR to render certain services to provide sanitary sewer maintenance services for the Town Center Sewer Assessment District, including but not limited to maintaining pipelines and pump stations and responding to sanitary sewer overflows; and
- B. That CONTRACTOR is qualified to provide such services to the TOWN; and
- C. That the TOWN has elected to engage the services of CONTRACTOR upon the terms and conditions as hereinafter set forth.
 1. Services. The services to be performed by CONTRACTOR under this Agreement shall include those services set forth in Exhibit A, which is, by this reference, incorporated herein and made a part hereof as though it were fully set forth herein.

Performance of the work specified in said Exhibit is hereby made an obligation of CONTRACTOR under this Agreement, subject to any changes that may be made subsequently hereto upon the mutual written agreement of the said parties.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in Exhibit A.

2. Term; Termination. (a) The term of this Agreement shall commence on December 1, 2014, shall be extended by Town on an annual fiscal year basis (July 1 – June 30) when agreeable to both parties and shall expire upon notification in accordance with (b) below.

(b) Notwithstanding the provisions of (a) above, either party may terminate this Agreement without cause by giving written notice not less than ten (10) days prior to the effective date of termination, which date shall be included in said notice. In the event of such termination, TOWN shall compensate CONTRACTOR for services rendered, and reimburse CONTRACTOR for costs and expenses incurred, to the date of termination, calculated in accordance with the provisions of paragraph 3.

In ascertaining the services actually rendered to the date of termination, consideration shall be given both to completed work and work in process of completion. Nothing herein contained shall be deemed a limitation upon the right of TOWN to terminate this Agreement for cause, or otherwise to exercise such rights or pursue such remedies as may accrue to TOWN hereunder.

3. Compensation; Expenses; Payment. TOWN shall compensate CONTRACTOR for all services performed by CONTRACTOR hereunder in accordance with the provisions of Exhibit B hereof, attached hereto and by this reference incorporated herein.

Compensation hereunder shall be payable upon monthly billing therefore by CONTRACTOR to TOWN, which billing shall include an itemized statement, briefly describing by task and labor category or cost/expense items billed.

4. Additional Services. In the event TOWN desires the performance of additional services not otherwise included within the services described in Exhibits A or B including the optional services indicated, such services shall be authorized in advance of the performance thereof by the Town Manager or Town Council in writing. Such amendment to this Agreement shall include a description of the services to be performed thereunder, the maximum compensation and reimbursement of costs and expenses payable therefore, the time of performance thereof, and such other matters as the parties deem appropriate for the accomplishment of such services. Except to the extent modified by written amendment, all other terms and conditions of this Agreement shall be deemed incorporated in each such amendment.
5. Records. CONTRACTOR shall keep and maintain accurate records of all time expended and costs and expenses incurred relating to services to be performed by CONTRACTOR hereunder. Said records shall be available to TOWN for review and copying during regular business hours at CONTRACTOR's place of business or as otherwise agreed upon by the parties.
6. Authorization. This Agreement becomes effective when endorsed by both parties in the space provided below.
7. Reliance on Professional Skill of CONTRACTOR. CONTRACTOR represents that it has the necessary professional skills to perform the services required and the TOWN shall rely on such skills of the CONTRACTOR to do and perform the work. In performing services hereunder CONTRACTOR shall adhere to the standards generally

prevailing for the performance of professional services similar to those to be performed by CONTRACTOR hereunder.

8. Documents. All documents, plans, drawings, renderings, and other papers, or copies thereof, as finally rendered, prepared by CONTRACTOR pursuant to the terms of this Agreement, shall, upon preparation and delivery to TOWN, become the property of TOWN.
9. Relationship of Parties. It is understood that the relationship of CONTRACTOR to the TOWN is that of an independent contractor and all persons working for or under the direction of CONTRACTOR are its agents or employees and not agents or employees of the TOWN.
10. Schedule. This agreement is for maintenance services on an annual basis. For budgeting purposes, the TOWN and CONTRACTOR agree to various types of services with annual cleaning requirements and minimal service call-out hours. CONTRACTOR shall adhere to the schedule to complete the work as set forth in Exhibits A and B; provided, that TOWN shall grant reasonable extensions of time for the performance of such services occasioned by governmental reviews of CONTRACTOR's work product or other unavoidable delays; provided, further, that such unavoidable delay shall not include strikes, lockouts, work stoppages, or other labor disturbances conducted by, or on behalf of, CONTRACTOR's officers or employees.

CONTRACTOR acknowledges the importance to TOWN of TOWN's maintenance scheduling requirements and agrees to put forth its best professional efforts to perform its services under this Agreement in a manner consistent with that schedule.

11. Indemnity. To the fullest extent permitted by law (including, without limitation, California Civil Code Sections 2782 and 2782.6), CONTRACTOR shall defend (with legal counsel reasonably acceptable to the TOWN), indemnify and hold harmless TOWN and its officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of CONTRACTOR or its subconsultants), expense and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) to the extent that they arise out of or pertain to the negligence, recklessness or willful misconduct of CONTRACTOR, any subconsultant, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnitee shall

not apply, however, to the extent that such Liabilities are caused solely by the negligence, recklessness, or willful misconduct of such Indemnitees. Additionally, CONTRACTOR shall not be required to indemnify, hold harmless or defend the TOWN for any Liabilities under the Clean Water Act or state law, including but not limited to fines, civil penalties, or legal and expert witness fees or costs that may arise from sewer system failures, overflows, or other damages or costs, provided that the failure, overflow, or other cause of the damage was not solely caused by the CONTRACTOR's negligence, recklessness or willful misconduct in the performance of work specified by this Agreement.

12. Insurance. CONTRACTOR shall acquire and maintain Workers' Compensation, employer's liability, commercial general liability, and owned and non-owned and hired automobile liability insurance coverage relating to CONTRACTOR's services to be performed hereunder covering TOWN's risks in form subject to the approval of the TOWN Attorney and/or TOWN's Risk Manager. The minimum amounts of coverage corresponding to the aforesaid categories of insurance per insurable event, shall be as follows:

<u>Insurance Category</u>	<u>Minimum Limits</u>
Workers' Compensation	statutory minimum
Employer's Liability	\$1,000,000 per accident for bodily injury or disease
Commercial General Liability	\$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage
Automobile Liability	\$1,000,000 per accident for bodily injury and property damage (coverage required to the extent applicable to CONSULTANT's vehicle usage in performing services hereunder)

Concurrently with the execution of this Agreement, CONTRACTOR shall, on the Insurance Coverage form provided in Exhibit C, furnish TOWN with certificates and copies of information or declaration pages of the insurance required hereunder and, with respect to evidence of commercial general liability and automobile liability insurance coverage, original endorsements:

- (a) Precluding cancellation or reduction in per occurrence limits before the expiration of thirty (30) days (10 days for nonpayment) after TOWN shall have received written notification of cancellation in coverage or reduction in per occurrence limits by first class mail;
 - (b) Providing that CONTRACTOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross liability endorsement);
 - (c) Naming the TOWN of Woodside, its Council and Board respectively, officers, boards, commissions, employees, and agents, as additional insureds; and
 - (d) Providing that CONTRACTOR's insurance coverage shall be primary insurance with respect to TOWN, its Council, officers, boards, commissions, employees, and agents, and any insurance or self-insurance maintained by TOWN for itself, its Council, officers, boards, commissions, employees, or agents shall be in excess of CONTRACTOR's insurance and not contributory with it.
13. WORKERS' COMPENSATION. CONTRACTOR certifies that it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and CONTRACTOR certifies that he will comply with such provisions before commencing the performance of the work of this agreement.
14. NON-DISCRIMINATION. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONTRACTOR will take affirmative action to insure that applicants are employed and the employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, advancement, demotion, transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The CONTRACTOR shall at all times be in compliance with the requirements of the Federal Americans With Disabilities Act (Public Law 101-336) which prohibits discrimination on the basis of disability by public entities. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment any notices provided by the TOWN setting forth the provisions of this non-discrimination clause.

15. Notice. All notices required by this Agreement shall be given to the TOWN and CONTRACTOR in writing, by first class mail, postage prepaid, addressed as follows:

TOWN: TOWN of Woodside
2955 Woodside Road
Woodside, CA94062
Attention: Paul T. Nagengast
Deputy Town Manager

CONTRACTOR: Phil Scott, District Manager
West Bay Sanitary District
500 Laurel Street
Menlo Park, CA 94025-3486

16. Non-Assignment. This Agreement is not assignable either in whole or in part.
17. Amendments. This Agreement may be amended or modified only by written agreement signed by both parties.
18. Validity. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
19. Governing Law. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the County of San Mateo, California. In the event of litigation between the parties hereto to enforce any provision of the Agreement, the unsuccessful party will pay the reasonable attorney's fees and expenses of litigation of the successful party.
20. Mediation. Should any dispute arise out of this Agreement, the parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the parties. If a mediated settlement is reached neither party shall be deemed the prevailing party for purposes of the settlement, and each party shall bear its own legal costs.
21. Conflict of Interest. CONTRACTOR may serve other clients, but none who are active within the TOWN of Woodside or who conduct business

that would place CONTRACTOR in a "conflict of interest" as that term is defined in State law.

22. Entire Agreement. This Agreement, including Exhibits A, B and C comprise the entire Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first above written by their respective officers duly authorized in that behalf.

TOWN OF WOODSIDE:

Dated: 11/12/14


Kevin Bryant, Town Manager

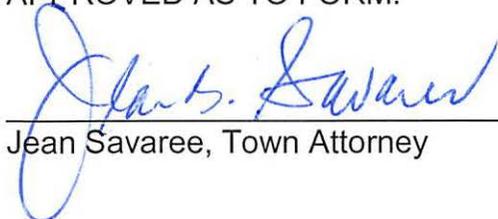
ATTEST:

Dated: 11/14/14


Janet G. Koelsch, Town Clerk

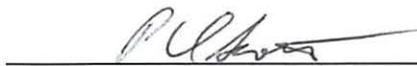
APPROVED AS TO FORM:

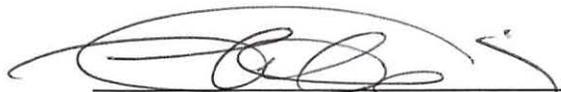
Dated: 11/14/14


Jean Savaree, Town Attorney

CONTRACTOR:

Dated: 10-28-14


Phil Scott, District Manager
West Bay Sanitary District


Anthony P. Condotti, District Counsel

SCOPE OF WORK
AND FEE

EXHIBITS A-B



Serving Our Community Since 1902

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384 (650)321-4265 FAX

PHIL SCOTT
District Manager

RECEIVED
In reply, please refer to our

File No.
JUL 14 2014

WOODSIDE TOWN HALL

July 8, 2014

Paul T. Nagengast, P.E.
Deputy Town Manager
2955 Woodside Road
Woodside, CA 94062

Subject: Amended Proposal for Sanitary Sewer Maintenance Services for the Town Center Sewer Assessment District (TCSAD)

Dear Mr. Nagengast:

Thank you for meeting with us last week to discuss our proposal for sanitary sewer maintenance services. As requested, this letter amends the original proposal as summarized below. An updated scope of services and detailed cost breakdown are attached for your review and use.

Changes to Proposed Scope of Work:

- Maintenance of both pump stations will be completed by CSMS until the Town Center Pump Station upgrade project is completed. West Bay Sanitary District (West Bay) will provide consultation during project design. It is anticipated that the upgrade project will continue beyond the initial term of this agreement.
- The SSO Response item has been separated into three tasks: Collection System SSOs, Pump Station SSOs, and Maintenance Call-Outs. Each task includes an hourly, on-call rate. Pump Station Alarm response is presented as Option 1.
- Optional scope and budget have been added to update and implement the Town's Fats, Oils, and Grease (FOG) control program.
- Development of electronic maps is not included in the scope. However, West Bay will record relevant information in the Computerized Maintenance Management System database as it is gathered, in support of any future mapping effort by the Town.
- West Bay will assist the Town in updating the Sewer System Management Plan, and completing the 2012-13 Biennial SSMP Audit.

We are excited about this opportunity to provide sewer maintenance services to the Town. Please call me at (650) 321-0384 or sramirez@westbaysanitary.org if you have questions or would like additional information.

Sincerely,
West Bay Sanitary District


Sergio Ramirez
Project Manager

cc: PLS, BHK, FILE

Revised Task List and Proposed Cost

Task	Description	Proposed Cost
Task 1. Review Existing Data, Documents and Policies	West Bay will review the existing information listed in the RFP, and will also meet with CSMS, as available, to obtain historical information about the system.	Included Below
Task 2. Integrate Town Facilities into Maintenance Strategy. Based on the information gathered in Task 1, West Bay will integrate cleaning and CCTV inspection activities into its current system-wide maintenance strategy.	Task 2.1 Sewer cleaning of pipe on an annual basis, including 16,277 lf of mainline pipe and 2,640 lf per quarter of additional hot spots, developing a progressive cleaning strategy (to move pipes on and off of the hot spot list) using CMMS, and conducting QA/QC of cleaning activities through CCTV inspection.	\$22,975
	Task 2.2 CCTV Inspection of 1,000 lineal feet of previously uninspected pipelines to be identified by the Town, plus 4,000 lineal feet of pipe annually. This budget includes five additional CCTV inspections post-SSO or post-repair, following West Bay standard operating procedures. All inspections will follow NASSCO PACP standards.	\$11,315
	Task 2.3. Pump station maintenance will be completed by others during the initial term of this agreement. Pump station SSO response and assistance during design and construction of pump station upgrades are described below as an optional service.	\$0
Task 3 Sanitary Sewer Overflow Response and Reporting Support for Collection System or Pump Stations	Task 3.1. West Bay will follow the Town's Sewer System Management Plan and Overflow Emergency Response Plan in responding to and conducting initial reporting of up to three sanitary sewer overflows . The Town will serve as the Legally Responsible Official (LRO). Response will be initiated within 60 minutes from notification. Following the SSO and subsequent CCTV inspection, West Bay will recommend follow-up actions.	\$2,942 Or \$326.85 per hour; 3 hour minimum during non-work hours.
	Task 3.2. This task also includes budget for three maintenance call-outs separate from SSO response.	\$1,008 \$105 per hour after first 3 hours
Task 4. Progress Reports	At the beginning of the project, we will develop a standard monthly summary format that includes the performance indicators that will be tracked and measured on a monthly and annual basis. These indicators will correlate closely to the measures that are described in Element 9 of the Town's SSMP. If these elements are not yet defined, we will assist the Town in developing a list that follows Regional Board expectations. The summaries will document issues and provided recommendations to address these issues.	Included Above
Total Baseline Cost (Task 1 - 4)		\$38,239
Optional Task 1. Additional Pump Station Response	Response shall be provided to three pump station alarms . The auto dialer at the Town's main pump station could be programmed to call the West Bay pump facility supervisor with the West Bay maintenance superintendent as back up, in case of a pump station problem or failure, if the Town requests that West Bay serve as the First Responder.	\$1,008 \$120 per hour after first 3 hours
Optional Task 2. Pump Station consultation during design activities	West Bay will provide up to ten hours of consultation on the Town Center Pump Station Improvements Project, including attending meetings and conducting design reviews from an O&M perspective.	\$950
Optional Task 3. Fats, Oils, and Grease Control Program Assistance	This task includes inspection of up to five Food Service Establishments and other FOG-producing businesses, documentation, and recommendations for enforcement. West Bay will also implement FOG outreach, which includes the distribution of up to 20 FOG-prevention mailers .	\$1,920
Optional Task 4. Sewer System Management Plan Update	West Bay will engage V. W. Housen & Associates (VWHA) to update the Town's Sewer System Management Plan. The cost for this work will be finalized through discussions with Town staff, and varies depending on the level of detail that is desired in the SSMP document. This task includes completion of the mandatory 2014 SSMP Audit.	\$7,000 to \$10,000
Optional Task 5. Point Repairs (including Trenchless Spot Repairs)	West Bay has the expertise and equipment, and is available to assist the Town with point and spot repairs. We will advise the Town as to whether each repair can be addressed through a "Pipe Patch" approach, or will require a dig-up. Our experience with both methods of repair is described further in Section IV of the original proposal.	Per Repair. See Appendix A from Original Proposal.



West Bay Sanitary District
 Proposal for Sanitary Sewer Maintenance Services for TCSAD
 Amended July 2014

2014-2015 Sanitary Sewer O&M Proposal - Town of Woodside, CA					
RFP Task	Description	Quantity	Unit	Unit Price	Total
2.1	Sewer cleaning and flushing of 16,277 feet per year of sewer line - entire system	1	Each	\$14,974.84	\$14,974.84
	Hot Spot Cleaning (aka High Frequency) - 2,640 ft quarterly; 1st quarter cleaning included in Item #1	3	Quarters	\$2,666.40	\$7,999.20
2.2	CCTV inspection and cleaning related to lines previously determined as "inaccessible"	1,000	Linear Foot	\$2.35	\$2,350.00
	CCTV inspection (and cleaning as-needed) related to SSOs or repairs. Assumes 5 incidents/year.	1,500	Linear Foot	\$1.63	\$2,445.00
	Annual CCTV inspection (cleaning as needed)	4,000	Linear Foot	\$1.63	\$6,520.00
2.3	Operation and Maintenance of 2 pump stations ~ 2 visits per week each station	Completed by Others (CSMS)			
3.1	SSO Response including clearing stoppage, clean up, reports, etc. (collection system and pump stations)	3	Per Incident	\$980.55	\$2,941.65
	Alternative Hourly Rate (3-person crew plus equipment, 3 hour minimum)	1	Hour	\$326.85	
3.2	Service Call Unplanned Responses - 3 hour minimum (additional hours @ \$105 per/hr)	3	Per Incident	\$336.00	\$1,008.00
Baseline Cost, RFP Tasks 1 through 4					\$38,238.69
Option 1	Pump Station Alarm Response - 3 hour minimum (additional hours @ \$120 per/Hr)	3	Per Incident	\$336.00	\$1,008.00
Option 2	Pump Station Consultation. WBSD staff involvement during design activities.	10	Hours	\$95.00	\$950.00
Option 3	FOG Control Support Services:				
3a	FOG Inspections and Documentation	5	Each	\$360.00	\$1,800.00
3b	Neighborhood Outreach, up to 20 mailers	1	Each	\$120.00	\$120.00
Option 4	Initial Update of SSMP plus SSMP Audit	1	Each	\$7,000 to \$10,000 Depending on Level of Detail	

Example Unit Costs for Point and Spot Repairs

Unit Rates	
Labor:	
Maintenance Worker:	\$102/hr
Rehab Tech:	\$91/hr
Maintenance Worker:	\$59/hr
Equipment:	
Backhoe	\$25/hr
Roller	\$10/hr
Utility Truck	\$22/hr
Material: Cost plus Markup	

Open Trench Repair Estimate (Typical 5 foot Repair 6 feet deep)	
Labor:	\$3,000
Material:	\$600
Equipment:	\$400
Total:	\$4,000

PipePatch CIPP Repair Estimate		
Labor:		\$700
Material:		
6x24 Patch Kit	\$	400.00
6x48 Patch Kit	\$	600.00
8x24 Patch Kit	\$	500.00
8x48 Patch Kit	\$	800.00
Equipment:		\$200
Total:		
6x24 Patch	\$	1,300.00
6x48 Patch	\$	1,500.00
8x24 Patch	\$	1,400.00
8x48 Patch	\$	1,700.00

** Example Unit Costs for Optional Open Trench and CIPP Spot Repairs
(Actual Costs May Vary, Depending on Site Conditions)



EXHIBIT C
INSURANCE FORMS

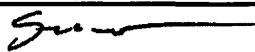
CERTIFICATE OF COVERAGE		DATE (MM/DD/YYYY) 2/12/2016
PRODUCER Alliant Insurance Services, Inc.-SFO 100 PINE STREET, 11TH FLOOR SAN FRANCISCO CA 94111		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE PROGRAMS BELOW.
COVERED PARTY West Bay Sanitary District 500 Laurel St Menlo Park CA 94025		
PROGRAM AFFORDING COVERAGE A: CSRMA - California Sanitation Risk Manag B: C: D: E:		

COVERAGES

THIS IS TO CERTIFY THAT THE COVERAGE IS AFFORDED TO THE ABOVE NAMED MEMBER, AS PROVIDED BY THE MEMORANDUM(S) OF COVERAGE, FOR THE COVERAGE PERIOD SHOWN BELOW, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE PROGRAM DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUM(S) OF COVERAGE. THE FOLLOWING COVERAGE IS IN EFFECT.

PRO LTR	COVERAGE	MEMORANDUM OF COVERAGE	EFFECTIVE DATE (MM/DD/YYYY)	EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Ded: \$25,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	CSL WBSD 1516 1	12/31/2015	12/31/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occur) \$ 2,000,000 MED. EXP (Any one person) \$ 2,000,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ N/A PRODUCTS-COMP/OP AGG \$ N/A
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED VEHICLES <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Ded: \$25,000	CSL WBSD 1516 1	12/31/2015	12/31/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE/OFFICER/MEMBER EXCLUDED? IF YES, DESCRIBE UNDER SPECIAL PROVISIONS BELOW				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE \$ E.L. DISEASE-POLICY LIMIT \$
	OTHER				
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
THE HOLDER IS NAMED AS AN ADDITIONAL COVERED PARTY PER THE MEMORANDUM OF COVERAGE WITH RESPECTS TO THE SANITARY SEWER MAINTENANCE SERVICES FOR THE TOWN CENTER SEWER ASSESSMENT DISTRICT (TCSAD). COPIES OF THE MEMORANDUM OF COVERAGE ARE AVAILABLE UPON REQUEST.

CERTIFICATE HOLDER	CANCELLATION
Town of Woodside Kevin Bryant (Town Manager) 2955 Woodside Road Woodside CA 94062	SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING PROGRAM AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE PROGRAM AFFORDING COVERAGE, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 

Appendix C: Town Center Sewer Assessment District CIP Budget

Project	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Miscellaneous Capital Improvements	\$126,250	\$126,250	\$126,250	\$126,250	\$126,250

Appendix D: Major Sewer System Equipment Inventory

Last Inventory Date: January 2022

Part Description	Number in Inventory	Location
3127 10 Hp Flygt pump	1	Corte Madera Storage Building WBSD

Appendix E: Table of Grease Waste and Used Oil Haulers

Grease Waste Haulers

A-1 Septic tank Service	(510) 697-8083
Able Septic	(408) 377-9990
Ameriguard Maintenance Services	(800) 347-7876
Bay Pumping	(831) 320-5229
Blue Sky Bio-Fuels	(510) 868-9229
Burr Plumbing & Pumping	(408) 287-2877
Darling International, Inc.	(800) 473-4890
Got Grease	(415) 728-8766
Liquid Environmental Solutions	(866) 694-7327
Pioneer Liquid Transport	(800) 804-7327
R&D Grease Trap Cleaning	(707) 632-5827
Sacramento Rendering Co.	(800) 339-6493
Salinas Tallow	(800) 621-9000
San Jose Tallow	(408) 452-8777
Trap Recyclers Inc.	(408) 892-3824

Used Cooking Oil Haulers

Ameriguard Maintenance Services	(800) 347-7876
Blue Sky Bio-Fuels	(510) 868-9229
Darling International, Inc.	(800) 473-4890
Got Grease	(415) 728-8766
One More Time	(800) 624-5504
Salinas Tallow	(800) 621-9000

** This partial list is distributed only as a convenience. The Town of Woodside does not endorse or promote any companies listed and will not be responsible for services rendered.*

Appendix F: Sewer System Management Plan Audit Reports

Appendix G: Sewer System Management Plan Change Log

Table D - 1: SSMP Change Log

Date	SSMP Element/Section #	Description of Change/Revision Made	Person Authorizing Change
2/2017	General Changes	Added references to Town WDID identification number; created separate SSMP removed from the Town Sewer Master Plan; add new section for references to each Element of the SSMP; added cover sheet.	Town Council
2/2017	Introduction	New addition to the SSMP - full narrative and infrastructure tables.	Town Council
2/2017	Goals	Reviewed and retained original goals	Town Council
2/2017	Organization	Updated the Town Organization Chart and descriptions of all collection related classification, revised Reporting Chain of Communications, revised maintenance service contractors.	Town Council
2/2017	Legal Authority	All new municipal code references updated and table added	Town Council
2/2017	Operations and Maintenance Program	Expanded narratives to add additional maintenance activities, performance results, updated CIP and updated maintenance service contractor West Bay Sanitary District.	Town Council
2/2017	Design & Performance	Added statements regarding Town development of standards.	Town Council
2/2017	Overflow Emergency Response Plan	Complete revision and coordination with new maintenance contract with West Bay Sanitary District; expanded to include debriefs and failure analysis and recent MRP requirements for sampling and technical report; stand-alone OERP placed in an appendix.	Town Council
2/2017	FOG Control Program	Added table of responsibilities, expanded narrative to follow West Bay and Town procedures.	Town Council
2/2017	Capacity Assurance		Town Council
2/2017	Monitoring, Measurement and Modification	Added historical performance results, added performance standards and system efficiency evaluations.	Town Council
2/2017	SSMP Audits		Town Council
2/2017	Communications Program	Added requirement to communicate annually with Town Council and other agencies that provide service.	Town Council
2/2017	Appendices	Added appendices and new regulatory required SSMP Change Log. Also added appendices	Town Council

Date	SSMP Element/Section #	Description of Change/Revision Made	Person Authorizing Change
		for adoption documents and biannual audit reports.	
10/2022	General Changes	Updated document to match current practices.	Town Council
10/2022	Introduction	Revised facilities description to include additional detail about the service area limits within the Town. Replaced infrastructure table contents with information provided from WBSD Lucity system. Updated sewer service area figure to include pump station locations and discharge locations to FOSMD. Updated definitions, acronyms and abbreviations to match October 2022 text.	Town Council
10/2022	Goals	No changes - Reviewed and retained original goals	Town Council
10/2022	Organization	Updated the Town Organization Chart with current job titles and added names and contact information for LRO staff. Updated maintenance service contractor information and added contact information for maintenance contractor.	Town Council
10/2022	Legal Authority	Minor municipal code references update.	Town Council
10/2022	Operations and Maintenance Program	Updated system mapping procedure to match current practice. Updated annual line cleaning totals based on WBSD records. Modified "Hot Spot" line cleaning, chemical root treatment and video inspection descriptions to match current practice. Updated annual video inspection totals based on WBSD records. Updated pump station and force main information to match construction following 2017 update and current work. Removed previous maintenance contractor from text. Updated private sewer lateral information to match current practices. Updated CIP information to match adopted current budget and Five-Year Program budget. Other minor edits for formatting consistency.	Town Council
10/2022	Design & Performance	No changes.	Town Council
10/2022	Overflow Emergency Response Plan	No changes.	Town Council
10/2022	FOG Control Program	Minor updates to table of responsibilities to match current practice. Substituted WBSD for District in public education outreach and updated "Hot Spot" maintenance frequency to current practice.	Town Council

10/2022	Capacity Assurance	Updated text to include construction of new Town Center Sewer Pump Station and added reference to current adopted CIP and updated CIP projects and budget.	Town Council
10/2022	Monitoring, Measurement and Modification	Updated the three historical SSO performance results tables and added Figure IX-1 with Annual Trend of Sewer System Overflows.	Town Council
10/2022	SSMP Audits	Updated job titles and modified planned communications to perform a two year reporting period associated with the biannual SSMP audit. The results to be posted to Town website with Town staff contact information to allow for input from the public on SSMP effectiveness.	Town Council
10/2022	Communications Program	Removed requirement to communicate annually with Town Council, and replaced with biannual posting of audits or SSMP updates to Town website with Town staff contact information to allow for input from the public on SSMP effectiveness. Communicate annually with WBSD regarding maintenance service, and communicate with FOSMD as required by the FOSMD SSMP communications plan.	Town Council
10/2022	Appendices	Modified Appendix B to clarify Maintenance Services agreement with WBSD only. Updated Appendix C to include CIP for FY 22-23 to FY 26-27. Updated Appendix D for new equipment inventory list for new pump station.	Town Council

Appendix H: Sewer System Management Plan Council Adoption Documents

RESOLUTION NO. 2022 - 7541

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE
APPROVING THE TOWN'S REVISED SEWER SYSTEM MANAGEMENT PLAN (SSMP) AS
REQUIRED BY THE STATE WATER RESOURCES CONTROL BOARD (SWRCB)**

WHEREAS, the Town of Woodside owns and operates the Town Center Sewer Assessment District sanitary sewer collection system and the Town's sewerage is conveyed through the systems of the Fair Oaks Sewer Maintenance District and the City of Redwood City before treatment at the Silicon Valley Clean Water Treatment Plant in Redwood City; and

WHEREAS, in May 2006 the SWRCB adopted Statewide Sanitary Sewer System Waste Discharge Regulations ("WDRs") including Monitoring and Reporting Programs ("MRPs") for all sanitary sewer collection systems greater than one mile in length and discharging to a publicly owned sewage treatment facility; and

WHEREAS, the WDRs require that an enrolled sanitary sewer collection system prepare and implement a Sewer System Management Plan (SSMP) that provides for adequate resources for the proper management, operations, maintenance and capacity assurance of the collection system to reduce or eliminate sanitary sewer overflows; and

WHEREAS, the original version of the Town's SSMP was finalized in July 2010; and

WHEREAS, the SWRCB on July 26, 2013 issued Order No. WQ 2013-00S8-EXEC amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, which are applicable to all sanitary sewer collection systems enrolled under the Waste Discharge Regulations, including the Town of Woodside; and

WHEREAS, the Town has revised its SSMP to meet the requirements of the amended MRP.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Town Council of the Town of Woodside that:

The Town Council approves and adopts the revised Town of Woodside Sewer System Management Plan, dated October 2022.

* * * * *

Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 13th December, 2022, by the following vote of members thereof:

AYES, and in favor thereof, Councilmembers: Brown, Dombkowski,
Fluet, Goeld, Wall, and Mayor Shaw

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:



Mayor of the Town of Woodside

ATTEST:



Clerk of the Town of Woodside

Appendix I: Town of Woodside Overflow Emergency Response Plan

Town of Woodside
Overflow Emergency Response Plan
Sanitary Sewer System
January 2017

1. Purpose

The purpose of the Town of Woodside's Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). The OERP provides guidelines for Town personnel and service contractors to follow in responding to, cleaning up, and reporting SSOs that may occur within the Town's service area. This OERP satisfies the SWRCB Statewide General Waste Discharge Requirements (GWDR), Section D 13(vi) which require wastewater collection agencies to have an Overflow Emergency Response Plan.

2. Policy

The Town's employees are required to report all wastewater overflows found and to take the appropriate action to secure the wastewater overflow area, properly report to the appropriate regulatory agencies, relieve the cause of the overflow, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The Town's goal is to respond to sewer system overflows as soon as possible following notification. The Town will follow reporting procedures in regards to sewer spills as set forth by the San Francisco Regional Water Quality Control Board (*SFRWQCB*) and the California State Water Resources Control Board (*SWRCB*).

3. Goals

The Town's goals with respect to responding to SSOs are:

- Work safely;
- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Prevent sewage system overflows or leaks from entering the storm drain system or receiving waters to the maximum extent practicable;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO;
- Meet the regulatory reporting requirements;
- Evaluate the causes of failure related to certain SSOs; and
- Revise response procedures resulting from the debrief and failure analysis of certain SSOs.

4. SSO Detection and Notification

ref. SWRCB Order No. 2006-0003-DWQ VI(a)

The processes that are employed to notify the Town of the occurrence of an SSO include: observation by the public or observation by Town staff or service contractors during the normal course of their work.

The Town operates two wastewater pump stations. In the event of any pump failure, the high level sensor activates the SCADA alarm system and the Town is contacted. To prevent overflow, wastewater from the wet well can either be pumped into a vacuum truck for disposal to a nearby sanitary sewer manhole, or bypassed around the station into the sanitary sewer system.

4.1 PUBLIC OBSERVATION

Public observation is the most common way that the Town is notified of blockages and spills. Contact numbers and information for reporting sewer spills and backups are in the phone book and on the Town's website: www.woodsidetown.org. The Town's telephone number for reporting sewer problems is (650) 851-6790.

Normal Work Hours

When a report of a sewer spill or backup is made during normal work hours, the Receptionist will take the call and complete the Request for Investigation form. After that, they will notify the available Public Works Director/Town Engineer or designee who will then notify West Bay Sanitary District (WBSD) for response.

After Hours

After hours, the main number voicemail message directs the caller to call County Dispatch. County Dispatch will notify the Town Manager or Public Works Director/Town Engineer. Depending on the circumstances and location of the spill, they will contact WBSD for an emergency response.

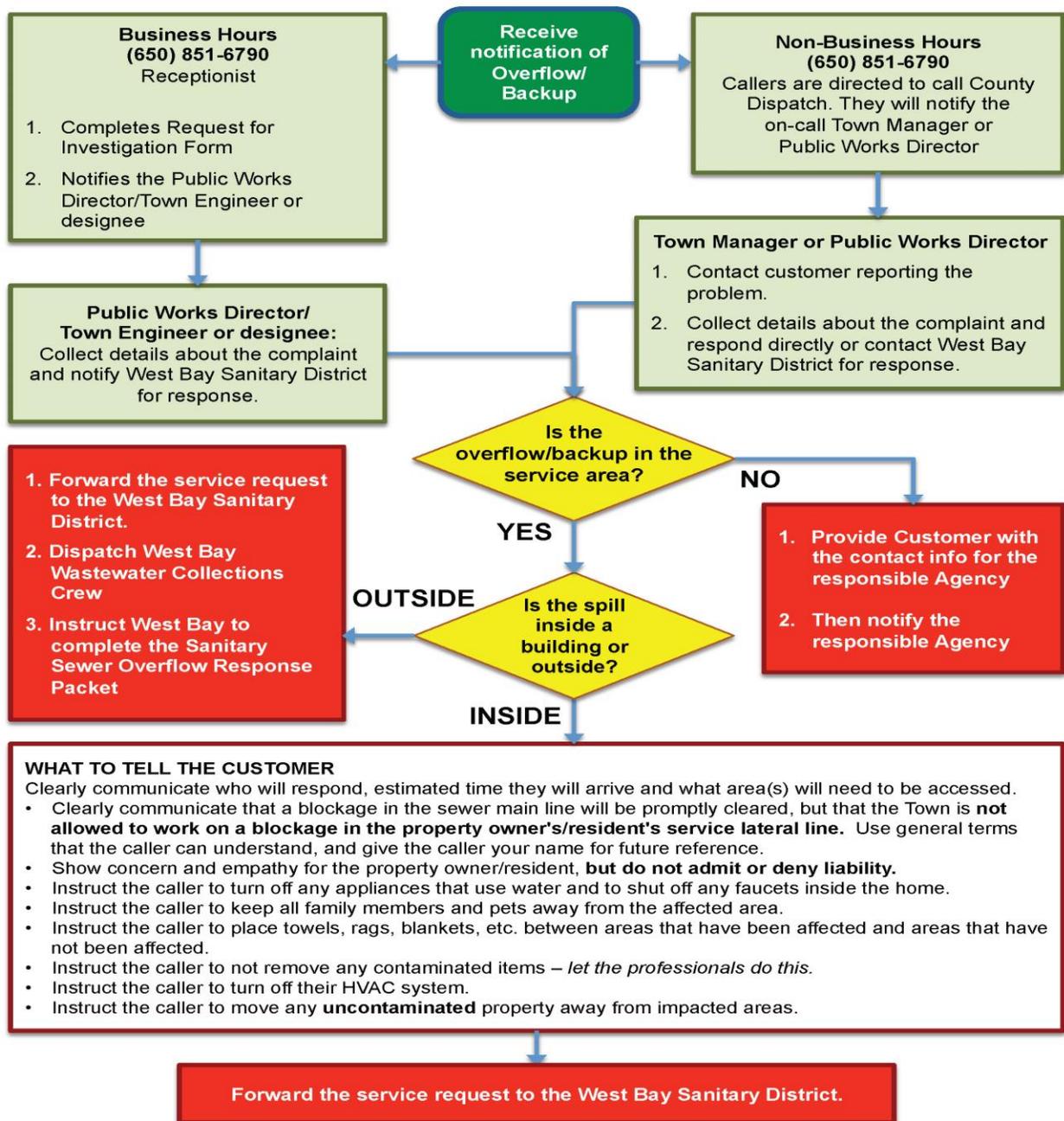
When calls are received, either during normal work hours or after hours, the individual receiving the call will collect the following information:

- Time and date of call
- Specific location of potential problem
- Nature of call
- In case of SSO, estimated start time of overflow
- Caller's name and telephone number

- Caller's observation (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)
- Other relevant information

The following is an overview of receiving a sewage overflow or backup report:

Figure 1 Overview of Receiving a Sewage Overflow or Backup Report Procedure



4.2 TOWN STAFF/TOWN'S MAINTENANCE CONTRACTOR OBSERVATION

Town staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate Town staff that, in turn, notifies WBSD. Work orders are issued to correct non-emergency conditions.

4.3 CONTRACTOR OBSERVATION

The following procedures are to be followed in the event that a service contractor/plumber causes or witnesses a Sanitary Sewer Overflow (SSO). If the service contractor/plumber causes or witnesses an SSO they should:

1. Immediately notify the Town
2. Protect storm drains
3. Protect the public
4. Provide Information to Town Public Works Director/Town Engineer and/or West Bay Sanitary District staff such as start time, appearance point, suspected cause, weather conditions, etc.
5. Direct ALL media and public relations requests to the Town Manager or Public Works Director/Town Engineer

5. SSO Response Procedures

ref. SWRCB Order No. 2006-0003-DWQ Element 6(b)

The Town through the WBSD service contractor will respond to SSOs as soon as feasible following notification of an overflow/backup or unauthorized discharge. The Town has contracted the West Bay Sanitary District (WBSD) to perform the response activities described in this section.

5.1 First Responder Priorities

The first responder priorities are:

- To follow safe work practices.
- To respond promptly with the appropriate and necessary equipment.
- To contain the spill wherever feasible, and restore the flow as soon as practicable.
- To minimize public access to and/or contact with the spilled sewage.
- To promptly notify the Town of Woodside Town Manager in event of major SSO.

- To return the spilled sewage to the sewer system.
- To restore the area to its original condition (or as close as possible).

5.2 Safety

WBSD and Town staff are responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work. There may be times when personnel responding to a sewer system event are not familiar with potential safety hazards peculiar to sewer work. In such cases it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before starting the job.

5.3 Initial Response

The WBSD first responder must respond to the reporting party/problem site and visually check for potential sewer stoppages or overflows.

The first responder will:

- Note arrival time at the site of the overflow/backup.
- Verify the existence of a public sewer system spill or backup.
- Determine if the overflow or blockage is from a public or private sewer.
- Identify and assess the affected area and extent of spill.
- Contact caller if time permits.
- If the spill is large or in a sensitive area, document conditions upon arrival with photographs. Decide whether to proceed with clearing the blockage to restore the flow or to initiate containment measures. The guidance for this decision is:
 - Small spills (i.e., spills that are easily contained) – proceed with clearing the blockage.
 - Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures.
 - Moderate or large spills where containment is anticipated to be difficult – proceed with clearing the blockage; however, whenever deemed necessary, call for additional assistance and implement containment measures.
- Take steps to contain the SSO.

5.4 Initiate Spill Containment Measures

The WBSD first responder will attempt to contain as much of the spilled sewage as possible using the following steps:

- Determine the immediate destination of the overflowing sewage.
- Plug storm drains using air plugs, sandbags, and/or plastic mats to contain the spill, whenever appropriate. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- Contain/direct the spilled sewage using dike/dam or sandbags.
- Pump around the blockage/pipe failure.
- Determine the best location to start clearing blockage.

5.5 Equipment

This section provides a list of specialized equipment that may be used to support this Overflow Emergency Response Plan.

- *Closed Circuit Television (CCTV) Inspection Unit* – A CCTV Inspection Unit is required to determine the root cause for all SSOs from gravity sewers.
- *Camera* – A digital or disposable camera is required to record the conditions upon arrival, during clean up, and upon departure.
- *Emergency Response Trucks* – A utility body pickup truck, or open bed is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools will include containment and clean up materials.
- *Portable Generators, Portable Pumps, Piping, and Hoses* – Equipment used to bypass pump, divert, or power equipment to mitigate an SSO.
- *Combination Sewer Cleaning Trucks* – Combination high velocity sewer cleaning trucks with vacuum tanks are required to clear blockages in gravity sewers, vacuum spilled sewage, and wash down the impacted area following the SSO event.
- *Air plugs, sandbag, and plastic mats*
- *Portable Lights*

Standard operating procedures for equipment that may be necessary in the event of a sanitary sewer overflow or backup are maintained by WBSD.

6. Recovery and Cleanup

ref. SWRCB Order No. 2006-0003-DWQ Element 6(e)

WBSD has been contracted by the Town to perform recovery and cleanup activities as described in this section. The recovery and cleanup phase begins immediately after the flow has been restored and the spilled sewage has been contained to the extent possible. The SSO recovery and cleanup procedures are:

6.1 Estimate the Volume of Spilled Sewage

Use the methods outlined in the Sanitary Sewer Backup Packet and/or the Field Guide to estimate the volume of the spilled sewage. Wherever possible, document the estimate using photos and/or video of the SSO site before and during the recovery operation.

6.2 Recovery of Spilled Sewage

Vacuum up and/or pump the spilled sewage and rinse water, and discharge it back into the sanitary sewer system.

6.3 Clean-up and Disinfection

Clean up and disinfection procedures will be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and will be modified as required for wet weather conditions.

Private Property

WBSD crews will perform cleanup when the property damage is minor in nature and is outside of private building dwellings, such as in front, side and backyards, easements, etc. In all other cases, affected property owners can call a water damage restoration contractor to complete the cleanup and restoration. If the overflow into property is the definite cause of Town system failure, the property owner can call out a water damage restoration contractor to complete the cleanup and restoration. In both cases, property owners may obtain a Town claim form from the Senior Management Analyst.

Hard Surface Areas

WBSD crews will collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. They will wash down the affected area with clean water and/or apply enzymes or

similar non-toxic biodegradable surface disinfectant until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Reasonable steps will be taken to contain and vacuum up the wastewater. The area will be allowed to dry and the process will be repeated if additional cleaning is required.

Landscaped and Unimproved Natural Vegetation

WBSD crews will collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. They will clean and disinfect the affected area. The flushing volume will be approximately three times the estimated volume of the spill. They will either contain or vacuum up the wash water so that none is released. The area will be allowed to dry and the process will be repeated if additional cleaning is required.

Natural Waterways

The Department of Fish and Wildlife will be notified by CalOES for SSOs greater than or equal to 1,000 gallons.

Wet Weather Modifications

Flushing and sampling will be performed when it is safe to do so during heavy storm events (i.e., sheet of rainwater across paved surfaces).

6.4 Public Notification

Signs will be posted and barricades put in place as necessary to keep vehicles and pedestrians away from contact with spilled sewage. Work with County Environmental Health as needed regarding placement and language of public warnings. Additionally, the Town of Woodside Public Works Director/Town Engineer will use their best judgment regarding supplemental sign placement in order to protect the public and local environment. Signs will not be removed until directed by County Environmental Health, the Public Works Director/Town Engineer, or designee.

Creeks, streams and beaches that have been contaminated as a result of an SSO will be posted at visible access locations until the risk of contamination has subsided to acceptable background bacteria levels. The area and warning signs, once posted, will be checked every day to ensure that they are still in place. Photographs of sign placement will be taken.

In the event that an overflow occurs at night, the location will be inspected first thing the following day. The field crew will look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

When contact with the local media is deemed necessary, the Town Manager or Public Works Director/Town Engineer will provide the media with all relevant information.

7. Water Quality

ref. SWRCB Order No. 2006-0003-DWQ Element 6(f)

7.2 Water Quality Sampling and Testing

Water quality sampling and testing is required for Category 1 SSOs of 50,000 gallons or greater to determine the extent and impact of the SSO. The water quality sampling procedures must be implemented by WBSD staff within 48 hours of becoming aware of the SSO and include the following:

- WBSD staff will collect samples as soon as possible after the discovery and mitigation of the SSO event.
- WBSD is responsible for sampling, ensuring the samples are analyzed at their lab, and providing the Town with the sample results.

7.3 Water Quality Monitoring Plan

The Town Water Quality Monitoring Plan (WQMP) will be implemented immediately upon discovery of any Category 1 SSO of 50,000 gallons or more in order to assess impacts from SSOs to surface waters. The SSO WQMP will:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO WQMP to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the Town becoming aware of the SSO, require water quality sampling for ammonia and bacteria indicators (e.g., total and fecal coliform, enterococcus).
6. Observe proper chain of custody procedures.

7.4 SSO Technical Report

The Town Public Works Director/Town Engineer will submit an SSO Technical Report to the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater reaches surface waters. The Public Works Director/Town Engineer will supervise the preparation of this report and will certify this report in CIWQS. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

Causes and Circumstances of the SSO:

- Complete and detailed explanation of how and when the SSO was discovered.
- Diagram showing the SSO failure point, appearance point(s), and final destination(s).
- Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
- Detailed description of the cause(s) of the SSO.
- Copies of original field crew records used to document the SSO.
- Historical maintenance records for the failure location.

Town's Response to SSO:

- Chronological narrative description of all actions taken to terminate the spill.
- Explanation of how the SSMP Overflow Emergency Response Plan was implemented to respond to and mitigate the SSO.
- Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

Water Quality Monitoring:

- Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- Detailed location map illustrating all water quality sampling points.

8. Sewer Backup Into/Onto Private Property Claims Handling Policy

It is the policy of the Town that a claim form shall be offered to anyone wishing to file a claim. The following procedures will be observed for all sewer overflows/backups into/onto private property:

- Town staff will offer a Town claim form irrespective of fault whenever it is possible that the sanitary sewer backup may have resulted from an apparent blockage in the Town-owned sewer lines or whenever a Town customer requests a claim form. The claim may later be rejected if subsequent investigations into the cause of the loss indicate the Town was not at fault.
- It is the responsibility of the Town and/or WBSD staff to gather information regarding the incident and notify the Public Works Director/Town Engineer or his/her designee.
- It is the responsibility of the Town Senior Management Analyst or his/her designee to review all claims and to oversee the adjustment and administration of the claim to closure.

9. Notification, Reporting, Monitoring and Recordkeeping Requirements

ref. SWRCB Order No. 2006-0003-DWQ Element 6(c)

In accordance with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS GWDRs), the Town of Woodside maintains records for each sanitary sewer overflow for a minimum of five (5) years. Records include:

- Documentation of response steps and/or remedial actions
- Photographic evidence to document the extent of the SSO, field crew response operations, and site conditions after field crew SSO response operations have been completed. The date, time, location, and direction of photographs taken will be documented.
- Documentation of how any estimations of the volume of discharged and/or recovered volumes were calculated including all assumptions made.

Regulator required notifications are outlined in Section 9.1 on the following page.

9.1 Regulator Required Notifications

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION	Within two hours of becoming aware of any Category 1 SSO 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, the Town will notify the California Office of Emergency Services (CalOES) and obtain a notification control number.	Call Cal OES at: (800) 852-7550
REPORTING	<ul style="list-style-type: none"> • Category 1 SSO: The Town will submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: The Town will submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: The Town will submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: The Town will 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. • “No Spill” Certification: The Town will 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. • Collection System Questionnaire: The Town will update and certify every 12 months 	<p>Enter data into the CIWQS Online SSO Database¹ (http://ciwqs.waterboards.ca.gov/) certified by the Legally Responsible Official(s)².</p> <p>All information required by CIWQS will be captured in the Sanitary Sewer Overflow Report.</p> <p>Certified SSO reports may be updated by amending the report or adding an attachment to the SSO report within 120 calendar days after the SSO end date. After 120 days, the State SSO Program Manager must be contacted to request to amend an SSO report along with a justification for why the additional information was not available prior to the end of the 120 days.</p>
WATER QUALITY MONITORING	The Town will conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.	<p>Water quality results will be uploaded into CIWQS for</p> <p>Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</p>

¹ In the event that the CIWQS online SSO database is not available, the Public Works Director/Town Engineer or Senior Engineer will notify SWRCB by phone and will fax or e-mail required information to the RWQCB office at (510) 622-2460 in accordance with time schedules identified above. In such an event, the Town will submit the appropriate reports using the CIWQS online SSO database when the database becomes available. A copy of all documents that certify the submittal in fulfillment of this section shall be retained in the SSO file.

² The Town always has at least one LRO. Any change in the LRO(s) including deactivation or a change to contact information, will be submitted to the SWRCB within 30 days of the change by calling (866) 792-4977 or emailing help@ciwqs.waterboards.ca.gov.

<p>RECORD</p> <p>KEEPING</p>	<p>The Town will maintain the following records for five (5) years:</p> <ul style="list-style-type: none"> • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	<p>Self-maintained records shall be available during inspections or upon request.</p>
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For reporting purposes, if one SSO event of whatever category results in multiple appearance points in a sewer system, a single SSO report is required in CIWQS that includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that cause the SSO, and descriptions of the locations of all other discharge points associated with the single SSO event.

9.2 Complaint Records

The Town maintains records of all complaints received whether or not they result in sanitary sewer overflows for five (5) years. These complaint records include:

- Date, time, and method of notification
- Date and time the complainant or informant first noticed the SSO or occurrence related to the call
- Narrative description describing the complaint
- A statement from the complainant or informant, if they know, of whether or not the potential SSO may have reached waters of the state
- Name, address, and contact telephone number of the complainant or informant reporting the potential SSO (if not reported anonymously)
- Follow-up return contact information for each complaint received (if not reported anonymously)
- Final resolution of the complaint with the original complainant

10. Post SSO Event Debriefing

ref. SWRCB Order No. 2006-0003-DWQ Element 6(d)

Every SSO event is an opportunity to evaluate the Town response and reporting procedures. Each overflow event is unique, with its own elements and challenges including volume, cause, location, terrain, climate, and other parameters.

As soon as possible after Category 1 and Category 2 SSO events all appropriate participants will meet to review the procedures used and to discuss what worked and where improvements could be made in preventing or responding to and mitigating future SSO events. The results of the debriefing will be documented and tracked to ensure the action items are completed as scheduled.

11. Failure Analysis Investigation/Post Spill Assessment

ref. SWRCB Order No. 2006-0003-DWQ Element 6(d)

The objective of the failure analysis investigation is to determine the “root cause” of the SSO and to identify corrective action(s) needed that will reduce or eliminate future potential for the SSO to recur or for other SSOs to occur.

The investigation will include reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation will include, as appropriate:

- Reviewing and completing the Sanitary Sewer Overflow Report and any other documents related to the incident.
- Reviewing the incident timeline and other documentation regarding the incident.
- Reviewing communications with the reporting party and witness.
- Reviewing volume estimate, volume recovered estimate, volume estimation assumptions and associated drawings.
- Reviewing available photographs.
- Interviewing staff that responded to the spill.
- Reviewing past maintenance records.
- Reviewing past CCTV records.
- Conducting a CCTV inspection to determine the condition of all line segments immediately following the SSO and reviewing the video and logs.
- Reviewing any Fats, Roots, Oils and Grease (FROG) related information or results.
- Post SSO debrief records.
- Interviews with the public at the SSO location.

The product of the failure analysis investigation will be the determination of the root cause and the identification and scheduling of the corrective actions.

12. SSO Response Training

ref. SWRCB Order No. 2006-0003-DWQ Element 6(d)

This section provides information on the training that is required to support this Overflow Emergency Response Plan.

12.1 Initial and Annual Refresher Training

All personnel who may have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training on the contents of this OERP. All new employees will receive training before they are placed in a position where they may have to respond. Current employees will receive annual refresher training on this plan and the procedures to be followed. The Town and/or WBSD as applicable will document all training.

Affected employees will receive annual training on the following topics by knowledgeable trainers:

- The Town's Overflow Emergency Response Plan and Sanitary Sewer Management Plan
- Sanitary Sewer Overflow Volume Estimation Techniques
- Researching and documenting Sanitary Sewer Overflow Start Times
- Impacted Surface Waters: Response Procedures
- State Water Resources Control Board Employee Knowledge Expectations
- Employee Core Competency Evaluations on Sanitary Sewer Operations
- Water Quality Sampling Plan

The Town and/or WBSD as applicable will verify that annual safety training requirements are current for each employee, and that employees are competent in the performance of all core competencies. This will be verified through electronic testing, interviews and/or observations. The Town/WBSD will address, through additional training/instruction, any identified gaps in required core competencies.

12.2 SSO Response Drills

Periodic training drills or field exercises will be held to ensure that employees are up to date on these procedures, equipment is in working order, and the required materials are readily available. The training drills will cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, and lateral blockage). The results and the observations during the drills will be recorded and action items will be tracked to ensure completion.

12.3 SSO Training Record Keeping

Records will be kept by the respective agency of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency

response training event and will include date, time, place, content, name of trainer(s), and names and titles of attendees.

12.4 Contractors Working On Town Sewer Facilities

All construction contractors working on Town sewer facilities will be provided with instruction on the measures to take in the event that they cause or observe an SSO via Town contracts specifications. Emergency response procedures shall be discussed at project pre-construction meeting and after any contractor involved incidents.

13. High Priority Asset

Town Center Pump Station located at the intersection of Woodside Road and Mountain Home Road along Dry Creek is a high-priority asset that needs to be monitored and inspected prior to, during, and following an extreme weather event or natural disaster.

14. Authority

- Health & Safety Code Sections 5410-5416
- CA Water Code Section 13271
- Fish & Wildlife Code Sections 5650-5656
- State Water Resources Control Board Order No. 2006-0003-DWQ
- State Water Resources Control Board Order 2013-009-DWQ effective September 9, 2013

15. References

- Sanitary Sewer Overflow and Backup Response Field Guide, August 17, 2015, DKF Solutions Group, LLC
 - Appendix A: Regulatory Notifications Packet
 - Appendix B: Sanitary Sewer Backup Packet
 - Appendix C: Sanitary Sewer Overflow Packet
 - Appendix D: Contractor Orientation